



Manchester Community Schools

Dr. Brad Bezeau, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Brandon Woods, President
Ryan Novess, Vice President
Sandra Wiitala, Secretary
Corey Horky, Treasurer
Rebecca Harvey, Trustee
Michael Tindall, Trustee
Jeff White, Trustee

Request for Proposal: Wireless Door Controllers

Project Timeline

- Release of RFP:** March 22th, 2024
- Technical Question Deadline:** March 28th, 2024, 2:00 PM EST
- Proposal Due Date and Time:** April 9th, 2024 10:00 AM EST
- Bid Opening:** April 9th, 2024, 10:30 AM EST
- Board Approval of Award** April 15th, 2024
- RFP Awarded:** April 16th, 2024
- Part Delivery:** June 30th, 2024
- Project Completion Delivery:** August 1st, 2024

1. Introduction

The Manchester Community School District is in Southwestern Washtenaw County, approximately 20 miles southwest of Ann Arbor. The school district enjoys a high level of involvement and support from parents and citizens. The Manchester Community Schools offer a robust academic program which includes strong core content area instruction, as well as art education, physical education, vocal and instrumental music, business and technology courses, career technical opportunities, athletics, foreign languages, Advanced Placement courses, and a broad array of extracurricular activities. The Manchester Community School district provides educational excellence in a caring community.

In our continuous commitment to enhancing the security and safety of our facilities, we are seeking to augment our current security measures with the adoption of wireless door lock technology. Our objective is to implement a system that allows for seamless badge access, enabling efficient and secure entry across various points within our



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buildings. This initiative aims to not only reinforce the physical security of our premises but also to provide a streamlined access control experience for our staff and guests.

To achieve this, we are interested in integrating state-of-the-art wireless door locks that are compatible with our existing door security system, specifically the AccessIT system by RS2 Technologies. The ideal solution will effortlessly merge with our current infrastructure, supporting the same operational protocols and ensuring a cohesive security ecosystem.

By implementing this technology, we aspire to:

- Enhance the overall security of our buildings by employing robust, wireless locking mechanisms that can be easily managed and monitored.
- Provide a more convenient and efficient access control system for our employees and authorized visitors, minimizing delays while maintaining stringent security measures.
- Ensure full compatibility and integration with our existing AccessIT system by RS2 Technologies, leveraging our current investment in security infrastructure.

We are seeking proposals from vendors who have a deep understanding of and experience with cutting-edge security solutions, particularly those that specialize in wireless door lock systems and have a proven track record of successful implementations.

2. Scope of Work

- Upgrade to Wireless Door Controllers:
 - The project entails updating the specified quantity of 80 doors, the majority of which are currently equipped with Schlage full mortise style latching and Schlage small format locks on wooden solid core doors, to advanced wireless door controllers. Detailed specifications of the doors, including locations and current lock types, will be provided to selected vendors.
 - The replacement locking mechanism will need to accept the existing small format Schlage lock cylinders so to reduce the need to re-key.



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- System Compatibility:
 - The new wireless door controllers must be fully compatible with our existing RS2 AccessIT system. This compatibility is crucial for the seamless scheduling and programming of access controls.
 - The controllers should support standard HID 125kHz ISO Proximity PVC Cards, with the capability to accommodate encrypted card technologies in the future. This requirement is in anticipation of evolving security standards and the organization's future needs.
 - Network Integration via Hub Devices:
 - Vendors are required to propose and deploy appropriate "Hub" devices at strategic locations throughout our facilities. These devices will facilitate the wireless connection of the new door controllers to our network closet, ensuring reliable communication and system integration.
 - The proposal should include a detailed plan for the placement of Hub devices, considering the optimal performance and coverage to ensure the seamless operation of the wireless door controllers.
 - Cabling for Hub Devices
 - Manchester will provide the locations of MDF and IDF drop locations to run where network patch panels are available and provide the ports available on switches and configure the proper VLAN's to reach the server. If an IP address range is required, Manchester will provide this information as well upon request.

Deliverables

The selected vendor will be responsible for providing a detailed implementation plan that covers all aspects of the upgrade, including hardware installation, system integration, and testing to ensure full functionality with our RS2 AccessIT system. Additionally, training for relevant staff on the new system's operation and maintenance should be included in the proposal.

3. Proposal Requirements

To facilitate a thorough evaluation of proposals, interested vendors are requested to include the following components in their submission:



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1. Company Background and Experience

- A detailed overview of your company, including your history, mission, and core competencies.
- Evidence of your experience in providing wireless door control solutions, specifically detailing projects that involved integration with RS2 AccessIT systems or similar technologies.
- Highlight relevant certifications, awards, or recognitions your company has received in the field of security solutions.

2. Pricing Structure

- Provide a comprehensive pricing structure that clearly outlines the cost per door for the wireless door controllers, including any additional hardware or accessories required for installation and their pricing.
- Include volume discount options, specifying the thresholds for different discount levels. This information should be broken down by door and by groups of doors, as well as by the necessary hub devices, to enable us to assess options within our budget constraints and prioritize deployment locations accordingly.
- Pricing should be inclusive of all costs associated with the implementation, including any licensing, installation, training, or setup fees.

3. Detailed Product Specifications

- Submit detailed specifications of the proposed wireless door controllers and any associated Hub devices, including compatibility with HID 125kHz ISO Proximity PVC Cards and support for future encrypted card technologies.
- Specifications should cover hardware dimensions, power requirements, wireless range, and any other technical details that ensure compatibility and integration with our existing systems.

4. Implementation Plan and Timeline



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- A detailed plan outlining the steps for implementation. This plan should address any anticipated challenges and how they will be mitigated.
 - Include a proposed timeline with key milestones.

5. References from Past Projects

- Provide contact information for at least three references from past projects that involved the deployment of door control systems, especially those that required integration with existing security systems. References should be able to attest to your company's professionalism, reliability, and the quality of the delivered solution.

6. Warranty and Support Information

- Detailed information on the warranty provided for the hardware and installation work, including the duration of the warranty and what it covers.
- Outline your company's support offerings, including technical support hours, response time commitments, and any maintenance services available.

4. Evaluation Criteria

- Criteria for how proposals will be evaluated, including:
 - Compliance with the specified requirements
 - Cost-effectiveness
 - Vendor experience and reliability
 - Quality and features of the proposed solution
 - Implementation timeline



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5. Submission Guidelines

To ensure a fair and systematic evaluation of all proposals, the following submission guidelines must be strictly followed:

Proposal Delivery

- All proposal documents must be delivered in a sealed envelope labeled **“Wireless Door Controls Proposal”** to the following address: **710 E. Main Street, Manchester, Michigan 48158.**
- The deadline for submission is **10:00 AM on Tuesday April 9th, 2024.** It is crucial to adhere to this deadline, as late submissions will not be considered under any circumstances and will remain unopened and available for pick up at the vendors sole expense. **Email submissions will not be considered. We do not have a digital secure delivery system at this time to ensure fairness we require all copies be mailed or delivered sealed.**

Proposal Opening

- A formal opening of the proposals will take place at **10:30 AM on Tuesday April 9th, 2024, at the same address mentioned above.** This process will ensure transparency and equal treatment of all submissions.

Pre-Submission Q&A Session and Walkthrough

- A Q&A session, along with a facility walkthrough, will be available on **March 28th, 2024, from 1:00 PM to 2:00 PM.** This session is intended to address any questions or clarifications proposers may have regarding the RFP document, scope of work, or any logistical aspects.
- Interested parties planning to attend the Q&A session are required to confirm their attendance in advance. **Please send your attendance confirmation to bbruursema@mcs.k12.mi.us before the scheduled date.** This will help us prepare adequately for the session and ensure all inquiries are addressed efficiently.



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Additional Instructions

- Please ensure that your proposal is complete, containing all requested documents and information as outlined in the RFP. Incomplete submissions may result in disqualification from the evaluation process.
- It is recommended that proposers review their proposals for compliance with all the specified requirements in the RFP, including company background, pricing structure, product specifications, implementation plan, and warranty information.

6. Terms and Conditions

- All proposals must be delivered sealed and marked “Wireless Door Controls Proposal” on the proposal package and delivered to 710 E Main Street, Manchester MI, 48158 Attn: Technology Director before April 9th, 2024 at 10:00am EST.
- Oral, E-Mail or Facsimile Proposals will not be accepted. Any proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor’s sole expense.
- Requests for clarification or questions on bidding procedures or specifications may be directed to **Benjamin Bruursema**, Director of Technology by email at **bbruursema@mcs.k12.mi.us**
- From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor’s proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Benjamin Bruursema, Manchester Community Schools Director of Technology and Bryan Houttekier, Manchester Community Schools Buildings and Grounds Director.
- A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.
- Each vendor certifies that their proposal is made without any previous



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understanding, agreement or connection with any person, firm or corporation making a proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

- Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its proposal.
- The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All proposals shall be considered firm for ninety (90) days after the due date for proposals.
- This RFP packet will be available on our website at the following link,
 - <https://www.manchesterschools.us/district/public-notice/> or by navigating from <https://manchesterschools.us> and selecting District then Public Notice from the drop down at the top.

7. Appendix



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Attachment A

IRAN ECONOMIC SANCTION ACT 517 OF 2012

On December 28, 2012, Governor Snyder signed Public Act 517 of 2012, commonly known as the “Iran Economic Sanctions Act” (the “Act”). The Act provides that beginning April 1, 2013 an “Iran Linked Business” is not eligible to submit a bid on a request for proposal with a “public entity”. Under the Act, a “public entity” includes school districts and intermediate school districts. The Act also requires that a person that submits a bid in response to a public entity’s request for proposal must certify to the public entity that it is not an Iran Linked Business. This requirement applies to **all** requests for proposals issued by a public entity, and not just to construction projects.

The Act defines an Iran Linked Business as: 1) a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or 2) a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

If the public entity determines, using credible information available to the public, that a person or entity has submitted a false certification, the public entity must provide written notice to the person or entity of its determination and of its intent not to enter into or renew the contract. The notice must include information on how to contest the determination. The notice must also specify that the individual or entity may become eligible for future contracts with the public entity if the activities that caused it to be an Iran Linked Business are ceased.

The Attorney General may bring a civil action against any individual or entity reported to have submitted a false certification. If the civil action results in a finding that certification was false, the person or entity will be responsible for a civil penalty of not more than \$250,000.00 or two times the amount of the contract for which the false certification was made, whichever is greater. In addition to the fine the individual or entity will be responsible for the cost and reasonable attorney fees incurred by the public entity. An individual or entity who has submitted a false certification will be ineligible to bid on a request for proposal for 3 years from the date the certification was determined to be false.



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Attachment B

IRAN ECONOMIC SANCTION ACT 517 OF 2012 BIDDER CERTIFICATION FORM

Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with a prospective Contractor, the contractor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Each contractor submitting a bid on this project shall include a letter with their bid certifying that they have full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. that the Contractor is NOT an "IRAN LINKED BUSINESS", as required by MCL 129.311 et seq., and as such that Contractor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to Manchester Community Schools.

I certify that I am a duly authorized representative of _____ and
(Name of Company)

Confirm that neither I nor the company is an "Iran Linked Business".

Company Representative Signature _____

Company Representative Printed/Typed Name _____

Date _____



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Attachment C

Suspended or Debarred Vendor

The undersigned, the owner or authorized officer of _____ (the "Bidder") hereby certifies and affirms that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Information regarding whether or not a business is suspended or debarred is available at the Federal System for Award Management website (www.sam.gov).

Bidder Name: _____

Bidder EIN #: _____

By: _____

Authorized Representative Name: _____

Its: _____

Date: _____

(Company Name)

Subscribed and sworn to before me

By: _____
(Authorized Signer)

this ____ day of _____, year ____

(Print/Type Name and Title of Signer)

(Signature of Notary Public)

My Commission Expires

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Attachment D

FAMILIAL RELATIONSHIP

Each Bidder shall complete, execute and submit with its Bid Proposal the following Familial Relationship Sworn Statement.

SWORN STATEMENT

Date: _____
School District: Manchester Community Schools
Project: _____

I/we disclose below any familial relationship that exists between the Owner or any employee of Bidder and any member of the Board of Education, or the Superintendent of Manchester Community Schools.

Familial Relationships: _____ Listed Below

Bidder Employee/Position	Relationship	School District Associate/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Company Name)

Subscribed and sworn to before me

By: _____
(Authorized Signer)

this ____ day of _____, year ____

(Print/Type Name and Title of Signer)

(Signature of Notary Public)

My Commission Expires

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Attachment E





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