



Trumbull County Educational Service Center

REQUEST FOR PROPOSAL

Building Security Systems

Issue Date: Tuesday, April 2, 2024

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Overview

Trumbull County Educational Service Center is seeking to maintain its educational mission of "Leading for Educational Excellence". The Trumbull County Educational Service Center (hereafter referred to as TCESC), as a visionary leader in education, provides high-quality services to school districts and communities through cost-effective and cooperative programs that promote the highest levels of learning. The TCESC provides educational leadership and instruction in the areas of curriculum development, special education, and technology. The TCESC employs specialists directly working with approximately 25,000 students in 20 school districts. Additionally, the TCESC conducts professional growth seminars for approximately 2,000 teachers each year. The TCESC works in conjunction with the school districts to provide programs that promote the highest level of learning for children in Trumbull County, Ohio.

The TCESC is accepting proposals from qualified vendors to provide new security hardware systems to better secure the TCESC central office space during and after business hours. The TCESC central office currently has nine security cameras recording the lobby, hallways, and technology department. Currently, a security system is not in operation to notify TCESC administrators and local law enforcement of after-hour, unauthorized intrusions. The TCESC presently has an emergency panic button system, in the event of an active aggressor, to alert staff within the TCESC office space with an automated message through the PA system and to simultaneously contact a security monitoring company that relays an emergency call to the Niles City Police Department. Currently, there are no electronic door controls for the public entranceway to the elevator room, the public entranceway to the front stairwell, the staff entranceway to the back stairwell, the lobby entranceway to the TCESC office space, and the entranceway from the building owner's unoccupied office space to the PreK Dept office space. The TCESC provides staff with paper-printed (non-electronic) ID badges for identification.

Purpose

This RFP aims to provide minimum requirements, solicit proposals, and obtain adequate information from which the TCESC can evaluate each contractor's products and services. The TCESC is accepting proposals for purchasing new building security systems hardware, installation, configuration, and training.

Proposal Due Date

Either electronic or sealed proposals must be submitted to the Trumbull County Educational Service Center, 6000 Youngstown-Warren Rd, Niles, OH 44446-4603, by 12:00 PM EST (local time) on Tuesday, April 30, 2024. All submitted proposals will be opened and recorded at 12:00 PM on Tuesday, April 30, 2024, at the TCESC's central office. Proposals can be delivered in a sealed envelope marked "PROPOSAL— Building Security Systems" to Stacy Foster, mailed in a sealed envelope marked "PROPOSAL— Building Security Systems" or emailed to Stacy.Foster@trumbullesc.org with an email subject line: "PROPOSAL— Building Security Systems". Facsimiles will not be accepted. Verbal bids will not be accepted. Proposals received after this date and time will be automatically disqualified.

Submit proposals to the following address:

Stacy Foster, Treasurer

Trumbull County Educational Service Center

6000 Youngstown-Warren Rd, Niles, OH 44446-4603

Office Phone: 330-505-2805

Email: Stacy.Foster@trumbullesc.org

All technical and logistical inquiries about this RFP should be directed to:

Chris Hubinsky, Technology Administrator

Trumbull County Educational Service Center

6000 Youngstown-Warren Rd, Niles, OH 44446-4603

Office Phone: 330-505-2828

Email: Chris.Hubinsky@trumbullesc.org

Proposal Period

This solicitation shall be binding upon all potential contractors during the proposal period (starting date of Tuesday, April 2, 2024, and ending date of Tuesday, April 30, 2024, at 12:00 PM). Any potential contractor who shortens the acceptance period may be rejected. A pre-bid meeting will be available on Friday, April 5, 2024, at 9:00 AM at the TCESC central office (6000 Youngstown-Warren Rd, Niles, OH 44446-4603). Visitation and evaluation can be requested and scheduled during regular TCESC business hours starting Tuesday, April 2, 2024.

Proposal Costs

The TCESC is not responsible for any expenses associated with developing or delivering any proposal. All costs are the full responsibility of the contractor.

Late Proposals

To be considered for selection, proposals must be received at the TCESC in the designated location by the designated date and time. Any proposals received after this time are automatically non-responsive and shall not be considered. The TCESC is not responsible for delays in the delivery of mail by the U.S. Postal Service, private courier, or any other form of delivery. It is the sole responsibility of the potential contractor to ensure that the proposal reaches the TCESC prior to the designated deadline.

Rejection of Proposals

The TCESC reserves the right to cancel any solicitation at any time prior to an award, and is not required to furnish a statement of the reason why a particular offer was not deemed to be the most cost-effective solution.

Selection of Proposal

The TCESC will negotiate with potential contractors deemed fully qualified, responsible, and suitable based on initial responses and emphasizing professional competence to provide the required products and services. The TCESC will select the best solution that fits the TCESC's operation, and vendors will hold the TCESC harmless from the selected proposal.

Evaluation Factors

In determining the potential contractor to be fully qualified and best suited, the following factors will be considered:

1. The potential contractor's ability, capacity, and skill to perform the contract or provide the required product and/or service.
2. Whether the potential contractor can fulfill the contract or provide the product and/or service promptly, without delay or interference.
3. Whether the potential contractor's products and/or services adhere to TCESC board policies and can provide adequate support to the technology staff for maintaining the product and/or services.
4. The flexibility of the contractor to offer all or part of the product and/or services requested in the RFP to the Trumbull County Educational Service Center.
5. The character, integrity, reputation, judgment, experience, and efficiency of the potential contractor.
6. The performance quality of previous contracts with laws and ordinances relating to the product and/or service.
7. The most suitable products, systems, software and features of the manufactured components of the proposed system.
8. The contractor is to be an approved U.S.-based company and comply with the Davis-Bacon Act, the Secure and Trusted Communications Networks Act of 2019, and related state and federal laws.
9. Prior work experience with the Trumbull County Educational Service Center and vendor's geographical location.
10. Price will be a significant factor in the overall rating criteria that determines the contract award.

Selection Criteria

In addition to the evaluation factors, the following table includes the selection criteria:

Selection Criteria	Weight
Product Hardware, Installation, and Service Costs	25%
Entranceway Security: Door access controls with badge access system	10%
Panic button with automated alert to local police department	10%
Intrusion detection and alarm service alerting the local police department	10%
Security camera system quality and features	10%
Badge/Card printer system quality and features	10%
Compatibility with existing network infrastructure and systems	5%
Customer Service, Warranty and Support	5%
Installation, configuration, and training	5%
Interoperability and scalability	5%
Prior Experience with Vendor & Local / In-State Vendor	5%

Final Decision

Any potential contractor submitting a proposal agrees that the decisions of the TCESC is final and shall hold harmless the TCESC and the successful contractor. The submission of a proposal indicates acceptance of these conditions.

Assignment of Contract

A contract shall not be assignable by the contractor in whole or in part without the consent of the TCESC. The TCESC reserves the right to assign a contract in whole or in part to a contractor(s). The winning bid will be announced at the TCESC governing board meeting on or after Monday, May 13, 2024. The TCESC will award the winning contractor a purchase order on or after Monday, May 13, 2024.

Payment Terms

Payment to contractors will be made after systems are delivered, verified to be fully functional, and meet bid specifications. No payments will be made if systems or components are defective for any reason. The contractor will assume responsibility for return shipping costs of non-working systems and/or components. Any additional late fees, etc., must be indicated in the bid. Please clearly state all payment terms in the bid proposal.

Testing/Inspection

The TCESC reserves the right to conduct any test/inspection it may deem advisable to ensure products and services conform to the specifications. The TCESC reserves the right to reject any equipment or solutions listed on the list of equipment and services covered by the Secure and Trusted Communications Networks Act.

Request for Additional Information

For the TCESC to satisfy the goals of this project, the TCESC reserves the right to ask any potential contractor to submit information or systems missing from the proposal, clarify the proposal, and submit additional information related to equipment/systems, costs, job/project references, etc.

Transportation and Packaging

Shipping of all products and/or services are due as soon as possible after receiving the purchase order(s). Please provide shipping options to include single unit shipping or bulk shipping. By submitting proposals, all potential contractors certify and warrant that the price offered consists of the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped.

All shipments, whether single or bulk shipping, will be delivered to:
Trumbull County Educational Service Center
6000 Youngstown-Warren Rd, Niles, OH 44446-4603

All logistical inquiries about this RFP should be directed to:
Chris Hubinsky, Technology Administrator
Trumbull County Educational Service Center
6000 Youngstown-Warren Rd, Niles, OH 44446-4603
Main Office: 330-505-2800
Office Phone: 330-505-2828
Email: chris.hubinsky@trumbullesc.org

General Specifications

This RFP intends to provide potential contractors with sufficient information to enable them to prepare a response to this RFP that is acceptable to the TCESC. The TCESC will specify minimum characteristics and make the ultimate decision to accept or not accept any specific proposal in part or in whole. All vendors accept and respect the final determination by TCESC to accept any proposal and award a proposal.

The contractor shall:

1. List full corporate name and address.
2. List local sales and support offices.
3. List the name, responsibilities, email address, and phone number(s) of contact person(s).
4. Describe its product/service offerings and all lines of business.

Building Security Hardware Systems Minimum Specifications

The TCESC is accepting bids for new building security systems. Inoperable systems, peripherals, and/or components will be returned at the vendor's expense.

Device Information and Features (Minimum requirement for new devices)

- All systems must be newly manufactured or factory-produced new.
- Each system/device must have a new machine serial number and designation.
- No used, demo, refurbished, or re-manufactured products will be accepted.
- All systems are to include hardware warranty, licensing, and support for a minimum of five years.
- All systems, at the time of proposal, are not to be scheduled for end-of-support or end-of-life before June 30, 2029.
- All systems must comply with the TCESC board policies and regulations.
- All systems must comply with the Secure and Trusted Communications Networks Act.
- Systems are to integrate into a single dashboard (app or web interface) for administrator access and management.
- Cloud-based or hybrid systems are to integrate security standards to encrypt transmissions and data at rest.
- To suffice equipment compatibility and meet expectations of system performance for the TCESC identified in this RFP document, vendors may opt to include additional/alternate line item costs.

Minimum Specifications of Entranceway Security System - Features, Warranty, Support

Door access control systems are to work with existing handicap accessibility features.

Door access control systems are to support offline use, such as physical key access control.

Door access control systems are to be accessible for management and control via a dashboard (app or web interface).

Door access control systems are to support a minimum: video and audio transmissions to the receptionist and admin asst.

Door access control systems are to support a minimum: audio transmissions from receptionist and admin assistant.

Door access control systems are to support access control from receptionist and admin assistant to unlock or lock doors.

Door access control systems are to include 500 ID badges/cards and an ID badge/card printer.

Door access control systems are to allow multiple staff security levels for ID badges/cards.

Door access control systems are to allow admin/critical staff security levels to disarm building intrusion detection systems.

Door access control systems are to integrate with the panic button system to allow emergency building lockdowns.

Door access control systems are to integrate with the building's fire alarm system to disengage all entranceway door locks.

Door access control systems are to allow programming for daily, time-scheduled automatic unlocking and locking.

Door access control systems are to include emergency push bar for the PreK Dept entranceway and to trigger an emergency alarm if opened and work with the existing PA system.

Door access control systems are to secure three entranceways to the TCESC building and office space.

- Lobby-level entranceway to the TCESC office space.
- TCESC office space to the entranceway of the back stairwell.
- TCESC-PreK Dept office space back entranceway to/from unoccupied owner office space.

Minimum Specifications of Emergency Panic Button System - Features, Warranty, Support

Emergency panic button systems are to integrate with the existing PA system.

Emergency panic button systems are to provide an automated, prerecorded message via the existing PA system.

Emergency panic button systems are to contact the local police department without TCESC staff involvement.

Emergency panic button systems are to be accessible and operable during a loss of building power.

Emergency panic button systems are to include a minimum of 10 panic buttons for staff.

Emergency panic button systems are to be accessible for management and control via a dashboard (app or web interface).

Minimum Specifications of Intrusion Detection System - Features, Warranty, Support

Intrusion detection system is to integrate with door access control systems and security ID badges/cards.

Intrusion detection system is to disarm with admin/critical staff security level access.

Intrusion detection system is to allow programming for daily, time-scheduled automatic arming and disarming.

Intrusion detection system is to include a wall-mounted security panel to control the system manually.

Intrusion detection system are to be accessible for management and control via a dashboard (app or web interface).

Intrusion detection system is to notify TCESC admin/critical staff of a security event.

Intrusion detection system is to notify the local police department of a security event without TCESC staff involvement.

Intrusion detection system is to provide a prerecorded message via the existing PA system to announce an alarm-alert.

Intrusion detection system is to provide a prerecorded message via the existing PA system to announce arming and disarming.

Minimum Specifications of Security Camera System - Features, Warranty, Support

Security camera systems are to view and record activity in office hallways, lobby, entranceways, and public parking lot.

Security camera systems are to meet a minimum viewing image quality of 1080p.

Security camera systems are to maintain recordings for a minimum of 30 days.

Security camera systems are to be capable of exporting recorded video feeds to common file types such as MP4, AVI, etc.

Security camera systems are to be capable of sharing active video feeds with first responders through live links.

Security camera systems are to be accessible for management and control via a dashboard (app or web interface).

Security camera systems are to include five, 55" displays for viewing of security cameras in critical, specified offices.

Recording and identifying persons of interest for law enforcement and license plate reading for law enforcement is not required or requested in this RFP; however, if the feature exists, it is to be capable of being disengaged.

All contractors are to complete the following information and return it with their proposals\applications.

Building Security Systems

Stacy Foster, Treasurer
6000 Youngstown-Warren Rd, Niles, OH 44446-4603

Dear Stacy Foster,

We have read the Trumbull County Educational Service Center's request for Building Security Systems and fully understand its intent. We certify that we are a U.S.-based company and have adequate personnel, equipment, and facilities to fulfill your requirements. We understand and comply with the Davis-Bacon Act, the Secure and Trusted Communications Networks Act of 2019, and related state and federal laws. We understand and support the TCESC's need to maintain building security per the TCESC's board policies and emergency operations plan. Therefore, we understand all documents and materials related to the building infrastructure are to be terminated immediately after the close of the proposal period to maintain TCESC building security and staff safety. We understand the proposal period, and all proposal material must be delivered to the Trumbull County Educational Service Center, 6000 Youngstown-Warren Rd, Niles, OH 44446-4603, by Tuesday, April 30, 2024, at 12:00 PM EST (local time). We understand that TCESC has the final decision to select the most cost-effective, available solution that best aligns with the TCESC's operation to be a leader among educational organizations. It is also understood that all information contained herein or attached to this proposal shall become public record upon delivery to you.

TOTAL BID COST: _____

SUBMITTED BY:

_____	_____
Organization/Contractor Name	Date
_____	_____
Representative	Signature
_____	_____
Representative	Signature