

Gregory-Portland ISD

Request for Proposals

RFP#2425-04 Access Control & Security
Camera Yearly Maintenance

I. Background Information

The Gregory-Portland ISD (GPISD) wishes to receive bid proposals for one-year maintenance contact on the District's Access Control and Camera system.

The District has ten (7) school facilities and 5 District facilities that are currently equipped with Openeye security cameras, Aiphone devices, and Aurora keyscan software that is used to manage access control. The district would like proposals to maintain, clean, and troubleshoot this equipment.

II. Instructions to vendors

1. Written response packets shall be submitted to:
Chris Casarez
Purchasing Coordinator
1200 Broadway Blvd.
Portland, TX 78374
2. All responses must be received at the District office at 1200 Broadway Blvd. Portland, TX 78374 no later than May 15, 2025 at 2:00pm. Responses must be submitted in a sealed envelope clearly labeled " RFP#2425-04 GPISD Access Control & Security Camera Yearly Maintenance."
3. Questions regarding the RFP shall be directed to:
Kyle Jones, Director of Technology
kjones@g-pisd.org

All questions must be submitted in writing via email no later than May 8th, 2025, at 4:00pm CST. Proposals should be accompanied by brochures and product cut sheets providing technical specifications for services and systems described in this RFP. If the literature differs in any manner from the systems and equipment being proposed, the differences must be explained.

4. The vendor will provide a copy of its maintenance contract explaining the schedule of the bi-yearly cleaning.
5. Vendor shall complete a bid proposal form for pricing submittal and attach a detailed breakdown of costs.
6. A one (1) year contract shall be proposed.
7. The vendor shall provide a minimum of three (3) references consisting of similar work and scope.
8. Vendor shall provide company/organization, address, contract name, and telephone number.

The sites and physical addresses to which the services shall be delivered are:

- a. Administration Office: 1200 Broadway Blvd. Portland, TX 78374
 - b. Student Support Services: 1100 Lang Rd. Portland, TX 78374
 - c. East Cliff Elementary: 1140 Broadway Portland, TX 78374
 - d. S.F. Austin Elementary: 308 N. Gregory St. Gregory, TX 78359
 - e. Gregory-Portland Middle School: 4200 Wildcat Dr. Portland, TX 78374
 - f. Gregory-Portland High School: 4601 Wildcat Dr. Portland, TX 78374
 - g. T.M. Clark Elementary: 2250 Memorial Parkway, Portland, TX 78374
 - h. Maintenance/Transportation building: 502 N. Gregory, Gregory, TX 78359
 - i. Gregory- Portland Annex Building: 4600 Wildcat Dr. Portland, TX 78374
 - j. W.C. Andrew's Elementary: 4015 Moore Avenue, Portland, TX 78374
 - k. Food Service Building: 200 Fulton Place, Portland, TX 78374
 - l. Early Childhood Center: 1201 Daniel Moore Ave., Portland, TX 78374
9. **Access Control Services and Maintenance**
1. Gregory-Portland ISD has 86 keyscan panels with 319 doors and their peripheral devices, 87 Wi-Fi gateways for the Wi-Fi locks, 581 Eplex locks, and 29 Aiphone devices.
 2. The vendor will be responsible to assess the equipment listed in section III item (1) for any damages, faulty equipment, and/or dead equipment.
 3. Vendor is responsible to fix the equipment with spare parts currently in the Technology Department inventory.
 4. Vendor will send a quote for any parts that need replacement that is not in the Technology Department inventory.
 5. Vendor is responsible for any version updates on the Keyscan Aurora software.
 6. Vendor will send the school district a quote for any major Aurora software upgrade.
 7. Maintenance contract will include 2 troubleshooting/repair trips for each of the items listed in item (1).
 8. Vendor will send a quote for any troubleshooting/repairs trips after 2 service trips have been used for a particular piece of equipment.
 9. Vendor agrees to place immediate priority on any issues related to external door security.

IV. Security Camera Service and Maintenance

1. Gregory-Portland ISD has 31 Open-eye NVRs and 901 Open-eye cameras in the district.
2. Vendor will be responsible for 2 maintenance cleanings for each camera approximately 6 months apart.
3. Vendor will be responsible for inspecting and evaluating the NVR's and security cameras for any damages, faulty equipment and/or dead equipment.
4. Vendor will be responsible for providing a lift to service any exterior cameras as needed.
5. Vendor will coordinate the use of the district lift for any internal camera service or repair.
6. Vendor will be responsible for fixing the equipment with spare parts currently in the Technology Department.
7. Vendor will send a quote for any parts that need replacement that is not in the Technology Department Inventory.
8. Vendor will be responsible for any software updates on the NVR's.
9. Vendor will send the District a quote for any major NVR version upgrade.
10. Maintenance contract will include 2 troubleshooting/repair trips for each of the items listed in item (1).
11. Vendor will send a quote for any troubleshooting/ repair trips after 2 services trips have been used for a particular piece of equipment.

V. Evaluation of Proposals

1. The owner reserves the right to reject any and all proposals, to waive any formalities and to disregard all nonconforming, non-responsive or conditional proposals.
2. The owner intends to select a proposal on a most cost effective and "Best Value Basis" based upon the owner's selection criteria and available funding for this project, using prices as the primary factor as indicated in the selection criteria and weightings specified herein. Reference included by the vendor in the "SOQ Questionnaire" or list of references form may be contacted. Other references may be contacted. Qualifications points will be awarded based upon reference responses to standardized questions (pertinent to qualification categories) asked by the representative of the owner, and other information supplied in the proposal. The selection criteria and weightings are:

Total Points	200 points
Price	100 points
Prior experience with GPISD	40 points
Reputation of Vendors and Vendor's goods or services	20 points
Ability to handles GPISD maintenance needs	20 points
Contract and Technical merit	20 points

VI. Terms and conditions

1. GPISD intends to enter into an initial one-year term for the contract awarded under this RFP. This contract will be for maintenance which cover the initial period between September 1, 2025 and August 31, 2026.
2. GPISD will reserve the right to terminate any contract signed without penalty, due to noncompliance of any products and or services listed in the contract, of which this request for proposal, all marketing materials and the response to the RFP have become part. While GPISD may provide a 30 day written notices for contract termination, GPISD reserves the right to grant the vendor a grace period of 30 days to resolve noncompliance issues. Application of this and additional grace periods will be granted at the discretion of GPISD. GPISD will not waive its future rights of contract termination should they decide to waive their rights due to any “noncompliance” issue.
3. The successful Response to this RFP and any GPISD generated Amendments to this RFP shall all become an integral part of any Vendor / GPISD contract resulting from this RFP.
4. Any agreement reached with vendor will supersede any existing agreement(s) with vendor for services covered under the agreement.
5. Vendor guarantees that all contracted work shall be managed by a qualified and designated Vendor project manager, who shall:
 - a. Attend all scheduled project status meetings;
 - b. Be available to GPISD at all reasonable times and respond to GPISD’s questions, problems and/or concerns in a timely manner;
 - c. Be on-site at scheduled times to inspect work progress;
 - d. Will provide a weekly report of the status of the maintenance run and any support tickets during the contract year.
6. The designated Vendor project manager for this project, whose name and phone numbers (office and cellular) shall be provided to GPISD prior to any on-site work under the agreement shall:
 - a. Be Vendor’s single point-of-contact to GPISD;
 - b. Have the authority to make necessary decisions and enlist necessary resources to ensure successful completion of all contracted work in the required timeframes.
 - c. Be trained in and responsible for identification of any hazardous materials relative to any construction portion of this project.
7. Gregory-Portland Independent School District is not liable for any cost associated with the preparation or presentation of any proposals.
8. Proposals submitted to the District will not be returned to the bidder.
9. Gregory-Portland Independent School District has the right to cancel this RFP at any time and to reissue it for any reason.
10. Gregory-Portland Independent School district reserve the right to negotiate any alterations to bid specifications due to oversight or error
11. Vendor further agrees that during the period of any contract resulting from any award under this request proposal will remain, in compliance with Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations, (41CFR part 60).
12. No billing will take place until the end of contact year.

VII. Insurance and Indemnity

1. **Public Liability Insurance**, Vendor must provide GPISD with evidence of public liability Insurance in an amount not less than \$500.00 for one (1) person injured in any one (1) accident and not less than \$1,000,000 for more than one (1) for more than one (1) person in any one (1) accident, naming GPISD, its officers and agents as an additional insured. A certificate of insurance will be required.
2. **Workers compensation insurance**, Vendor must provide GPISD with a copy of a certificate of insurance, a certificate of authority to self- insure by the Texas workers compensation commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-84), showing statutory workers compensation insurance coverage for the persons or vendor's employees providing services on the project, for the duration of the project.
3. **Automobile Liability Insurance**, Vendor must provide GPISD with evidence of automobile liability insurance covering all vehicles owned by, hired by, or used on behalf of the vendor, with a minimum combined single limit of \$1,000,000.
4. **Indemnity**, Vendor shall defend, indemnify and hold harmless GPISD, its agents and employees, from all suits, actions, claims, damages, losses, costs and expenses of every kind and description to which GPISD, its agents or employees may be subjected by reason of injury, including death, to persons, or damages to property resulting from or growing out of any act of commission or omission by the vendor, its agents or employees, or its subcontractors.

VIII. Other Required Submittals. The following additional materials must be submitted with the vendor's proposal: (items 1 through 9 are attached)

1. Bid/ proposal form
2. Statement of Qualifications
3. List of References form
4. Conflict of interest questionnaire
5. Felony Conviction notice
6. Non- Collusion statement
7. Suspension of Debarment Certificate
8. Vendor's sample 3-year contract with a 1 year initial and renewal option for two additional one-year terms.
9. W-9

Bid Proposal Form

Gregory-Portland ISD
Access Control & Security Camera Maintenance
1200 Broadway
Portland, TX 78374
361-777-1089 opt. 1

Due Date: July 20, 2023
Due Time: 2:00 PM CST

This bid responds to all specifications as contained in the said notice, except that deviations from said specifications are noted on the attached pages.

Access Control & Security Camera Yearly Maintenance

Pricing for: Cost of Access Control & Security Camera Maintenance

Other: _____

\$_____ Total Implementation Cost (including taxes and fees)

By signing below, I attest that I am authorized representative/agent and that I am authorized by my signature to bind this company contractually.

Billing Terms _____ Date _____

Vendor's Company Name _____

Signature _____

Name and Title _____

Address _____

City/State/Zip _____

Telephone (____) _____ Fax (____) _____

Contact Person _____

Contact Phone (____) _____ Fax (____) _____

Reference Request Form

All vendors are required to provide a minimum of three (3) references as part of your bid submittal for similar projects in Texas in the last three (3) years. Failure to provide references will cause your proposal to be rejected as non-responsive.

Name of Firm: _____

Firm Address: _____

Contact Person with Phone # _____

Project Description _____

Name of Firm: _____

Firm Address: _____

Contact Person with Phone # _____

Project Description _____

Name of Firm: _____

Firm Address: _____

Contact Person with Phone # _____

Project Description _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

FELONY CONVICTION NOTICE

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a School District must give **advance notice** to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school District may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The District must compensate the person or business entity for services performed before the termination of the contact.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name _____

Authorized Company
Official's Name (please print) _____

A. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official _____ Date: _____

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Company Official _____ Date: _____

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____ Date: _____

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (____.36)

Vendor Name _____

Authorized Company Official's Name _____

Signature of Company Official _____ Date _____

Vendor E-mail Address _____

Vendor Telephone Number _____

