

Butler Community College

Request for Proposal for Resident Hall Fire Alarm Systems

RFPID: RH-FS-FIREALARMS-ELD-2018

12th, February - 2018

Table of Contents

1	STATEMENT OF WORK.....	3
1.1	PURPOSE	3
1.2	COVERAGE & PARTICIPATION	3
2	GENERAL INFORMATION	3
2.1	ORIGINAL RFP DOCUMENT	3
2.2	THE ORGANIZATION.....	3
2.3	EXISTING TECHNOLOGY ENVIRONMENT	4
2.4	SCHEDULE OF EVENTS.....	4
3	PROPOSAL PREPARATION INSTRUCTIONS	5
3.1	VENDOR'S UNDERSTANDING OF THE RFP	5
3.2	GOOD FAITH STATEMENT	5
3.3	COMMUNICATION.....	5
3.4	PROPOSAL SUBMISSION	6
3.5	CRITERIA FOR SELECTION	7
3.6	SELECTION AND NOTIFICATION.....	7
4	SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS	8
4.1	FUNCTIONAL REQUIREMENTS	8
4.2	ENGAGEMENT METHODOLOGY.....	8
5	VENDOR QUALIFICATIONS & REFERENCES	9
6	BUDGET & ESTIMATED PRICING	8
6.1	ESTIMATED COSTS	8
7	ADDITIONAL TERMS & CONDITIONS	10
7.1	PERSONAL INFORMATION	10
7.2	NON-DISCLOSURE AGREEMENT	10
7.3	COSTS	10
7.4	INTELLECTUAL PROPERTY	10
7.5	RESPONDENT'S RESPONSES	11
7.6	GOVERNING LAW.....	11
7.7	NO LIABILITY.....	11
7.8	ENTIRE RFP	11
8	VENDOR CERTIFICATION	12
	SCHEDULE "A" NOTICE OF INTENTION.....	13

1 Statement of Work

1.1 Purpose

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposed solution for the Residence Hall Fire Alarm project to Butler Community College. Residence Hall Fire Alarm project includes replacing Fire Alarm systems in 7 Resident Hall Buildings and bringing each building up to code/ADA compliance. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at Butler Community College along with any satellite offices. Butler Community College reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 General Information

2.1 Original RFP Document

Butler Community College shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 The Organization

Butler Community College is a public, two-year, co-educational institution located in El Dorado, Kansas. Established in 1927 as El Dorado Junior College, Butler now stands as the second largest community college in Kansas and the sixth largest educational institution in the state. That means, annually, more than 13,000 students ranging in age from sophomores and juniors in high school to grandparents seeking a new career, enjoy and benefit from our small classes and nurturing environment.

Butler students have access to more than 90 different academic programs across 24 learning sites which includes numerous high schools in the area. The faces in our classrooms come from a variety of ethnic backgrounds and from all over the U.S. and the world.

Butler Community College houses 387 students between 7 Resident Hall buildings on it's main campus

- 1100 Building: 57 rooms, 0 ADA compliant rooms, 112 students
- 1300 Building: 55 rooms, 3 ADA compliant rooms, 113 students
- 1800 Building: 61 rooms, 4 ADA compliant rooms, 130 students
- 4 Apartments: 4 rooms each, 0 ADA compliant rooms, 32 students,

In order to better serve our students and the community as a whole, Butler Community College is presenting this RFP to upgrading the fire alarm systems in the Resident Halls.

2.3 Existing Technology Environment

The following is a listing of our current technology environment.

1100 Building:

- Panel: Simplex 4006
- Rooms: Non-addressable smoke alarms
- Common Areas: Addressable smoke alarms

1300 Building:

- Panel: Johnson Controls BMFC-6
- Rooms: non-addressable smoke alarms
- Common Areas: addressable smoke alarms

1800 Building:

- Panel: Simplex 4020
- Rooms: addressable smoke alarms
- Common Areas: addressable smoke alarms

4 Apartments:

- Panel: Johnson Controls
- Rooms: addressable smoke alarms
- Common Areas: addressable smoke alarms

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders. All bidders are required to attend the Pre-bid meeting on 27, February, 2018. This meeting will be located at 901 S. Haverhill Rd, El Dorado KS 1100 Building (West Dorm) Lobby.

Issuance of RFP	12 February, 2018
Mandatory Pre-Bid	27 February, 2018
Time: 08:30 CST Location: El Dorado 1100 Building (West Dorms)	
Technical Questions/Inquiries Due	20 March, 2018
RFP Due Date	26 March, 2018 17:00 CST
RFP Opening	27 March, 2018 09:00 CST
Final Award Notification after Board Approval	10 April, 2018
Project Completion Date	1 August, 2018

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Butler Community College as necessary to gain such understanding. Butler Community College reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Butler Community College reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Butler Community College.

3.2 Good-Faith Statement

All information provided by Butler Community College in this RFP is offered in good faith. Individual items are subject to change at any time. Butler Community College makes no certification that any item is without error. Butler Community College is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between Butler Community College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed electronically by submitting an e-mail to the following address:

bids@butlercc.edu

Subject line of inquiries must read: RH-FS-FIREALARMS-ELD-2017 - Questions

- 3.3.2 **Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any Butler Community College employee or representative of any kind or capacity with the exception of Christina Byram or Ireland Turner for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

- 3.3.3 **Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP: Questions must be submitted electronically and be received prior to 20 March, 2018, 17:00 CST.
- Errors and omissions in this RFP and enhancements: Vendors shall bring to Butler Community College any discrepancies, errors, or omissions that may exist

within this RFP. With respect to this RFP, vendors shall recommend to Butler Community College any enhancements that might be in the best interests of Butler Community College. These recommendations must be submitted in writing and be received prior to 20 March, 2018, 17:00 CST

- Inquiries about technical interpretations must be submitted electronically and be received prior to 20 March, 2018, 17:00 CST
- Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

Addenda: Butler Community College will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients.

Butler Community College will not respond to any questions or requests for clarification that require addenda, if received by Butler Community College after 20 March, 2018, 17:00 CST.

All pertinent RFP information including any addenda and other answers to submitted questions will be posted to our Website only. The url for this RFP can be found at:

<https://www.butlercc.edu/res-hall-fire-alarm-rfp>

3.4 Proposal Submission

Proposals may be submitted in two forms:

1. Proposals delivered electronically to:

bids@butlercc.edu

on or prior to 26 March, 2018, 17:00 CST. Butler Community College shall not accept proposals received by fax.

Subject line of this bid proposal must read: RH-FS-FIREALARMS-ELD-2018 – Proposal

2. Proposal delivered by mail to:

Yolanda Hackler/FIREALARMS
Butler Community College
901 S. Haverhill Rd
El Dorado, KS 67042

Bid sent by mail must be received on or prior to 26 March, 2018, 17:00 CST. Butler Community College shall not accept proposals received by fax.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Butler Community College with a Fire Alarm solution identified in the Scope of Work.

1. Capability of vendor to meet or exceed requirements set forth in Scope of Work.
2. Expressed interest in working with Butler Community College.
3. Financial stability of vendor.
4. Capacity to provide ongoing support in order to meet current and future needs of the storage, disaster recovery, and data back-up concerns at Butler Community College
5. Ability of vendor to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
6. Apparent likelihood and desirability of proposed system.

3.6 Selection and Notification

Vendors determined by Butler Community College who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified

4 Scope of Work, Specifications & Requirements

4.1 Functional Requirements

- The Fire Alarm bid package design and installation shall satisfy NFA 72, all current and applicable codes, and shall include all devices required such that the system performance satisfies all applicable codes and the Authority Having Jurisdiction (AHJ).
- The new fire alarm panels and initiation devices shall be addressable. All notification devices shall be addressable, white and labeled with "ALERT". The bid shall include all required initiation and notification devices. The design shall include one remote annunciator to be located as directed by owner
- The new fire alarm system shall be installed with plenum rated wire above acoustical ceilings. Any surface raceways shall be metal and be coordinated with the owner or their representative prior to installation. Exposed raceways, if approved shall be ran in wire mold.
- The bid shall include the removal of existing fire alarm systems. The owner shall have the right of first refusal for all equipment removed.
- The fire alarm contractor is solely responsible for the design and installation of the fire alarm systems, and shall provide final fire alarm system drawings, including but not limited to wiring diagrams, voltage drop, and battery calculations. Fire alarm supplier shall submit a complete set of sealed system drawings to the appropriate office for the

- fire department for approval, and shall include the approved system drawings and related product information in the fire alarm submittals and/or O&M manuals.
- Provide monitoring and alarm dispatching for all installed equipment.
 - Equipment must support Cellular and/or Network connection for monitoring and dispatching.

4.2 Engagement Methodology

- Work will need to defer scheduling to cause minimal interruption to standard college business processes and events.

5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company.
 - Year business was established.
 - Number of people currently employed.
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach and market penetration.
4. An outline of their partnerships and relationships to date.
5. An outline of their current and future strategies in the marketplace.
6. Information on its current clients, including:
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity.
7. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

6 Budget & Estimated Pricing

All vendors must fill out the following cost breakdown for the implementation of their solution for Butler Community College's project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 90 days as of 27 March, 2018.

6.1 Estimated Costs

Hardware: List, describe, and record the cost of each piece of hardware that is required to optimally implement the proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Integration: Describe any labor, equipment, supplies, or other costs associated with

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7 Additional Terms & Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, Butler Community College may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of their Response any information related to the qualifications and experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent. Butler Community College will treat this information in accordance with the provisions of this Section.

7.1.2 Requested Personal Information

Any personal information as defined in Section 7, that is requested from each Respondent by Butler Community College shall only be used to *consider* the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to Butler Community College. Butler Community College will consider that the appropriate consents have been obtained for the disclosure to and use by Butler Community College of the requested information for the purposes described.

7.2 Non-Disclosure Agreement

Butler Community College reserves the right to require any Respondent to enter into a non-disclosure agreement.

7.3 Costs

The RFP does not obligate Butler Community College to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with

the Response. All Responses and supporting documentation shall become the property of Butler Community College, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.4 Intellectual Property

The Respondent should not use any intellectual property of Butler Community College including, but not limited to, all logos, registered trademarks, or trade names of Butler Community College, at any time without the prior written approval of Butler Community College, as appropriate.

7.5 Respondent's Responses

All accepted responses shall become the property of Butler Community College and will not be returned.

7.6 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of Butler County Kansas.

7.7 No Liability

Butler Community College shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.8 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

8 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RH-FS-FIREALARMS-ELD-2018 issued by Butler Community College. The undersigned is a duly authorized officer, hereby certifies that:

_____ (Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 90 calendar days as of 27 March 2018.

The undersigned further certify that their firm (check one):

- IS
 IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Butler Community College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Schedule "A" Notice of Intention

RFPID: RH-FS-FIREALARMS-ELD-2018

NOTICE OF INTENTION REQUEST FOR PROPOSAL

FROM:

[VENDOR ORGANIZATION NAME]

[AUTHORIZED REPRESENTATIVE]

[TELEPHONE NO.]

[FAX NO.]

[EMAIL]

Please state your intention with regard to the Request for Proposal RFPID: RH-FS-FIREALARMS-ELD-2018 by selecting one of the following:

Intends to respond to Butler Community College's Request for Proposal

Does not intend to respond to Butler Community College's Request for Proposal

TO:

bids@butlercc.edu

Subject line of this bid proposal must read: RFPID: RH-FS-FIREALARMS-ELD-2018 - Intention