



Patrick County Public Schools

RFP #02-24

Door Intercoms

Request for Proposal Issued:

March 1, 2024

Deadline for Submitted Proposals:

4:30pm EDT Friday, March 22, 2024

Introduction

Patrick County Public Schools is a K-12 environment located at the foot of the Blue Ridge Mountains. The school division is committed to providing students a safe and caring learning environment, stellar instruction, access to cutting-edge technology, and relevant learning opportunities that will prepare them for success beyond high school in the 21st Century. We value, respect, and support our teachers because we believe the key to student learning is great teaching. To help inspire and engage students in their learning, we provide teachers ongoing, useful professional development and technology tools to bolster their instruction for the purpose of advancing student learning to the highest levels. We also enjoy the support of a wonderful parent community, which enhances a partnership for student success.

Purpose

The purpose of this Request for Proposal (RFP) is to invite vendors to submit a proposal for full installation of Verkada Video Intercom System. The district currently has AIPhone Video Intercoms with Verkada door card readers and Verkada cameras at the school's main entrance door. The district would like to replace the existing system at all seven schools. The high school will have two doors for a total of eight locations. All eight locations will need a desk station at the secretary desk to allow them to unlock the door to allow entry. The existing camera and reader can be removed and cabling can be used for new system.

General Terms and Conditions

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

- All proposals shall be submitted electronically only by Friday, March 22, 2024, at 4:30 PM EDT to the email address darren.biggs@patrick.k12.va.us
- Be certain to quote on the exact quantity, services, and other items specified.
- Patrick County Public Schools is tax-exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.
- All proposals submitted shall remain firm for a period of forty-five (45) days upon receipt.
- The vendor shall include warranty information for all equipment offered with the proposal.
- The vendor shall include three references for the proposal.
- Project must be completed before July 31, 2024
- Vendor must have a Virginia DCJS license to install security systems.

Contract Awards

Patrick County Public Schools reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of Patrick County Public Schools, best suited for use in said schools and the best value for the amount expended.

Patrick County Public Schools will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and Patrick County Public Schools shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between Patrick County Public Schools and the successful vendor(s) will be in form and substance acceptable to Patrick County Public Schools, and will include, but not be limited to, the specifications referenced below.

Scope of Project

- Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.
- Provide, install, and program new 5-Year Verkada Intercom and License for all door locations.
- Reuse existing Door Access Controllers where possible.
- Reuse existing door contacts and electric hardware at all door locations within the school district where possible.
- Reuse existing cabling from existing panel location to all existing door locations where possible.
- Reuse existing customer power supply at existing customer locations where possible.
- Provide, install and terminate cable from panel locations to new door locations. Include conduit and fire stop is necessary.
- Provide, install, and program request to entry at all locations.
- Install CAT6 data drops for access controller installations are requested. The cable installation must meet or exceed the Category 6 specifications and must be plenum rated and have low smoke properties in accordance with the National Electric Codes. All cable must be properly dressed, labeled and secured with machine generated labels per industry standards. Installation includes all terminating required and connections from the MDF or other switches as needed. Each data outlet and cable shall be tested and certified for permanent link compliance.
- PCPS is responsible for all network switches within the school district.
- PCPS is responsible for providing Internet.
- Awards will be made to the responsible and responsive proposer(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the government body, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below:

Financial Considerations (Price of goods and Services)	50%
Work Plan/Business and Technical Experience	20%
Vendor Strength, stability and expertise	15%
Company references (Demonstrated customer service, quality and support)	15%
Total	100%

Quote Submission

- All proposals shall be submitted electronically only by Friday, March 22, 2024, at 4:30 PM EDT to the email address darren.biggs@patrick.k12.va.us
- It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
- All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than forty-five (45) days from the proposal due date.
- The bidder's written proposal will be the basis for selection. However, following initial screening of all quotes received, Patrick County Public Schools may request additional information, clarification, or an on-site presentation.
- Structure your proposal based on the information requested above. Please ensure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at the sole discretion of Patrick County Public Schools.
- Patrick County Public Schools reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. Patrick County Public Schools reserves the right to award any resultant contract(s) as a whole or split award between competing parties. Patrick County Public Schools reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to Patrick County Public Schools. Patrick County Public Schools reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. Patrick County Public Schools reserves the right to determine if an alternate item(s) is equal to the specified item and will meet Patrick County Public Schools requirements.
- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
- By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
- Each proposal shall be made on the form provided and signed by the individual authorized to make such a proposal.
- Vendor must have a Virginia DCJS license to install security systems.
- The selected vendor(s) will indemnify Patrick County Public Schools and the agents and employees, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this bid, except for matters caused solely by Patrick County Public School's negligence.
- Failure to submit a quote response on time may constitute grounds for the rejection of the quote

General Rules Applicable to The Selection Process

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring Patrick County Public Schools of the quality of workmanship, materials, equipment, and service, Patrick County Public Schools will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- Patrick County Public Schools reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- Vendor shall submit three (3) references which will be included in the proposal.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by Patrick County Public Schools.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to Patrick County Public Schools, taking into consideration price and other evaluation factors set forth in the specifications.
- Patrick County Public Schools reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.

The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by a Patrick County Public Schools official who is authorized to issue orders.

Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.

The vendor shall submit an invoice upon acceptance of completed services, payment will be made within Forty-Five (45) days.

All communications regarding this RFP should be referred to the contact below:

Darren Biggs
Director of Technology
darren.biggs@patrick.k12.va.us
276-692-5826

Examples of Current System

