

**Charlotte County Public Schools  
Safety & Security Equipment 2018-19  
Request for Proposal  
Classroom Security Door Locks**

Charlotte County Public Schools is requesting proposals from qualified, professional technology vendors for safety and security equipment. The ideal vendor will provide technical support, assistance, hardware and software troubleshooting, system maintenance and staff training.

Bid packages are due by January 25, 2019, at 5:00 p.m. at 250 LeGrande Avenue, Suite E, Charlotte Court House, Virginia 23923. Three (3) sealed copies of the proposal must be received by Charlotte County Public Schools prior to 5:00 p.m. on Friday, January 25, 2019. One copy should be submitted as a loosely-bound, reproducible version. All copies of the proposal must be under sealed cover (envelope or box) and plainly marked as "Safety & Security Equipment Proposal".

**Proposals shall be mailed to:**

Charlotte County Public Schools  
Safety & Security Proposal  
C/O Dr. Shep Critzer  
P. O. Box 790  
Charlotte C.H., VA 23923

**Proposals shall be hand delivered to:**

Charlotte County Public Schools  
250 LeGrande Avenue, Suite E  
Charlotte C.H., VA 23923

**Any questions regarding this proposal are to be submitted to:**

Charlotte County Public Schools  
P. O. Box 790  
Charlotte C.H., VA 23923

Charlotte County Public Schools will adhere to Charlotte County procurement policies and procedures throughout the bid process and awarding of the contract.

**Services Required:**

The vendor will install new, modern and appropriate safety and security equipment at Bacon Elementary School, Eureka Elementary School, and Phenix Elementary School as outlined below.

## Bacon Elementary School, Eureka Elementary School, Phenix Elementary School Interior Classroom Security Door Locks

Purchase and installation of interior classroom security door locks with accompanying hardware. The number of locks as specified below.

Bacon Elementary School—29 doors

Eureka Elementary School—79 doors and 6 classroom security exit devices

Phenix Elementary School—13 doors

All door hardware must meet the following specifications:

1. The Hardware Distributor shall employ a full time Door and Hardware Institute certified Architectural Hardware Consultant (AHC) for the purpose of scheduling and coordinating hardware, establishing a keying schedule, and be available for consultation throughout project until final completion.
2. Hardware items shall be furnished of proper design for use on existing doors and frames of the of the thickness, profile, swing, security and similar requirements as necessary for proper installation and function of each opening.
3. Provide UL listed hardware in conformance with existing class of opening and install hardware for fire rated openings in conformance with NFPA 80.
4. Products shall be furnished of only one manufacturer.
5. Locksets shall have a 10 year Manufacturer's Warranty
6. Locks and latches shall be Sargent or Schlage Certified to ANSI/BHMA A156.13 Series 1000, Operational Grade 1. Functions shall be as existing with core face the same finish as the lockset. Sufficient curved strike lip shall be provided to protect door trim. Fire rated openings shall conform to NFPA 80.
7. Necessary cylinder housings, collars, rings & springs shall be provided as recommended by the manufacturer for proper installation along with proper cylinder cams or tail pieces as required to operate all locksets.
8. The successful contractor shall provide assistance to CCPS in developing a Grand Master Key System and key cylinders accordingly.
9. Cylinders and cores to be Sargent, IC interchangeable and removable. Keyway shall be as selected by CCPS.
10. Permanent keys and cores shall be stamped with applicable key mark for identification. Keys shall be stamped with "Do Not Duplicate".
11. The successful contractor shall provide 4 each Master keys, 3 each change keys and 2 each Control Keys.
12. A keying meeting with CCPS and hardware supplier shall be arranged and 3 copies of keying scheduled selected furnished as outlined in the DHI Publication "Keying Systems and Nomenclature" to the Owner.
13. Each hardware items shall be installed per manufacturer's instructions and recommendations using manufactures fasteners provided with units set level, plumb and true to line and location. Installation of hardware at fire rated openings shall conform to NFPA 80.

14. CCPS Maintenance personnel shall be instructed in operation and maintenance of hardware units.
15. The owner shall be provided with any manufacturer's product installation tools and remaining fasteners at project completion.
16. Project closeout submittals shall include "As Built" hardware schedule, Catalog cuts, Installation instructions, Warranties, and Approved Keying Schedule.

### **Proposal and Project Guidelines:**

Proposals should be itemized by school with the following headings: Bacon Elementary Interior Classroom Security Door Locks, Eureka Elementary Interior Classroom Security Door Locks, Phenix Elementary Interior Security Door Locks.

All new equipment must be compatible and integrate with existing systems where applicable.

Vendors will have access to the 3 school buildings to determine volume and scope of equipment needed upon request. Appointments shall be made with Dr. Shep Critzer, at 434-547-7722 (cell phone) or 434-542-4111 (school phone).

Quotes must indicate equipment costs separately from installation/labor costs. Any building permits required must be procured by the vendor.

The vendor must ensure all employees who will be working at either of the two school sites will be bonded and have passed a criminal background check. In addition, the employees must have appropriate certifications and licenses to install electronic equipment.

Installation of the equipment cannot occur during the school day, Monday-Friday 8:00 a.m. – 3:00 p.m. when students are in the building and all work must be completed by May 10, 2019.

Payments to vendor will be provided in 3 installments, with one third payment rendered after one third of the project is completed, and another one third payment rendered after two thirds of the project is completed. The final payment, also totaling one third of the project, will be rendered when the work is completed and signed off on by school division personnel. Requests for payments must be received by the Charlotte County Public Schools' Finance Director by the last working day of the month so payment can be approved at the following school board meeting, scheduled on the second Tuesday of each month.

Charlotte County Public Schools requires information be provided that includes:

- a. Vendor name, address, telephone number(s), and website.

- b. Name, title, e-mail address, and telephone number of the person(s) to contact and who are authorized to represent the company and to whom correspondence should be directed.
- c. A statement must be signed by an authorized company personnel that binds the vendor to the proposal and cost schedule.
- d. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with Charlotte County Public Schools.

Charlotte County Public Schools reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in Charlotte County Public School's sole judgment, best meets the requirements of the program.

The RFP creates no obligation on the part of Charlotte County Public Schools to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. Charlotte County Public Schools reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

Charlotte County Public Schools further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as Charlotte County Public Schools may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why Charlotte County Public Schools should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes e-mail), and this information provided will be made available to all vendors at the discretion of Charlotte County Public Schools.