

COLLEGE OF

MARIN

**District Wide Electronic Hardware/Software
Project #17-0726**

Marin Community College District

Bid Date: 2:00 p.m. Friday, August 11, 2017

NOTICE INVITING BIDS

1. Notice is hereby given that the Governing Board ("Board") of the Marin Community College District ("District"), of the County of Marin, State of California, will receive sealed bids for the **District Wide Electronic Hardware/Software Project #17- 0726**, ("Project") up to, but not later than, **2:00 p.m. Friday, August 11, 2017**, and will thereafter publicly open and read aloud the bids. All bids shall be received at the office of the **District Buyer**, College of Marin, Indian Valley Campus, 1800 Ignacio Blvd., Administrative Services Building 8, Room 130, Novato, California, 94949.

Bid opening will occur at 2:00 p.m. on the date stated above at the College of Marin, Indian Valley Campus, 1800 Ignacio Blvd., Administrative Services Building 8, Room 130, Novato, California, 94949.

Note: It is the responsibility of the bidder to make sure that the bid is delivered to the address listed above. Please be informed that UPS does not deliver directly to this physical address.

2. Each bid shall be completed on the Bid Proposal Form included in the Contract Documents, and must conform and be fully responsive to this invitation, the plans and specifications and all other Contract Documents. The Contract Documents are available for review at the College of Marin, Indian Valley Campus, 1800 Ignacio Blvd., Administrative Services Building 8, Room 130, Novato, California.
3. Each bid shall be accompanied by a bidder's bond executed by a surety licensed to do business in the State of California as a surety, made payable to the District, in an amount not less than ten percent (10%) of the maximum amount of the bid. The bid bond shall be given as a guarantee that the bidder to whom the contract is awarded shall execute the Contract Documents and will provide performance bonds and insurance certificates within ten (10) days after the notification of the award of the Contract.
4. The substitution of appropriate securities in lieu of retention amounts from progress payments in accordance with Public Contract Code §22300 is permitted.
5. Pursuant to Public Contract Code §4104, each bid shall include the name and location of the place of business of each subcontractor who shall perform work or service or fabricate or install work for the contractor in excess of one-half of one percent (1/2 of 1%) of the bid price. The bid shall describe the type of work to be performed by each listed subcontractor.
6. No bid may be withdrawn for a period of ninety (90) days after the date set for the opening for bids except as provided pursuant to Public Contract Code §§5100 *et seq.* **The District reserves the right to reject any and all bids and to waive any informalities or irregularities in the bidding.**
7. Minority, women, and disabled veteran contractors are encouraged to submit bids. This

bid **is not** subject to Disabled Veteran Business Enterprise requirements. The MCCD is a self-certifying District and a vendor wanting to self-certify may do so by request to the District and a form shall be provided based on the category the vendor is claiming as a Minority, small, women owned or veteran owned company as set forth by federal regulations.

8. This contract **is not** subject to a **labor** compliance program, as described in the Labor Code.

MARIN COMMUNITY COLLEGE DISTRICT

By: Greg Nelson, Vice President, College Operations

DATED: July 26, 2017

INSTRUCTIONS TO BIDDERS

Each bid submitted to the Marin Community College District ("District") for the **District Wide Electronic Hardware/Software #17-0726** shall be in accordance with the following instructions and requirements, which are part of the Contract Documents for this Project.

1. Deadline For Receipt of Proposals. Each bid shall be sealed and submitted to the District Buyer **no later than 2:00 p.m. on Friday, August 11, 2017.** The District suggests that bids be hand delivered in order to ensure their timely receipt. Any bids received after the time stated, regardless of the reason, shall be returned, unopened, to the bidder. The Buyer office is located at College of Marin, Indian Valley Campus, **1800 Ignacio Boulevard, Building 8, Room 130, Novato, California, 94949.**

2. Terms. The term of this contract shall be for a period of three (3) years with the option to renew for two (2) one year options for a total award not to exceed five (5) years.

Escalation of pricing within terms of this agreement shall be denoted by the vendor in their proposal for consideration and shall be limited to no more than five (5) percent per year of the contract agreement with the awarded vendor.

3. Requests for Information. A bidder's failure to request clarification or interpretation of an apparent error, inconsistency or ambiguity in the Contract Documents waives that bidder's right to thereafter claim entitlement to additional compensation based upon an ambiguity, inconsistency, or error, which should have been discovered by a reasonably prudent Contractor, subject to the limitations of Public Contract Code §1104. Any questions relative to the bid shall be in writing and directed to the District Buyer at the address specified for receipt of bid proposals. These requests may be faxed to the District Buyer at (415) 883-3261. These requests shall be submitted to the District at least three (3) working days prior to the date the bid is due.

4. Bid Proposal Forms. All bid proposals shall be made on the forms provided by the District. All items on the form shall be filled out in ink. Numbers should be stated in figures, and the signatures of all individuals must be in long hand. The completed form shall be without interlineations, alterations, or erasures.

5. Execution of Forms. Each bid must give the full business address of the bidder and must be signed by the bidder or bidder's authorized representative with his or her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Bids by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation or partnership shall be furnished. A bidder's failure to properly sign required forms may result in rejection of the bid. All bids must include the bidder's contractor license number(s) and expiration

date(s).

6. Bid Security. Bid proposals shall be accompanied by a certified or cashier's check or bid bond for an amount not less than ten percent (10%) of the bid amount, payable to the District. A bid bond shall be secured from an admitted surety company, licensed in the State of California, and satisfactory to the District. The bid security shall be given as a guarantee that the bidder will enter into the Contract if awarded the work, and in the case of refusal or failure to enter into the Contract within ten (10) calendar days after notification of the award of the Contract or failure to provide the payment and performance bonds and proof of insurance as required by the Contract Documents, the District shall have the right to award the Contract to another bidder and declare the bid security forfeited. The District reserves the right to pursue all other remedies in law or equity relating to such a breach including, but not limited to, seeking recovery of damages for breach of contract. Failure to provide bid security, or bid security in the proper amount, will result in rejection of the bid.
7. Withdrawal of Bid Proposals. Bid proposals may be withdrawn by the bidders prior to the time fixed for the opening of bids, but may not be withdrawn for a period of ninety (90) days after the opening of bids, except as permitted pursuant to Public Contract Code §5103.
8. Addenda or Bulletins. The District reserves the right to issue addenda or bulletins prior to the opening of the bids subject to the limitations of Public Contract Code §4104.5. Any addenda or bulletins issued prior to bid time shall be considered a part of the Contract Documents.
9. Bonds. The successful bidder shall be required to submit payment and/or performance bonds as specified in and using the bond forms included with the Contract Documents. All required bonds shall be based on the maximum total contract price as awarded, including additive alternates, if applicable.
10. Rejection of Bids and Award of Contract. The District reserves the right to waive any irregularities in the bid and reserves the right to reject any and all bids. The Contract will be awarded, if at all, within ninety (90) calendar days after the opening of bids to the lowest responsible and responsive bidder, subject to Governing Board approval. The time for awarding the Contract may be extended by the District with the consent of the lowest responsible, responsive bidder.
11. Execution of Contract. The successful bidder shall, within ten (10) calendar days of the Notice of Award of the Contract, sign and deliver to the District the executed Contract along with the bonds and certificates of insurance required by the Contract Documents. In the event the successful bidder fails or refuses to execute the Contract or fails to provide the bonds and certificates as required, the District may declare the bidder's bid deposit or bond forfeited as liquidated damages, and may award the work to the next lowest responsible, responsive bidder, or may reject all bids and, in its sole discretion, call for new bids. In all cases, the District reserves the right, without any liability, to cancel the award of

Contract at any time prior to the full execution of the Contract.

12. Drawings and Specifications. All drawings, specifications and other documents used or prepared during the project shall be the exclusive property of the District.
13. Evidence of Responsibility. Upon the request of the District, a bidder shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, the bidder's experience in the type of work being required by the District, the bidder's availability to perform the Contract and any other required evidence of the bidder's qualifications to perform the Contract and any other required evidence of the bidder's qualifications and responsibility to perform the Contract. The District may consider such evidence before making its decision to award the Contract. Failure to submit requested evidence may result in rejection of the bid.
14. Taxes. Applicable taxes shall be included in the bid prices.
15. Bid Exceptions. Bid exceptions are not allowed. If the bidder has a comment regarding the bid documents or the scope of work, the bidder shall submit those comments to the District for evaluation at least five working days prior to the opening of the bids. No oral or telephonic modification of any bid submitted will be considered and a sealed written modification may be considered only if received prior to opening of bids. E-mailed or faxed bids or modifications will not be accepted.
16. Discounts. Any discounts which the bidder desires to provide the District must be stated clearly on the bid form itself so that the District can calculate the net cost of the bid proposal. Offers of discounts or additional services not delineated on the bid form will not be considered by the District in the determination of the lowest responsible responsive bidder.
17. Quantities. The quantities shown on the plans and specifications are approximate. The District reserves the right to increase or decrease quantities as desired.
18. Prices. Bidders must quote prices Freight on Board (F.O.B.) unless otherwise noted. Prices should be stated in the units specified and bidders should quote each item separately. If multiple line items of product, proposal shall be accompanied by a detail sheet, by unit cost, to the District accordingly. In the bid proposal form, vendor proposal shall write "see attached" for a total bid. This will allow the District to analyze all products submitted.
19. Samples. On request, samples of the products being bid shall be furnished to the District.
20. Special Brand Names/Substitutions. In describing any item, the use of a manufacturer or special brand does not restrict bidding to that manufacturer or special brand, but is intended only to indicate quality and type of item desired, except as provided in §3400 of the Public Contract Code. Substitute products will be considered either prior to or after the award of the Contract in accordance with §3400 and as set forth in either the Supplemental Conditions or the Specifications. All data substantiating the proposed

substitute as an "equal" item shall be submitted with the written request for substitution. The District reserves the right to make all final decisions on product and vendor selection.

21. Container Costs and Delivery. All costs for containers shall be borne by the bidder. All products shall conform to the provisions set forth in the federal, county, state and city laws for their production, handling, processing and labeling. Packages shall be so constructed in ensure safe transportation to point of delivery.
22. **Bid Negotiations. A bid response to any specific item of this bid using terms such as “negotiable,” “will negotiate,” or similar, will be considered non-responsive.**
23. Prevailing Law. In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. All equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law, including, but not limited to, Labor Code §§1771, 1778 and 1779.
24. Allowances. An “allowance” means an amount included in the bid proposal for work that may or may not be included in the Project, depending on conditions that will become known only after the Project is underway.
25. Subcontractors. Pursuant to the Subletting and Subcontracting Fair Practices Act, Public Contract Code §§4100-4114, every bidder shall, on the enclosed Subcontractor List Form, set forth:
 - a. The name and location of the place of business of each Subcontractor who will perform work or labor or render service to the bidder in or about the work or fabricate and install work in an amount in excess of one-half (1/2) of one percent (1%) of the bidder's total bid.
 - b. If the bidder fails to specify a Subcontractor for any portion of the work to be performed under the contract in excess of one-half (1/2) of one percent (1%) of the bidder's total bid, bidder agrees that bidder is fully qualified to and shall perform that portion of the work. The successful bidder shall not, without the written consent of the District or compliance with Public Contract Code §§ 4100 - 4114, either:
 - 1) Substitute any person as Subcontractor in place of the Subcontractor designated in the original bid;
 - 2) Permit any subcontract to be voluntarily assigned or transferred or allow the work to be performed by anyone other than the original Subcontractor listed in the bid; or
 - 3) Sublet or subcontract any portion of the work in excess of one-half (1/2) of

one percent (1%) of the total bid as to which the bidder's original bid did not designate a Subcontractor.

26. Examination of Contract Documents. Before submitting a bid proposal, all bidders shall carefully examine the Contract Documents, including and specifications, shall visit the site of the proposed work, and shall fully inform themselves of all conditions in and about the work site, as well as applicable federal, state and local laws and regulations that may affect the work. No bidder shall visit the site without prior authorization of the District. Bidders shall contact a local district representative to make site visits.
27. Form and Approval of Contract. The Contract Documents must be approved by the Governing Board of the District and its legal counsel. The bidder selected by the District shall execute the Contract provided by the District.
28. Licenses and Permits. Each bidder, and its Subcontractors, if any, shall at all times possess all appropriate and required licenses or other permits to perform the work as identified in the Contract Documents. Upon request, each bidder shall furnish the District with evidence demonstrating possession of the required licenses or permits.
29. Denial of Right to Bid. Contractors or Subcontractors who have violated state law governing public works shall be denied the right to bid on this public works contract pursuant to California Labor Code § 1777.7.
30. Bidders Interested in More Than One Bid. No person, firm, or corporation shall make, or file, or be interested in more than one bid. However, a person, firm, or corporation that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders or from submitting a prime proposal.
31. Contractor's State License Board. Contractors and Subcontractors are required by law to be licensed and regulated by the California Contractors' License Board.
32. Fingerprinting. **This Section applicable to K-12 only.**
33. Disabled Veterans Participation Goals. **This Section is applicable to K-12 only.**
34. Labor Compliance Program. This contract is ____ / is not **X** subject to a labor compliance

36. Bid Protest. Any bid protest must be in writing and received by the District Office before 5:00 p.m. no later than five (5) working days following bid opening and must comply with the following requirements:
- a. The bid protest must contain a complete statement of the basis for the protest, and all supporting documentation.
 - b. The party filing the protest must have actually submitted a bid for the Project. A Subcontractor of a bidder submitting a bid for the Project may not submit a bid protest. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
 - c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.
 - d. The protest must include the name, address and telephone number of the person representing the protesting bidder.
 - e. The bidder filing the protest must concurrently transmit a copy of the bid protest and all supporting documentation to all other bidders with a direct financial interest which may be affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District before 5 p.m., no later than two (2) working days after the deadline for submission of the bid protest or other receipt of the bid protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - g. The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

- h. If the District determines that a protest is frivolous, the protesting bidder may be determined to be non-responsible and that bidder may be determined to be ineligible for future contract awards by the District.
- i. A “working day” for purposes of this section means a weekday during which the District’s office is open and conducting business, regardless of whether or not school is in session.

37. Piggybacking –

Other school districts and public agencies may purchase under this bid at the same prices, terms and conditions stated in these bid documents, at the discretion of the successful bidder.

Agencies participating in this bid shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold the Marin Community College District harmless from any disputes, disagreements or actions which may arise as a result of using this bid.

The Marin Community College District waives its right to receive payment, and authorizes each district to make payment and place orders directly to the successful bidder.

Required Attachments:

1. Bid Proposal Form
2. Addenda
3. Subcontractor List Form
4. Worker’s Compensation Certificate
5. Non-Collusion Affidavit
6. W-9 Request for Taxpayer Identification Number and Certification
7. Bidder’s Questionnaire

To be completed by bidder and submitted with bid.

BID PROPOSAL FORM

Governing Board
Marin Community College District

Dear Members of the Governing Board:

The undersigned, doing business under the name of _____

_____, having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Notice Inviting Bids, the General Conditions, the Instructions to Bidders, the Plans and Specifications, and all other Contract Documents for the proposed **the District Wide Electronic Hardware/Software 17-0726**, ("Project"), and having accurately completed the Bidder's Questionnaire, proposes to perform all work and activities in accordance with the Contract Documents, including all of its component parts, and to furnish all required labor, materials, equipment, transportation and services required for the construction of the Project in strict conformity with the Contract Documents, including the Plans and Specifications as follows:

BASE BID:

For the sum of: _____

_____ Dollars (\$ _____

_____) Alternate #1 _____

Add/Subtract _____ Dollars (\$ _____)

ADDITIVE/DEDUCTIVE ALTERNATE *[if applicable]*:

Additive/Deductive Alternate #2 _____

Add/Subtract _____ Dollars (\$ _____)

Additive/Deductive Alternate #3 _____

Add/Subtract _____ Dollars (\$ _____)

The undersigned has checked carefully all the above figures and understands that the District is not responsible for any errors or omissions on the part of the undersigned in making this bid.

Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this bid is based upon completing the work within the number of calendar days specified in the Contract Documents.

“Piggybacking” Documentation

Marin Community College District would also like to make the same pricing structures available to other area Board of Educations, UC’s, CSU’s and/or municipalities. Bidders shall indicate whether they shall extend pricing. Inclusion is not mandatory and will have no bearing on the contract award.

Agree to extend prices to other CC’s, CSU’s, UC’s, School Districts,
or other public agencies within California _____ (Mark Acceptance by initialing line)

Do not agree to extend prices to other CC’s, CSU’s, UC’s, School Districts,
or other public agencies within California _____ (Mark denial by initialing line)

Other school districts, universities within the UC system of California, California State Universities (CSU’s) and/or other public agencies may purchase under this bid at the same prices, terms and conditions stated in these bid documents, at the discretion of the successful bidder.

Agencies participating in this bid shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold the Marin Community College District harmless from any disputes, disagreements or actions which may arise as a result of using this bid.

The Marin Community College District waives its right to receive payment, and authorizes each district to make payment and place orders directly to the successful bidder.

Vendor shall pay Marin Community College District a percentage of the sale, equal to .5% (1/2 of 1% of the total contract amount). Payment shall be made at the conclusion of the contract term by public agency or sixty (60) days from the final payment to the approved vendor by the public agency.

To be completed by bidder and submitted with bid.

ADDENDA:

Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Respectfully Submitted,

Company: _____

Address: _____

By: _____

(Please Print Or Type)

Signature: _____

Title: _____

Date: _____

Phone: _____

Contractor's License No: _____ Expiration Date _____

To be completed by bidder and submitted with bid.

WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

- (b) Be securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

Contractor

By: _____

In accordance with Article 5 (commencing at §1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.

To be completed by bidder and submitted with bid.

.NONCOLLUSION AFFIDAVIT

State of California

County of (_____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing bid, and affirms that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true and correct; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____
Signature _____

State of _____, County of _____

On _____ before me, _____, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary Public

To be completed by bidder and submitted with bid.

Form W-9 (Rev. August 2013) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) _____ Business name/disregarded entity name, if different from above _____ Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) _____ City, state, and ZIP code _____	Requester's name and address (optional) Marin Community College District 1800 Ignacio Blvd Novato CA 94949-4912
	List account number(s) here (optional) _____	

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																
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Part II Certification Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.			
Sign Here	<table style="width:100%;"> <tr> <td style="width:60%;"> Signature of U.S. person ▶ _____ </td> <td style="width:40%;"> Date ▶ _____ </td> </tr> </table>	Signature of U.S. person ▶ _____	Date ▶ _____
Signature of U.S. person ▶ _____	Date ▶ _____		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

To be completed by bidder and submitted with bid.

BIDDER'S QUESTIONNAIRE

District Wide Electronic Hardware/Software Installation Phase 2

TO THE BIDDER: **#15-0908**

In making its award the Governing Board will take into consideration Bidder's experience, financial responsibility and capability. The following questionnaire is a part of the bid. Any bid received without this completed questionnaire may be rejected as nonresponsive. The District will use, but will not be limited to, the information provided herein for evaluating the qualifications and responsibility of the bidder and the bidder's organization to carry out satisfactorily the terms of the Contract Document. The questionnaire must be filled out accurately and completely and submitted with the bid. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the bid and may be grounds for the termination of any subsequent contract executed as a result of the bid.

A. Description of Bidder's Organization

- 1. Firm Name _____
- 2. Address _____
- 3. Telephone Number _____
- 4. Type of Organization
 - a. Corporation? Yes ____ No ____

If yes, list officers and positions, and the State in which incorporated.

If the Bidder corporation is a subsidiary, give name and address of parent corporation:

- b. Partnership? Yes ____ No ____

If yes, list partner's names and addresses

General Partners:

Limited Partners:

- c. Individual Proprietorship? Yes ____ No ____

If yes, list name and address of proprietor:

B. Nature of Operations

1. How long have you been engaged in the contracting business under your present business name? _____
2. How many years of experience does your business have in work similar to that called for under this bid? _____
3. Have you now contracts, or have you ever contracted, to provide construction for any school district, community college district or county office of education in the State of California? Yes _____ No _____
 - a. If "yes," on a separate attached sheet, provide the following information for all construction projects you have had with school districts, community college districts, or county offices of education during the last four (4) years:
 1. Year contract awarded
 2. Type of work
 3. Contract completion time called for/actual completion time
 4. Contract price
 5. For whom performed, including person to call for reference and telephone number
 6. Location of work
 7. Number of stop notices filed
 8. For each contract, list any lawsuits filed relating to that contract in which you were a defendant or plaintiff
 9. Amount of liquidated damages assessed
 - b. On a separate attached sheet, provide the following information for all construction contracts of a similar nature as called for in this bid that you have had with entities other than school districts, community college districts and county offices of education during the last four (4) years:
 1. Year contract awarded
 2. Type of work
 3. Contract completion time called for/actual completion time
 4. Contract price
 5. For whom performed, including person to call for reference and telephone number
 6. Location of work
 7. Number of stop notices filed
 8. For each contract list any lawsuits filed relating to that contract in which you were a defendant or plaintiff
 9. Amount of liquidated damages assessed
 - c. For each construction contract that you have failed to complete within the contract time in the last four (4) years, please state the reasons for the untimely performance.

C. Financial and Credit Data

1. If your bid is considered for award, and if requested by the District, will you supply the following data? Yes _____ No _____

- a. Names and addresses of any banks where you regularly do business.
- b. The names and addresses of any banks, finance companies, dealers, suppliers, or others where you have notes or loans.
- c. Give credit references, including at least three trade or industry suppliers with whom you regularly deal.

2. Will you submit on request a balance sheet for the past three (3) years?
Yes _____ No _____

3. Where have you engaged in the construction business or any other type of business in the last five (5) years?

<u>Name of Business</u>	<u>Location</u>	<u>Type of Business</u>	<u>Years in Business</u>
-------------------------	-----------------	-------------------------	--------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If any of the business endeavors referred to above are no longer operating, or you are no longer associated with them, please give brief details:

4. The following surety companies may be contacted as references as to the financial responsibility and general reliability of the bidder:

<u>Surety Name</u>	<u>Contact Person</u>	<u>Phone Number</u>
--------------------	-----------------------	---------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify under penalty of perjury that the foregoing is true and correct. Executed at _____, California, on _____, 20__.

Signature of Bidder _____

Name (*print*) _____

Guarantee & Warranty

Vendor hereby guarantees and warrants its work on the Project for a period of three (3) years from the date of the filing of Notice of Completion as follows.

Vendor shall promptly repair or replace to the satisfaction of the District any or all work that appears defective in workmanship, equipment and/or materials for whatever reason, ordinary wear and tear and unusual abuse or neglect excepted, together with any other work which may be damaged or displaced in so doing.

Vendor agrees to promptly correct and remedy any failure by the Vendor to conform its work, activities and services to the requirements of the Contract Documents.

In the event of the Vendor's failure to comply with the above-mentioned obligations within ten (10) calendar days of notice, or sooner if required by an emergency, Contractor hereby authorizes the District to have the defects or deficiencies repaired, remedied, corrected and made good at Contractor's expense, and Contractor shall pay the costs and charges therefore upon demand. The Surety agrees to be responsible for these costs and charges as well.

SAMPLE

EXAMPLE OF NOTICE OF AWARD

To:

Project Description: **District Hardware and Software**

The District has considered the bid submitted by you for the above described work in response to its Notice Inviting Bids, dated _____.

You are hereby notified that your bid has been accepted for items in the amount of:

_____). (\$

You are required by the Information for Bidders to execute the Agreement and furnish the Performance Bond and Payment Bond (if Contract Price is \$25,000 or more), and certificates of insurance within ten (10) days from the date of receipt of this Notice.

If you fail to execute the Agreement and to furnish the bonds within ten (10) days from the date of receipt of this Notice, District will be entitled to consider all your rights arising out of its acceptance of your bid as abandoned and as a forfeiture of your Bid Bond. The District will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the District.

Dated this _____ day of _____, 201__.

By _____
Authorized District Signature

Receipt of this above Notice of Award is hereby acknowledged by:

_____, this is the _____

day of _____, 201__.

By _____

Title _____

SAMPLE

EXAMPLE OF NOTICE TO PROCEED

SAMPLE

To:

Date:

PROJECT:

You are hereby notified to commence work in accordance with the Agreement dated,
_____, 20__ , on or before _____, 20__, and you
are to complete the work _____ consecutive calendar days thereafter.

By:

Authorized District Signature

Part 1 - General

1.1 DESCRIPTION

Provide, install, program, configure and activate equipment that shall provide a complete and functional, centrally controlled Access Control and Alarm Monitoring System (ACAMS) with local and remote monitoring capabilities. The system shall be completely "turn-key" and shall include all the components listed in Section 2a of this specification.

1. Work Included - The specified system shall be comprised of four primary components described below:
 - a. Central Server shall be rack mountable and housed in a telecommunication closet with connection to a facility's LAN. The server shall be managed with a user-friendly GUI based software platform for system control and shall be capable of running a single building or an entire campus. The server shall be equipped with sufficiently sized core processors and memory to control and manage a campus or campuses and be able to handle up to 10,000 doors. The server software shall include:
 - i. Dynamic user fields to program system parameters, personal user information and other programmable features. All access privileges are defined at the server but then downloaded to the doors where access enforcement takes place.
 - ii. Alarms that identify a system problem (i.e. low battery) or alarm states (i.e. door ajar or forced entry) and any required corrective action by the system administrator. Alarms shall be visible at the server screen or can be sent via email or text to authorized personnel.
 - iii. System Partitioning: optional function that provides the ability to partition the system to enable local administrators to create programming changes within their authorized zones. Partitioning rights and zones shall be set up and controlled by the Master Administrator.
 - iv. Availability of zones (collections of door locks, buildings, etc) and user access groups (collection of scheduled access to rooms) minimize the labor necessary to define allowed access throughout a

campus. An access group can have up to 500 door schedules and a user can be a member of up to 100 access groups.

- v. The server shall provide constant monitoring of the health of the entire access control system.
 - vi. Multi-layer encryption provides system security to help ensure the system cannot be hacked or compromised by outside influences with malicious intent.
1. System must use at least AES128 (or equivalent) symmetric encryption on all communication links.
 2. All devices and server shall be authenticated by PKI (Public Key Infrastructure).
 3. Each device (lock or key) shall have a separate encryption certificate.
 4. System administrator shall have the capability to periodically change encryption certificates.
 - vii. Server may be programmed locally (using SSL) or remotely via VPN tunnel.
 - viii. Easy interface with the most common Enterprise Resource Planning (ERP) applications.
 - ix. Access history shall be maintained for up to one year and must be easily accessible.
- b. Wireless router (access point) provides all communication between the Central Server and the wireless access control units. Each router shall:
- i. Be connected to the Central Server using CAT5E or higher network cabling.
 - ii. Have the ability to be powered via Power-over-Ethernet (POE) or using an external 5V DC power supply.
 - iii. Contain internal back-up batteries capable of providing up to 6 hours of continuous operation time.
 - iv. Utilize Extreme Low Power RF communication technology operating at 2.4HGz in the ISM band that does not interfere with, or receive interference from, other existing wireless platforms.

- v. Have a communication range of up to 1800 feet in open space and the ability to control up to 1000 lock units within the communication range. Internal walls and other obstructions could reduce the range and the number of lock units controlled by each router. Careful planning and site surveys shall be required to determine the best locations for wireless routers.
1. For redundancy, best practice shall be to design the system to allow each lock to communicate with at least two routers.
 - vi. Multi-layer encryption provides system security to help ensure the system cannot be hacked or compromised by outside influences with malicious intent.
 1. System must use at least AES128 (or equivalent) symmetric encryption on all communication links.
 2. All devices and server shall be authenticated by PKI (Public Key Infrastructure).
 3. Each device (lock or key) shall have a separate encryption certificate.
 4. System administrator shall have the capability to periodically change encryption certificates.
- c. Wireless access control unit with or without locking hardware. Units designed with locking hardware shall be available in either mortise or cylindrical style lock sets. The access control units must also be compatible with Von Duprin Series 98/99 exit devices. Both shall be equipped with access control electronics and door open/ajar sensor integrated into the unit. These lock units shall be mounted directly in the door within range of at least one Wireless Router. Wireless access control units without lock hardware (powered wall readers) shall be used in conjunction with powered main doors, motorized garage or gate openers. These devices shall operate as definable range sensors with direct connection to the powered openers. For individual device mounting details, please see associated drawings. Wireless access control units shall:
 - i. Utilize patented Extreme Low Power RF communication technology that does not interfere with or receive interference from other existing wireless platforms.
 - ii. Run on three AA standard alkaline batteries for mortise or cylindrical lock sets, typical battery life with normal usage up to 4 years. Exit

devices shall be equipped with 6 C-cell batteries and have this same lifetime. Powered wall readers shall run on voltage (12V/24V) supplied from the electronic door activation equipment. Backup batteries are also standard in each powered wall reader.

- iii. Use approved Access Control List (ACL). Software for each unit shall be downloaded from the central server and locally stored. All access control decisions shall be made at the unit giving the system the ability to continue operating as normal in the event of a power failure.
 - iv. Be capable of supporting up to 1000 users, with upgradable memory for up to 70,000 users.
 - v. Use Multi-layer encryption which provides system security to help ensure the system cannot be hacked or compromised by outside influences with malicious intent. Each lock shall have its own encryption key, which can be modified as desired via secure over-the-air administrative command.
1. System must use at least AES128 (or equivalent) symmetric encryption on all communication links.
 2. All devices and server shall be authenticated by PKI (Public Key Infrastructure).
 3. Each device (lock or key) shall have a separate encryption certificate.
 4. System administrator shall have the capability to periodically change encryption certificates.
 - vi. Employ tamper protection and alarm issuance when the door lock is struck by a heavy object or tampered with in any way.
 - vii. Obtain secure over-the-air firmware upgrades. Code changes shall be complete in less than one minute.
 - viii. Store up to 30 calendars to create different work schedules for all user groups.
 - ix. Have access control by time and date; may be programmed as on-going access or single events, all decision making resident in the lock.
 - x. Have access data logging and door ajar sensing via sensors integrated into the lock unit. Rules for door ajar alarm shall be user definable.

- xi. Be capable of controlling multiple types of portals, i.e. office doors, main doors, gates, garages, etc.
- xii. Have programmable activation distances which can be different for each lock unit types (i.e. office doors can have activation distance of a few inches to several feet while garage access can be up to sixty feet.)
- xiii. Be either :
 - 1) Fully self-contained for installation within inside doors or;
 - 2) Independent controllers that interface with main door or garage automatic opening systems, including panic hardware and handicap requirements. The latter unit shall interoperate with ADA push-button requirements.
- xiv. Be capable of enabling real-time lockdown (<1 minute for 3,000 doors) for an entire campus or any subset of a campus without the need for partitioning.

1. During lockdown, first responders shall not be prevented from entering a building as long as they have a valid key. For response to an afterhours or emergency event, a Knox box shall be installed outside the main entrance where a "master" key shall be located. A minimum of one router shall be placed within an acceptable communication range of the Knox box to allow periodic updates to the "master" key located within.
2. There shall be at least 4 user-defined threat levels to determine if an individual is allowed access during lockdown.
3. A user's access group shall define the maximum threat level at which access is allowed.

- xv. Constantly monitor battery usage and;
 1. generate a "low battery voltage caution alarm" when voltage drops below a user defined threshold.
 2. generate an "imminent failure warning alarm" when voltage drops below a critical threshold in which a lock is not guaranteed to operate.

- xvi. Allow egress from inside a room/building without a "request to exit" device.
 - xvii. Enable an "office mode" setting such that;
 - 1. A door shall be automatically unlocked per a specified schedule, including days of the week, start and end times, start and end dates, and holiday calendar.
 - 2. An enhanced office mode shall be available whereby a door goes into the unlocked state only after the first valid user checks in. The standard office mode schedule is then followed.
 - 3. The unlocked condition shall have the ability to be manually overridden at the door by the door "owner." The state of the door can be changed manually an unlimited number of times during the day.
 - xviii. Be equipped with an "auxiliary power supply" that will enable a door to be opened with a valid key, even when the internal batteries are below critical level.
 - xix. Have the ability to add "tailgate detection" equipment to ensure that only authorized individuals enter a building.
- d. Hands-free transceiver carried by all users that require access to any lock on campus. Hands-free transceiver shall:
- i. Utilize patented Extreme Low Power RF communication technology that does not interfere with or receive interference from other existing wireless platforms.
 - ii. Run on standard off-the-shelf coin cell battery and have typical battery life with normal usage of up to 4 years.
 - iii. Use Multi-layer encryption which provides system security to help ensure the system cannot be hacked or compromised by outside influences with malicious intent.
1. System must use at least AES128 (or equivalent) symmetric encryption on all communication links.

2. All devices and server shall be authenticated by PKI (Public Key Infrastructure).
3. Each device (lock or key) shall have a separate encryption certificate.
4. System administrator shall have the capability to periodically change encryption certificates.
 - iv. Have multi-distance capability allowing a single key to be capable of activating an unlimited number of different types of doors, each at a different range. The range is programmed into the door lock via the server.
 - v. In addition to multi-distance capability, control shall be available within a transceiver so each user can have custom tailored lock activation distance depending on their physical need (i.e. wheelchair vs. normal user). The transceiver shall also operate automatic door openers when activation distance is reached.
 - vi. Have the ability to remove lost transceivers from the system by either the system administrator and/or the user. The user shall have the ability to deactivate and report a lost or stolen key via the internet through a secure web portal. Reactivation may only be performed by the system administrator.
 - vii. Shall receive firmware upgrades performed periodically through secure over- the-air communication with the router.
 - viii. Have the ability to access stored user information including a picture of a key holder at a monitoring station to ensure the individual being granted access is the key owner.

1.2 BASIC DEFINITIONS

1. Abbreviations:
 - a. ACAMS Access Control and Alarm Monitoring System
 - b. IDF Intermediate Distribution Frame
 - c. IP Internet Protocol
 - d. MDF Main Distribution Frame

- e. Server Central Server Room
- f. Regional Server in MDF Room
- g. SCR Security Control Room
- h. SSL Secure Sockets Layer
- i. VPN Virtual Private Network
- j. PoE Power over Ethernet

1.3 PERFORMANCE

Furnish and install a complete ACAMS which meets or exceeds the following performance requirements.

1. NEC Class II standards:
 - a. Furnish and install the ACAMS in such a way that it is fully compliant with the Class II limited power requirements of the NEC.
2. Underwriters' Laboratories Compliance:
 - a. Locking units mounted directly on doors must meet all UL standards for Fire Tests of Door Assemblies. The balance of ACAMS will fully satisfy all UL 294 requirements, both in terms of its design and documentation, and also in the completed installation.
3. Ethernet Connectivity:
 - a. Furnish and install ACAMS hardware and software possessing the ability to connect routers, servers and workstations over an existing LAN or WAN.
4. Report Management
 - a. The system shall have integrated reports that can be used to analyze user activity, including event and access logs.
5. Alarm Presentation
 - a. Alarm management screen must have the following attributes and functions:

- i. ACAMS software must present alarms on the alarm screen in a “double-sort” fashion, with priority as the first sort, and initiation time as the second sort. Sort order must refresh in real time upon each addition or deletion of active alarm events.
- ii. Must have the ability to govern permissions granted to alarm management screen operators, and the option to deny them the ability to modify sort preferences.

6. Administrator Permissions

- a. Furnish and install ACAMS which offers a “matrix” approach to the granting of administrator permissions. Provide different groups of administrators with the ability to manipulate any programmable set of system functions to which they are granted permission.
- b. Provide the capability of limiting or controlling administrators' ability to view, edit, add or delete any fields or attributes of the database.

7. Operator Audit Trail

- a. Create a record of, and provide the ability to create reports of, all operator actions within the ACAMS software, including:
 - i. The time a change was made by an operator.
 - ii. The operator’s name.
 - iii. The item’s state before the change was made.
 - iv. The item’s state after the change.

1.4 SYSTEM TRAINING

- 1. System integrator shall furnish personnel to execute the training plan.
- 2. Establish a specific schedule that meets the convenience of customer.
- 3. Provide training literature and outlines at the beginning of each session.
- 4. Operator and management training:

- a. Provide a minimum of 36 hours total operator and management training time, with a mixture of class time and on-call time per customer/District.
 - b. Include system operation and database management.
5. Technical maintenance training:
- a. Provide a minimum of 16 hours total technical maintenance training time per customer/District.

1.5 DATABASE ASSISTANCE

1. System integrator shall coordinate with the administrator to set up the initial database requirements and formats. Provide appropriate forms and written instructions. Provide examples of the sequence of completion for all related forms.

1.6 SUBMITTALS

1. Provide submittals as required.
2. At time of bid, provide a letter stating that the security integrator is a factory certified installation contractor.
3. Submit proposed shop test schedule and procedure.
4. Submit training plan and schedule.
5. Submit as-built documentation.
6. Submit spare parts list, if any. See Section 3.07.

PART 2 – PRODUCTS

2.0.1 WORK INCLUDED

1. Furnish a complete and operable system as described in these specifications and in the associated drawings. It shall be the responsibility of the integrator/contractor to provide a complete and operable system.
2. Review the Drawings and Schedules to identify any additional components required to provide a complete and operable system. Verify all quantities with those shown on the design Drawings and Details.

3. The ACAMS central components shall all be from the same system manufacturer. All locks, systems and installation must meet Title II & III of the Americans with Disabilities Act of 1990, updated 2012.
4. All locks, systems and installation must meet all applicable sections of National Fire Protection Association (NFPA) codes and regulations

2.1 MATERIALS

1. Furnish and install a complete system which includes the following equipment:
 - a. Central Server
 - b. Software
 - c. PoE switches (provided by customer)
 - d. Wireless Router (Access Points)
 - e. Wireless Access Control Units (lock units or sensors)
 - f. Transceivers
 - g. Network cabling to wireless routers and power wall readers (can be supplied by customer or system integrator)
 - h. Von Duprin 98/99 series panic hardware where needed
2. The following items shall be provided as a part of the ACAMS.
 - a. VPN equipment for remote oversight and programming, if required
 - a. total of (3) three automatic key readers for ease of data entry at key issue and key return station.
 - c. total of (3) auxiliary power supply that enables entry even when batteries are exhausted.
 - d. total of (8) eight In-car units for gate access for campus police and service vehicles.
 - e. total of (100) one-hundred additional u-keys.

- f. install single occupancy restroom lock sets that allow for locking the door from the inside. Contractor is responsible for insuring the count of restrooms and locksets.
 - g. furnish a total of (20) key pad style locksets for various doors throughout the campuses where required by the District.
- 3. Customer or system integrator shall be responsible for the installation, termination, testing and labeling of all network cabling connecting the Wireless Routers to the Central Server. Network cabling shall include all patch cords from patch panel to switch and switch to server.
- 4. Furnish and install all materials identified in the Drawings. Integrator shall perform a detailed site survey to confirm item unit counts and quantities with customer and/or System Designer.
- 5. Carefully review all details for exact type and quantity of parts and devices required to support field and head end security apparatus.
- 6. Furnish and install materials, equipment, software, and any other apparatus or support necessary to comply with the requirements articulated above in Part 1.01, DESCRIPTION.
- 7. Winning bidder shall be responsible for replacing any out of code “panic hardware” with Von Duprin 98/99 series hardware and integrating said hardware with new electronic lock system.

3.1 SYSTEM INSTALLATION

- 1. Confirm that the locking hardware for individual doors is consistent with the security design.
- 2. System Workstations Install:
 - a. Loaded Client workstation software on the server located in the MDF rack.
 - b. Remote workstation, for remote access by the security manager.

Software and configuration only, PC to be customer provided.

3. Central Server and associated equipment. Install in the MDF room, refer to plans and details.
4. Install all door controllers per plans and details.
5. Winning bidder shall be responsible for replacing any out of code "panic hardware" with Von Duprin 98/99 series hardware and integrating said hardware with new electronic lock system.

3.2 SYSTEM PROGRAMMING

1. Program the system database. Program the system "from the ground up" using consistent programming and naming conventions.
2. Program the hardware as defined in the Detail Package and on the Drawings.
3. Coordinate with the customer in the use of setting up the permissions for the system and definition of naming convention and abbreviations.
4. Point descriptions:
 - a. Input a description for each point.
 - b. Use descriptions that are consistent in form and character.
 - c. Use all uppercase characters.
 - d. Use consistent abbreviations throughout the database. If a word is abbreviated in one location, always use the same abbreviation.
 - i. Submit any additions or changes to customer for approval before loading the point descriptions in the database.
 - e. Geographic directions:
 - i. Use N for North, S for South, E for East, and W for West.
 - ii. Use only NE, NW, SE, or SW for combined directions.
 - iii. Use a single character (or combined characters) between two spaces preceding the name to qualify a building area, room, door, or device.

- f. Order of Information:
 - i. Fixed and consistent sequence: building (1 character), space, floor (2 characters), space, room or area, space, description of device or object
 - ii. Examples.
 - 1. 7 01 LBY DR
 - 2. 7 01 LBY FIRE PNL ALM
 - 3. 9 04 BLDG OFFICE

3.3 SYSTEM TESTING

- 1. Site Test: After the system is installed:
 - a. Perform the appropriate system tests.
 - b. In addition, perform all manufacturer-recommended tests.

3.4 FINAL ACCEPTANCE TESTING

- 1. Integrator to perform field inspection and testing.
- 2. Integrator to provide the following As-Built documents:
 - a. Drawings to define the system configuration and settings.
 - b. Testing sheets to be filled out per point.
 - c. IP addresses provided for all devices, as required.
 - d. Cut sheets provided for each device.

3.5 WARRANTY SERVICE

1. Provide limited manufacturers' warranty that shall warrant the goods against faulty workmanship or the use of defective materials, and that such goods will conform to Seller's written specifications, drawings, and other descriptions for a period of three (3) years.
2. Service organization:
 - a. Factory-trained by system manufacturer.
Location within 100 miles of the job site.
3. Fully qualified repair and maintenance personnel within the service organization:
 - a. Available on a next day basis, 365 days a year.
 - b. Generally able to respond within a maximum 4-hour response time during normal business hours.
4. Normal Service for Equipment:
 - a. Defined as minor repairs, adjustments, or any service required for the system to be fully functional, and which, at the customer's discretion, does not fall into the category of Emergency Service.
 - b. Provide at no additional cost to customer during normal business hours, between 7:00a.m. and 5:00 p.m., Monday through Friday.
 - c. Respond on a same-day basis for service calls requested by phone before 1:00 p.m. on a weekday.
 - d. If warranty service is requested after 1:00 p.m. on a weekday, or at any time on a weekend, respond on the next working day before 1:00 p.m.
5. Emergency service for Equipment:
 - a. Emergency service is defined as repairs, adjustments, parts, replacement of parts, or any service required to make the system fully functional and is beyond the category of Normal Service, at the option of the customer.

- b. Provide at additional cost to customer according to labor rate schedule contractually agreed upon.
 - c. Respond within a 4-hour period, 24-hours per day, 365 days per year.
 - d. Upon award of contract, provide customer with a cost estimate for emergency service.
6. Maintenance Service for Software:
- a. Provide at no additional cost to customer.
 - b. Respond within the next business day, during normal business hours.

7. Provide full factory technical support and same day shipping of replacement parts for all equipment.

3.6 SPARE PARTS

1. Prepare a list of all items that have a history of requiring repair or replacements of 12 months or less, are critical to the operation of the system, or are known to be long lead items for replacement.
2. Provide an inventory of spare parts for the items listed, as agreed with customer. These parts shall be stored on site at a facility of District's choosing, depending upon the criticality of the part and general availability.
 - a. 100 electronic keys
 - b. 10 door units of each type of lockset type
 - c. 5 wireless routers