



Administered by
UNIVERSITY OF SOUTHERN MAINE
Office of Facilities Management

REQUEST FOR PROPOSALS

**CAMPUS BUILDING RE-KEY
AND
ACCESS CONTROL SYSTEMS**

RFP #29-14

ISSUE DATE:
March 21, 2014

PROPOSALS MUST BE RECEIVED BY:
April 18, 2014

DELIVER PROPOSALS TO:

University of Southern Maine
Facilities Management
Attn: Adam Thibodeau, LEED AP
25 Bedford Street
Portland, ME 04104

SECTION ONE

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting on behalf of the University of Southern Maine (USM) and the University of Maine at Augusta (UMA) is seeking proposals for the provision of a complete re-key of the Portland and Gorham campuses of the University of Southern Maine and electronic access to specific points of entry on the Portland and Gorham campuses of the University of Southern Maine as well as the University of Maine at Augusta campus.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected vendor.

- 1.2 Definition of Parties: The University of Southern Maine will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."

1.3 Scope:

1.3.1 Campus Key Systems

The University is seeking to replace the existing key systems throughout both the Portland and Gorham campuses of the University of Southern Maine.

Portland Campus (USM): The intent is to replace the current Schlage key system with a current patented restricted 6 pin Large Format Interchangeable Core (LFIC) key system from a single manufacturer offered by Schlage or approved equal. Key and core control software shall be provided to compliment the proposed key system.

Gorham Campus (USM): The intent is to replace the current BEST and Corbin-Ruswin key systems with a patented restricted 7 pin Small Format Interchangeable Core(SFIC) key system from a single manufacturer offered by BEST/Stanley or approved equal.

1.3.2 Campus Card Access Systems

The University is seeking proposals to provide electronic access as follows:
Option #1: Provide and install electronic card access systems to all Resident Hall student rooms on the Gorham Campus except Philippi Hall and Upperclass Hall and must be compatible with our current University card system.

Option #2: Provide electronic access to one (1) exterior door in each building, that currently does not utilize card access, on both the Portland and Gorham campuses. Card access must be compatible with the current University card system. Consideration for other means of electronic access should also be considered.

Option #3: UMA is seeking proposals to provide electronic access to one (1) exterior in each building on both the University of Maine at Augusta; Augusta and Bangor campus. Card access must be compatible with the current University card system. Consideration for other means of electronic access should also be considered.

Note: All electronic locks will have key override in the campus formats listed in 1.3.1.

- 1.4 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to price, references, prior experience with

access management systems, ability to work with current University systems and preferred vendors, ability to provide requested product functionality and financial stability of bidder.

Category		Points	Totals
SUBMISSION REQUIREMENTS			
1	Experience: Topics covered include: - Statement of Qualifications - References	30	
2	Scope: - Understands complete project scope	20	
3	Schedule: - Can meet the requirements of the installation schedule	20	
4	Maine Economic Impact - Proposal impact on the Maine economy such as # of Maine based employees	5	
5	Contract Terms and Conditions: - Review and Acceptance of University contract	5	
6	Cost - Detailed bid of all costs, fees and rates. - Willingness to extend pricing to all UMS campuses	20	
Subtotal		100	
Total Points			0

- 1.5 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, <http://usm.maine.edu/facilities/current-projects>. The University will not be bound by oral responses to inquiries or written responses other than addenda. The deadline for inquiries is April 4, 2014. The University will respond to written inquiries not later than close of business, April 9, 2014.

Inquiries must be made to:

Adam Thibodeau, LEED AP
Facilities Management
University of Southern Maine
25 Bedford Street
Portland, ME 04104
(207) 780-4751
athibodeau@usm.maine.edu

- 1.6 Award of Proposal: Presentations may be requested of two or more bidders deemed by the University to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, the University may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that bidder. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposals or reject any or all proposals in whole or in part. Should the University determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.
- 1.7 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Chief Procurement Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.
- 1.8 Confidentiality: The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.
- 1.9 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.10 Debarment: Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.
- 1.11 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- 1.12 Proposal Validity: Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.
- 1.13 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the USM Facilities Management Office. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic

Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST: RFP #29-14

1.14 Proposal Submission: A **SIGNED** original **and** two (2) copies of the proposal must be submitted to the Office of Facilities Management, University of Southern Maine, 25 Bedford St., Portland, ME 04104, in a sealed envelope by 2:00 p.m., Friday April 18, 2014, to be date stamped by the Office of Facilities Management in order to be considered. Normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Bidders may wish to call (207) 780-4160 to determine if University operations have been suspended. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). In the event of suspended University operations, proposals will be due the next business day. Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the University determines that circumstances require it.

FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. The envelope must be **clearly** identified on the outside as follows:

Name of Bidder Address of
Bidder Due Date
RFP #

Where possible, all materials submitted should be fully recyclable. Submissions shall be on standard 8.5 x 11, letter-sized paper and be clipped together without binding.

End Section One

SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of the University of Maine System Construction Contract Agreement, AIA A201-2007, the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents. An example of the contract documents can be found at the following locations:

University of Maine System Construction Contract Agreement:

<http://www.maine.edu/wp-content/uploads/2013/08/005213Contractagreement.doc>

AIA A201-2007 General Conditions of the Contract:

http://www.maine.edu/wp-content/uploads/2013/08/007200GeneralConditions_A201-2007.pdf

- 2.2 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Contract Administrator. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.3 **Contract Validity:** In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 2.4 **Non-Waiver of Defaults:** Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.
- 2.5 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel or equipment to the University's satisfaction, places University students or employees at significant risk of harm, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within fifteen (15) days the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.
- 2.6 **Clarification of Responsibilities:** If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from the Contract Administrator.
- 2.7 **Litigation:** This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.

- 2.8 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.9 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.10 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.
- 2.11 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees. Failure to comply with this policy could result in termination of this Contract without advanced notice. Further information regarding this policy is available from:

University of Maine at Southern Maine
 Daryl McIlwain
 Office of Equity and Compliance
 209 Deering Avenue
 Portland, ME
 (207) 780-5510
darylmc@usm.maine.edu

- 2.12 Indemnification: The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.
- 2.13 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
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- | | |
|--|---|
| 1. Commercial General Liability
(Written on an Occurrence-based form) | \$1,000,000 per occurrence or more
(Bodily Injury and Property Damage) |
| 2. Vehicle Liability
(Including Hired & Non-Owned) | \$1,000,000 per occurrence or more
(Bodily Injury and Property Damage) |
| 3. Workers Compensation | Required for all personnel
(In Compliance with Applicable State Law) |

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

Facilities Management
University of Southern Maine
25 Bedford Street
Portland, ME 04104

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System
16 Central Street
Bangor, Maine 04401

- 2.14 The University of Southern Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, campus walkways, recreational and sporting facilities, and university or personally-owned, rented or leased vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, snus, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

- 2.15 Contract Administration: Adam Thibodeau, University of Southern Maine Director of Engineering and Architecture Services, or his designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract.
- 2.16 Employees: The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the prior written consent of the Contract Administrator.
- 2.17 Payments: Payment will be upon submittal of an invoice to the University of Southern Maine by the Contractor on a Net 30 basis. Invoices must include a purchase order

number. The University is using several, preferred methods of payment: PCard (Visa); Bank of America's ePayables and PayMode electronic payment systems. The bidder shall indicate its ability to accept payment via any or all of these methods.

- 2.18 Acceptance Tests: The University reserves the right to conduct any test/inspection it may deem advisable to assure software shall conform to specifications. Failure to satisfy acceptance testing may result in rejection of the software with no financial obligation incurred by the University. Latent defects may result in revocation of acceptance.
- 2.19 Ownership of Work: Ownership of any work developed under this contract, and all right title and interest therein shall vest in the University. It is expressly understood and acknowledged that the work shall be deemed to be a work made for hire under the U.S. copyright laws. In the event that the work is determined, by a court or competent jurisdiction in the State of Maine, not to be a work made for hire under the U.S. copyright laws, this contract shall operate as an irrevocable assignment by the Contractor to the University of the copyright in the work, including all right, title and interest in perpetuity.
- 2.20 Pricing: All prices quoted shall remain firm for the entire term of the agreement.
- 2.21 Time is of the Essence: All work, including the successful conclusion of final acceptance testing shall be **completed by August 8, 2014**. It is understood and agreed by the bidder that time is of the essence in the delivery and installation of supplies, materials or equipment of the character and quality required in this document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified, there will be deducted 1% of the bid amount per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by acts of God, civil or military catastrophes, transportation delays, inability to obtain materials or parts from suppliers, or other force majeure beyond the Contractor's reasonable control, an extension of time as the University deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the Contractor, the University may extend the time for performance of the contract or delivery of goods herein specified, at its sole discretion, for good cause shown.
- 2.22 Patent, Copyright and Trade Secret Indemnity:
- 2.22.1 Contractor will indemnify, defend, and save harmless the University, its officers, agents, and employees from any and all third party claims, costs (including without limitation reasonable attorneys' fees), and losses for infringement or violation of any Intellectual Property Right, domestic or foreign, by any product or service provided hereunder. With respect to claims arising from computer hardware or software manufactured by a third party and sold by Contractor as a reseller, Contractor will pass through to the University, in addition to the foregoing provision, such indemnity rights as it receives from such third party ("Third Party Obligation") and will cooperate in enforcing them; provided that if the third party manufacturer fails to honor the Third Party Obligation, Contractor will provide the University with indemnity protection.
- 2.22.2 Contractor may be required to furnish a bond to the University against any and all loss, damage, costs, expenses, claims and liability for patent, copyright and trade secret infringement.
- 2.22.3 Should the software or hardware, or the operation thereof, become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement or violation of a Intellectual Property Right, whether domestic or foreign, the

University shall permit the Contractor at its option and expense either to procure for the University the right to continue using the software, or to replace or modify the same so that they become non-infringing provided they comply with the performance requirements and/or expectations. If none of these options can reasonably be taken, or if the use of such software by the University shall be prevented by injunction, the Contractor agrees to take back such software and make every reasonable effort to assist the University in procuring substitute software at contractor's cost and expense. If in the sole opinion of the University, the return of such infringing software makes the retention of other software acquired from the Contractor under this contract impracticable, the University shall then have the option of terminating such contract, or applicable portions thereof, without penalty or termination charges. The Contractor agrees to take back such software and refund any sums the University has paid Contractor less any reasonable amount for use or damage.

- 2.22.4 Contractor certifies that is has appropriate systems and controls in place to ensure that University funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

End Section Two

SECTION THREE

3.0 PATENTED KEY SYSTEM REQUIREMENTS:

3.01 Campus Key System Design: Contractor shall provide complete system design, with the assistance of the USM Facilities Management. Consideration must be taken to the existing key/lock and hardware systems in evaluating and proposing a method for providing a patented 7 pin interchangeable core key system by one particular manufacturer on each campus. The existing door access hardware may be subject to replacement depending on the compatibility of the proposed key system. Bidder's responsible for providing cost associated with necessary hardware replacement.

3.01.1 A complete access hardware inventory is provided as part of this RFP and can be found at the following location:

<http://people.usm.maine.edu/dfm/KeyInventory/SiteSurveySprdsht.pdf>

3.01.2 Floor plans of the University of Southern Maine and University of Maine at Augusta can be found at the following location:

<http://people.usm.maine.edu/dfm/KeyPlans/CampusPlans.zip>

A hard copy of the existing hardware inventory and building floor plans may be provided upon request. Bidders shall verify the accuracy of the access hardware inventory when providing their proposals.

3.02 Campus Key Tree Creation: Contractor shall provide services for creating the campus 'Key Tree' with direct coordination with the USM Facilities Management Office. Consideration must be taken to limit the amount of keys issued to any one individual on either campus. Final key schedule will require Owner sign off.

3.03 Key and Core Hardware: Contractor shall provide all necessary hardware to support the complete key/core replacement of all access controlled entry points to support one patented key system on either/both campuses.

3.03.1 If the existing door hardware does not support the proposed keying system, the replacement of the hardware shall be replaced.

3.03.2 All classrooms shall be equipped with a lock down function enabling the faculty member to secure the entry point from within the room in the event of an emergency situation.

3.03.3 Bidder shall provide 200 padlocks for both USM campuses with SFIC or LFIC per the requirements of each campus.

3.04 Key and Core Control Software:

3.04.1 The software shall be fully compatible with the proposed patented key solution, must be password protected and capable of supporting all building on either/both campuses.

3.04.2 The software shall be capable of providing all necessary key and core information for all associated keyed access points and shall be capable of managing key issuance to the University faculty, staff, students and designated of campus officials.

3.04.3 Hardware requirements: All client software must run on current, actively supported operating systems. This must include MS Windows Enterprise Versions 7 and 8 workstations that are a part of the universities MS Active

Directory domain. All multi-user server based components should run on Windows Server 20012 R2 or Windows Server 2008 R2, preferably in a Virtual environment.

- 3.04.4 Provide any discount pricing for multi-year maintenance contract and/or prepayment discounts.
 - 3.04.5 Provide costs of software upgrades, if not included in maintenance agreement.
 - 3.04.6 Indicate if the software is compatible with AssetWorks AiM Key control software. If not what capabilities to export information to other software are available.
- 3.05 System Installation: Contractor shall provide the complete installation of the key system. Actual dates for installation will be coordinated with USM Facilities Management. Installation is anticipated to commence on May 19, 2014.
- 3.06 Provide 2 change keys for each lock. Stamp keys with a unique identifier, serialized number and "DO NOT DUPLICATE".
- 3.07 Deliver all permanent key blanks and other security keys direct to Owner's representative from manufacturer via secure courier, return receipt requested. Failure to properly comply with these requirements may be cause to require replacement of all or any part of the cylinders and keys involved as deemed necessary at no additional cost to the Owner.
- 3.08 Owners Manuals and Supporting information: Provide owner's manuals and technical information including key tree, bitting and proprietary codes to support all hardware and software supplied in this project. Provide parts breakdown and parts ordering information for all hardware provided.
- 3.09 Owner training:
- A. A manufacturer's service representative shall provide training to the Owner's personnel by demonstrating, normal operating procedures, troubleshooting, and regular maintenance of all equipment. Review operation and maintenance manuals.
 - B. Training shall be held in two distinct sessions so that different Campuses trades staff can receive training. Each training period shall be a minimum of 8 hours in duration.

3.1 CARD ACCESS CONTROL SYSTEM REQUIREMENTS:

- 3.10 Residence Hall Card Access: University of Southern Maine – Gorham Campus
- 3.10.1 Incorporate card access to all residence hall student and residence hall director rooms which access corridors. Internal doors to residence hall suites will not be included.
 - 3.10.2 USM Campus Card Services shall be capable of altering the status of the reader from their central control location.
 - 3.10.3 On-line, off-line and/or wireless systems will be considered.
 - 3.10.4 Consideration shall be made for using proximity reader opposed to card swipe readers.
 - 3.10.5 Bidder shall provide a solution utilizing concealed wiring to the access hardware in finished spaces. Conduit or wiremold may be acceptable in areas where it is physically impossible due to building construction.
- 3.11 Non-Residence Hall Card Access: University of Southern Maine – Portland and

Gorham Campus, University of Maine at Augusta – Augusta and Bangor Campus

- 3.11.1 Bidders shall provide a proposal to provide card access to the main entrance to all non-residence hall buildings that currently do not have access control. Special consideration must be taken for electronic access to ADA accessible entrances.
 - 3.11.2 Only one entrance in each building will be considered.
 - 3.11.3 Card access shall be a wired and/or wireless on-line type system and shall be controlled from the campus central control location.
 - 3.11.4 Consideration shall be made for using proximity reader opposed to card swipe readers.
 - 3.11.5 Bidder shall provide a solution utilizing concealed wiring to the access hardware in finished spaces. Conduit or wiremold may be acceptable in areas where it is physically impossible due to building construction.
- 3.12 On-Line Card Access System Compatibility: (University of Southern Maine)
Proposed access system shall be compatible with the existing card access control system.
- 3.12.1 Software: CCURE9000 version 2.0.3946.0 build 3946.0
 - 3.12.2 Readers: HID cards 26bit and 37bit, using a mix of readers but all new readers will be iclass.
 - 3.12.3 Requires compatibility/integration with our badging software, IDWorks and our financial transaction software, CBORD.
- 3.13 Off-Line Card Access System Compatibility: (University of Southern Maine)
Proposed access system shall be compatible with the existing card access control system.
- 3.13.1 Software: Best BASIS ET680 version 6.0.148 hotfix 1.2
- 3.14 Card Access System Compatibility: (University of Maine at Augusta) Proposed access system shall be compatible with the existing card access control system.
- 3.14.1 Software: WinDSX SQL Version 4.8.100 DSX WORKSTATION v 8.63.0.0
 - 3.14.1.1 Bidder shall provide a proposal to replace the existing software with CCURE9000 version 2.0.3946.0 build 3946.0 or equal.
 - 3.14.2 Readers: HID cards 26bit and 37bit, using a mix of readers but all new readers shall be iclass, proximity readers.
 - 3.14.3 Compatibility: Requires compatibility/integration with our badging software, IDWorks and our financial transaction software, CBORD.
- 3.15 Bidder shall propose any necessary infrastructure changes required to accommodate new access control, both offline and online.
- 3.16 Training/Support: Bidder shall provide a proposal for ongoing system maintenance and support.
- 3.17 Performance: Describe your system's solution for door access in the event of network failure including the transfer of any information to the software management system. Describe the sustained transaction rates, regardless of the size of the system configuration and/or other concurrent activities such as multiple report generation.
- 3.18 Transport Mechanism: Bidder shall provide the information regarding the data

transport mechanisms for the various solutions.

- 3.18.1 Bidder shall describe, depending on their proposed solution, how the data from the door hardware is transferred to the USM Card Access Control system. (Ethernet networks, fiber links, wireless bands/technologies)
- 3.18.2 Bidder shall describe the requirements of the University for data transfer provisions.

End Section Three

SECTION FOUR

4.0 PROPOSAL FORM:

4.01 Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing system capabilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond. The University of Maine System is committed to offering purchasing opportunities to all of the campuses within the UMaine system. Bidders shall consider unit costing strategies allowing the other campuses to take advantage of the pricing offered through this RFP. The bidder's willingness to extend contract pricing to the UMS campuses will be considered when evaluating the proposals.

4.02 Patented Key System: USM (**Portland Campus-All Buildings**) - Provide cost associated with the key system design, key tree creation and key, core and door hardware replacement necessary to accommodate the new system for the following buildings:

23 Brighton Avenue
1,7,11,15,19 Chamberlain Avenue
25,92,92,98,102,106,118,120,126 Bedford Street
209,222,228 Deering Avenue
39,45,47,49,51,55,57,65 Exeter Street
501 Forest Avenue
Abromson Center
Parking Garage
Central Heat Plant
Glickman Library/Osher Map Library
Luther Bonney Hall
Masterton Hall
Payson Smith Hall
Science Building
Sullivan Gym Complex
Wishcamper Center
Woodbury Campus Center

4.03 Patented Key System: USM (**Gorham Campus-Academic Buildings**) - Provide cost associated with the key system design, key tree creation and key, core and door hardware replacement necessary to accommodate the new system for the following buildings:

7,19,51 College Avenue
62,128,134 School Street
Academy Building
Admission House (149 State Street)
Art Gallery
Bailey Hall
Brick Shop (47 University Way)
Carpenter Shop

Central Heat Plant
Child Care/Police and Safety (28 Husky Drive)
Containment Building
Corthell Hall
Costello Sports Complex (Field House/Hill Gym/Ice Arena)
Drawing Studio (49 University Way)
Hazardous Waste Building
John Mitchell Center
McLellan House (140 School Street)
Mechanical Trades Building
Facilities Management
Russell Hall
Welding Shop

- 4.04 Patented Key System: USM (**Gorham Campus-Auxiliary Buildings**) - Provide cost associated with the key system design, key tree creation and key, core and door hardware replacement necessary to accommodate the new system for the following buildings:

Anderson Hall
Brooks Dining Center
Dickey Wood Hall
Philippi Hall
Robie-Andrews Hall
Upton-Hastings Hall
Upper Class Hall (25 Husky Drive)
Woodward Hall

- 4.05 Key and Core Control Software: USM (**Portland Campus**) - Provide cost and necessary information associated with the proposed key and core control software for managing key and core records for the campus. See section 3.04 for specific requirements.
- 4.06 Key and Core Control Software: USM (**Gorham Campus**) - Provide cost and necessary information associated with the proposed key and core control software for managing key and core records for the campus. See section 3.04 for specific requirements.
- 4.07 Card Access Control: Residence Hall Card Access: USM (**Gorham Campus**) – Provide cost and necessary information associated with providing card access in Residence Halls. Responses to each building requirement below should be in order and clearly marked with the building name/address to which they respond. (See Section 3.10, 3.14, 3.15)

- 4.07.1 Residence Hall Access: Provide cost and necessary information associated with providing card access in Residence Halls from building exterior: (Number in parenthesis indicates room to provide card access to/from the exterior.)

Anderson Hall (213)
Dickey-Wood Hall (C151,C154)
Robie-Andrews Hall (A122)
Upton-Hastings Hall (180A/B)
Woodward Hall (117B)

- 4.07.2 Residence Hall Student Room Access: Provide cost and necessary information associated with providing card access in Residence Hall student

rooms:

Anderson Hall
Dickey-Wood Hall
Robie-Andrews Hall
Upton-Hastings Hall
Woodward Hall

- 4.08 Card Access Control: Non-Residence Hall Card Access: USM Portland, USM Gorham Campus and the University of Maine at Augusta Campus (UMA) - Provide cost and necessary information associated with providing card access to the main entrance and/or ADA accessible entrance to all non-residential hall buildings: (Number in parenthesis indicates room to provide card access to from the exterior.) (See Section 3.11, 3.14, 3.15)

4.08.1 USM Portland Campus

23 Brighton Avenue (100)
1 Chamberlain Avenue (107)
7 Chamberlain Avenue (105)
11 Chamberlain Avenue (100)
15 Chamberlain Avenue (105)
19 Chamberlain Avenue (100)
92 Bedford Street (101)
94 Bedford Street (100)
98 Bedford Street (110)
102 Bedford Street (132)
106 Bedford Street (100)
118 Bedford Street (101)
120 Bedford Street (140)
126 Bedford Street (100)
209 Deering Avenue (120)
222 Deering Avenue (101)
228 Deering Avenue (108)
39 Exeter Street (107)
45 Exeter Street (108)
47 Exeter Street (101)
49 Exeter Street (106)
55 Exeter Street (198A)
59 Exeter Street (111)
65 Exeter Street (108)
11 Granite Street (100)
Abromson Center (101)
Central Heat Plant (101A)
Glickman Library (129)
Law Building (116)
Luther Bonney Hall (132)
Masterton Hall (116)
Masterton (118)
Payson Smith Hall (197)
Sullivan Gym Complex (101)
Wishcamper Center (121)
Woodbury Campus Center (101)

4.08.2 USM Gorham Campus

- 7 College Avenue (100)
- 19 College Avenue (110)
- 51 College Avenue (105)
- 62 School Street (102)
- 128 School Street (132)
- 134 School Street (111)
- Academy Building (103)
- Admission House (149 State Street) (101)
- Art Gallery (102)
- Art Modular (49 University Way) (100)
- Brick Shop (47 University Way) (101)
- Central Heat Plant (101)
- Corthell Hall (041)
- Costello Field House (C204)
- Ice Arena (110)
- McLellan House (140 School Street) (114)
- Mechanical Trades Building (102)
- Russell Hall (100)

4.08.3 UMA Augusta Campus

- Alumni Hall (101)
- Alumni Hall (201)
- Art & Architecture (105A)
- Ceramics Studio (100)
- Farmhouse (51C)
- Fine Arts (100)
- Jewett Hall (105C)
- Katz Library (Upper Lvl) (100)
- Katz Library (Lower Lvl) (001)
- Mailroom/Storage (100)
- Maintenance Equipment Garage (100)
- Modular III (100)
- Robinson Hall (100C)
- Civic Center (148)

4.08.4 UMA Bangor Campus

- Acadia Hall (120)
- Bangor Hall (113)
- Belfast Hall (109A)
- Camden Hall (106)
- Eastport Hall (108C)
- Gymnasium Bldg (100)
- Lewiston Hall (100)

4.09 Card Access Software (University of Maine at Augusta): Bidder shall provide a proposal to replace the existing WinDSX SQL Version 4.8.100 DSX WORKSTATION v 8.63.0.0 software with CCURE9000 version 2.0.3946.0 build 3946.0.

4.10 Business Profile: No financial statements are required with proposals; however, prior to

an award the University may request financial statements from selected bidders.

- 4.11 References: Each bidder shall submit a list of three references. References shall be institutions or organizations for which the bidder has provided comparable systems similar to the University's requirements.

End Section Four

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)

