

REQUEST FOR PROPOSAL FOR SECURITY KEYLESS EXTERIOR DOOR ACCESS

Section 1. Solicitation Information

A. BACKGROUND

College Coahoma Community College is a two-year, accredited, public, comprehensive institution of higher learning committed to serving as a catalyst for community and economic development in the rural Northwest Mississippi Delta region and beyond. The campus lies in an agrarian setting along Clarksdale-Friars Point Road near the Mississippi River, which forms the western boundary of Coahoma County. The college is bordered on the east by a quiet, picturesque lake conducive to wholesome recreation and serious study. The 99-acre campus encompasses 37 buildings, has 219 employees, and has an average enrollment of 1731 students in academic, career-technical, and health science programs.

B. PURPOSE

Request for Proposal (RFP)

This procurement intends to award a one-time contract with a qualified Contractor for the Keyless Exterior Door Access Project at on and off-campus buildings located at 3240 Friars Point Road, 510 Sunbelt Drive, 901 Ohio Street, 109 Clark Street, and 917 Ohio Street in Clarksdale, MS 38614.

Areas Included: External doors for several buildings identified above and on the tabulation form. During the walkthrough, bidders will be able to physically visit the exact location.

The Contractor shall provide all labor, materials, equipment, supplies, supervision, subcontracting, and other resources as required to install the panels for keyless access to enter the identified buildings.

The College expects work to be completed proficiently and professionally. The Contractor will understand work responsibilities and work under the direction of Coahoma Community College for scheduling.

C. TIMELINE

Request for Proposal Issue Date/Announcement posted in local paper, APEX website, and college's website.	April 10, 2025
RFP Second Posting in the local paper.	April 17, 2025
Pre-Proposal Conference/Walkthrough at the main and off-campus buildings	April 22, 2025
Questions and Requests for Clarification Due	April 26, 2025, at 1:00 pm CST
Anticipated Posting of Answers to Questions	April 29, 2025
Proposal Submission Deadline	May 6, 2025, at 10:00 am CST
Proposal Opening	May 6, 2025, at 1:00 pm CST
Contract Awarded	May 13-15, 2025

Coahoma Community College reserves the right to post Answers to Questions on dates other than those stated above without amendment to this RFP. No other dates shall be changed unless a written amendment is issued.

D. PRE-PROPOSAL CONFERENCE AND QUESTIONS OR REQUESTS FOR CLARIFICATION

1. The College Designee will host a Pre-Proposal Conference on April 22, 2025. While the pre-Proposal Conference is not mandatory, all who intend to submit a proposal are strongly encouraged to attend to fully assess the college's needs and design a proposal that fully integrates with the current software.
2. All other questions and requests for clarification must be directed by email to Margaret Dixon at mdixon@coahomacc.edu (no phone calls) on or before April 26, 2025, at 1:00 p.m. CST. The Proposal submitters bear all risk of delivery and are responsible for submitting questions in a timely manner. Coahoma Community College may not answer questions received via email after the above-stated date and time.
3. Coahoma Community College will publish all questions, requests for clarification, and answers on its website on April 29, 2025.
4. Coahoma Community College will not be bound by any verbal or written information not contained within this RFP unless a written amendment to the RFP is issued.

E. ACKNOWLEDGMENT OF AMENDMENTS

Should an amendment to the RFP be issued, it will be posted on the college's website. Further, Proposal submitters shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the Proposal package, identifying the amendment number and date in the space provided on the Proposal form, or by email or letter. Coahoma Community College must receive the acknowledgment by the time and at the place specified in the Proposal package submission deadline. Proposal submitters are responsible for monitoring the Coahoma Community College website for amendments to the RFP.

F. RESTRICTIONS ON COMMUNICATION WITH COAHOMA COMMUNITY COLLEGE

At no time shall any Proposal submitters or their personnel contact, or attempt to contact, any Coahoma Community College Employee regarding this RFP other than the contact person listed on the cover page of this RFP.

SECTION 2. SCOPE OF SERVICES AND REQUIREMENTS

A. SCOPE OF SERVICES

Coahoma will only award one contract for these services.

1. Coahoma Community College is seeking proposals for the Keyless Exterior Door Access Project on its main campus, including on- and off-campus buildings located at 3240 Friars Point Road, 510 Sunbelt Drive, 901 Ohio Street, 109 Clark Street, and 917 Ohio Street in Clarksdale, MS 38614. The total number of doors involved is detailed on the tabulation form. Bidders should note that this number may vary following the walkthrough; therefore, please provide a cost per unit. The college will accommodate changes in the total number of doors identified on the tabulation form by paying the specified price per unit.
2. The keyless exterior door access includes the installation of all panels on the building that will use Transact Campus' NFC mobile credential, PVC MIFARE NFC ID CARDS BLANK WHITE WITH 3 TRACK MAGSTRIPE or **COMPATIBLE**. Must be Allegion MTB Reader or **COMPATIBLE** with Transact Campus Mobile Credentials.
3. Professional Services for Electronic ID Access/Card and Professional Services for Mobile ID NFC Readers. Software for Mobile ID Readers for users compatible with One Card and Transact Campus Software for Electronic Door Access.

B. CONTRACT DELIVERABLES

1. Provide installation of keyless exterior door access panels and connection to the current ID system used by Transact as described in the Scope of Services for items #2 and #3. The doors requiring keyless access can be found on page 16. **Note to bidder:** Some doors are old. Your proposal should address how you can provide access to old doors. Bidder should also indicate if keyless access cannot be installed on certain doors.
2. Assign an Account Representative managing the contract to work directly with the College Designee and the college's IT Department.
3. Replace any contract worker(s) or employee(s) not performing to the satisfaction of the Contracting Agency within forty-eight (48) hours of a request to do so by the Contracting Agency and at no additional expense to the Contracting Agency.

4. Perform all services provided in the contract with the Contracting Agency per customary and reasonable industry standards as well as in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods, and procedures of all government boards, bureaus, offices, and other agencies.

C. PROPOSAL PRICES

Contracts resulting from this proposal request **will not** be allowed to make price adjustments unless there is a significant change in the market. The bidder must submit a request to the college designee for approval. However, a request does not guarantee approval.

D. INSURANCE REQUIREMENTS

1. The contractor is responsible for all injuries caused by his equipment while performing all operations of this contract.

2. Each successful Proposal submitter shall maintain insurance which, at a minimum, shall include the following types of insurance and coverage limits:

2.1. Workers' Compensation as required by the laws of the State of Mississippi.

2.2. Comprehensive General Liability or Professional General Liability with minimum limits of \$1,000,000.00 per occurrence; and,

2.3. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

2.4. The Contracting Agency may reserve the right to request certificates of insurance directly from the Vendor's insurance carrier regarding the required coverage.

Section 3. VENDOR INFORMATION AND PARTNERSHIP CAPABILITIES

A. VENDOR EXPERIENCE

Please provide information about the vendor's background and experience in developing, supplying, and maintaining online, real-time security solutions and campus-wide ID cards for colleges and universities.

B. VENDOR CONTACTS

Please identify the following individuals who will act as contacts for the college.

1. The sales representative/account manager responsible for the sale.
2. The corporate executive who has the authority to negotiate for and bind the company if the contract is awarded.

C. REFERENCE ACCOUNTS

The Vendor must demonstrate an established, successful track record of past performance in providing products and services closely related to the requirements specified in this RFP. Coahoma CC reserves the right to visit a Vendor site, at the Coahoma Community College's expense, to witness a functional demonstration of the proposed system and peripheral devices.

Please provide five reference accounts/installations, showing company experience in receiving contracts for the delivery of campus-wide commerce and security management systems similar to the one proposed, to other college and/or university clients. At a minimum, the reference accounts must be using the Vendor's proposed system(s) supporting the following applications:

1. Issuance of campus-wide security solutions
2. Card Issuance

The information should include the college's name, address, telephone number, and the name and title of the person to contact.

Please also complete the **RELEVANT PROJECT EXPERIENCE AND REFERENCE SHEET** included in this packet.

D. VENDOR GENERAL INFORMATION REQUESTED

Please COMPLETE THE VENDOR DATA FORM and SUBCONTRACTOR FORM.

Section 4. QUOTATION REQUIREMENTS

Vendors are requested to organize Quotations according to the Bid Tabulation form. Instructions on completing this form are included below and on the tabulation form.

A. INSTRUCTIONS FOR TABULATION FORM

1. If there is no charge for a service that will be provided, please input 0 for the unit price and Total price for that item.
2. Bidders should use a separate sheet for each site:
A. Main Campus, B. 510 Sunbelt Drive, C. 901 Ohio Street, D. 109 Clark Street, and E. 917 Ohio Street----Be sure to include the site name.

3. At the end of the Main Campus Tabulation Form, the bidder must include a line item for installation, training, shipping, and licensing for the entire project. If no costs are associated with a specific line item, the bidder must still include the line item description and enter 0 for unit and total price.

4. Bidders should only include costs for doors that can have keyless access installed. If a door cannot have keyless access installed and requires a new door, do not include that door on this tab form. However, the bidder should include a statement to address this in the proposal. If keyless access cannot be installed on any of the doors at a particular site, the bidder should enter a 0 on the tabulation form for quantity, unit price, and total price and enter in the description line "Keyless access not available for doors at this site".

5. Bidder may add additional lines as needed or use multiple sheets for each site.

6. Bidders should include the total bid for all sites on their cover page.

NOTE: Bidders should explain the purpose of each item in the proposal and give a detailed description of the warranty, training, and licensing.

B. AWARD CRITERIA:

The college will award the contract to the lowest bidder who meets the needs of this project.

Section 5. PROPOSAL SECTIONS

Bidders should include the following sections in their proposal. Additional sections may be added if needed.

A. Cover Page: This page should include:

Contractor Information: Name, address, contact information, and company, and be clearly labeled "Bid #9882 – Exterior Doors Keyless Access". At the bottom of the cover Sheet, the bidder should include the Total Bid for the Project: _____ (enter your total amount for all tabulation sheets).

B. Company Introduction:

- i. **Company Overview:** Provide a brief overview of your company's experience and expertise in keyless access systems.
- ii. **Relevant Experience:** Highlight previous projects involving similar systems or technologies.
- iii. **Company Contact Information:** Include your company's name, address, phone number, and email address.

C. Project Scope & Specifications: Detail the specific requirements for the keyless access system, including the number of doors, types of access needed (e.g., software, hardware), and any specific security features.

D. Project Objectives & Timeline: Outline the project's goals and the proposed timeline for completion, including installation and any necessary training.

E. Proposed Solutions:

- i. **System Description:** Describe the specific keyless access system you propose, including the hardware (e.g., door locks, keypads, controllers) and software.
- ii. **Features & Benefits:** Explain the key features and benefits of the proposed system, such as ease of use, security, and scalability.
- iii. **Installation Process:** Outline the installation process, including any necessary preparations or modifications to the existing doors.
- iv. **Maintenance & Support:** Explain how you will provide ongoing maintenance, support, and troubleshooting for the system.

F. Pricing:

- i. **Cost Breakdown:** Provide a detailed breakdown of the costs, including hardware, software, installation, and any additional services. This breakdown should match the items on your tabulation form.
- ii. **Payment Schedule:** Outline the payment schedule and any required deposits or milestones.

G. Timeline: Present a clear and realistic project schedule, including key milestones and deadlines.

H. Terms and Conditions:

- i. **Warranty:** State the warranty period for the hardware and software.
- ii. **Payment Terms:** Detail the payment terms and conditions.
- iii. **Change Order Policy:** Outline the process for handling any changes or modifications to the project scope.
- iv. **Other Relevant Terms:** Include other relevant terms and conditions, such as cancellation policies or intellectual property rights.

Section 6. BID SUBMISSION FORMAT

A. COMMENTS AND SUBMISSION

1. Any questions or comments regarding the proposal should be submitted to: Margaret Dixon at mdixon@coahomacc.edu (no phone calls) on or before April 26, 2025, at 1:00 p.m. CST.
2. Sealed proposals in sealed envelopes, clearly showing the BID # on the cover page, will be accepted until 10:00 a.m. CST on Tuesday, May 6, 2025, at the Vivian M. Presley Administration Building, Attn: Business Office, 3240 Friars Point Road, Clarksdale, Mississippi 38614.
3. Bid Opening: Tuesday, May 6, 2025, at 1:00 pm CST
4. Bids must be clearly marked with the appropriate bid number. The College is not accepting electronic bids.
5. Bidders may obtain detailed specifications and additional information from the College website: <https://www.coahomacc.edu/openbids/index.html>.
6. All bids must comply with the specifications provided. The Board of Trustees for Coahoma Community College reserves the right to reject any or all bids.
7. Proposals shall be clearly identified and marked as listed in the "Proposal Sections".
8. Timely submission of the proposal/bid package is the sole responsibility of the Bidder. Bids received after the specified time shall be rejected and remain unopened in the procurement file. The Bidder assumes all risks regarding the delivery of the bid. Coahoma Community College will not be responsible for delivery delays, packages lost in the delivery process, or delivery errors.
9. Failure to submit a bid on the bid form provided will be considered a cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid.
10. Bids submitted via facsimile or email will not be accepted.
11. Coahoma Community College accepts no responsibility for any expense incurred by any bidder in preparing and presenting a bid. Such costs shall be borne exclusively by the Bidder.
12. Independent Price Determination: By submitting a bid, the Bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purposes of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the

methods or factors used to calculate the bid. The quoted prices shall include, but are not limited to, all required equipment and/or materials, all required insurance, all required overhead, all required profit, and all required licenses, certifications, fees, or permits.

13. Withdrawal of a Proposal/Bid: A bidder may withdraw a bid before the time set for opening bids by making a written request to Coahoma Community College, Attn: Margaret Dixon. No explanation is required.

14. Debarment: By submitting a bid, the Bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or federal government.

15. Minor Informalities: Coahoma Community College reserves the right to waive or allow Bidders to correct any minor informalities in the submitted bid package, to the extent such waiver or correction does not prejudice other bidders, meaning the waiver or correction's effect on price, quantity, quality, delivery, or contractual conditions is negligible.

16. No Contractual or Property Rights: Consistent with existing State law, no Bidder shall infer or be construed to have any rights or interest to a contract issued under this PVL until final approval is received from all necessary entities and until both the Bidder and a Contracting Agency have executed a valid contract. No property rights inure to any Bidders except for compensation for work performed under a valid, executed contract.

VENDOR DATA FORM

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my bid and all documentation required accordingly.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE: (____) _____ FAX: (____) _____

FEDERAL ID #: _____ (Attach/Submit Form W-9)

How many years has this company been engaged in business under this name? _____

If your company has operated under other names or entities, how many total years have you been in business? _____

List other names your company uses (has used): _____

I hereby certify that I am authorized to sign this bid for/or on behalf of the company.

SIGNATURE: _____ DATE: _____

(Authorized Principal)

DIRECT PHONE: (____) _____ EMAIL ADDRESS: _____

PRINTED NAME & OFFICIAL TITLE: _____

*****PLEASE PROVIDE ADDITIONAL INFORMATION BELOW IF APPLICABLE*****

AUTHORIZED PERSON IN CHARGE OF PROJECT AT THIS LOCATION:

NAME: _____ TITLE: _____

DIRECT PHONE: (____) _____ FAX: (____) _____

CELL: (____) _____ EMAIL: _____

LOCATION ADDRESS (if different from above): _____

SIGNATURE: _____ DATE: _____

(Authorized Person in Charge of Project)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL/BID

SUPPLIER/SUBCONTRACTOR DATA SHEET

Bidder shall indicate below the name of each supplier and/or subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify the equipment to be provided by the supplier and/or work to be performed by the subcontractor. (If applicable, otherwise indicate N/A & enter company name)

Supplier Information:

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Equipment to be utilized:

Sub-Contractor Information:

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Work/Services to be performed: _____

Sub-Contractor Information:

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Work/Services to be performed: _____

Company Name of Bidder

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RELEVANT PROJECT EXPERIENCE & REFERENCE SHEET

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of Coahoma Community College's Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service(s) specified in this bid. Year(s) _____ Month(s) _____

1. Business Name: _____
Address: _____

Contact Person/Title: _____ **Years of Servicing Account:** _____

Phone Number: _____ **Email:** _____
Service Location/Size & Frequency: _____
Description of services: _____

2. Business Name: _____
Address: _____

Contact Person/Title: _____ **Years of Servicing Account:** _____

Phone Number: _____ **Email:** _____
Service Location/Size & Frequency: _____
Description of services: _____

3. Business Name: _____
Address: _____

Contact Person/Title: _____ **Years of Servicing Account:** _____

Phone Number: _____ Email: _____
Service Location/Size & Frequency: _____
Description of services: _____

4. Business Name: _____
Address: _____

Contact Person/Title: _____ Years of Servicing Account: _____

Phone Number: _____ Email: _____
Service Location/Size & Frequency: _____
Description of services: _____

5. Business Name: _____
Address: _____

Contact Person/Title: _____ Years of Servicing Account: _____

Phone Number: _____ Email: _____
Service Location/Size & Frequency: _____
Description of services: _____

Company Name of Bidder

Printed Name of Person Completing

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

BID TABULATION FORM

(See Excel Worksheets)

Types of Doors on buildings needing Keyless Access

























