



REQUEST FOR PROPOSAL

CAMPUS SECURITY SYSTEM - PHASE II

Proposal Due Date - March 3, 2025 at 2:00 PM

Table of Contents

Introduction	3
RFP Timeline	3
Contract Information/Questions	4
General Instructions for Proposal	4
Submission of Proposal	4
Criteria for Evaluation	5
General Requirements	5
Scope of Work	6
Product Standards	7
Submittals	7
Schedule	8
Shop Drawings	8
Delivery, Storage, and Handling	8
Warranty	9
Maintenance and Support	9
Pricing	10
Training	11
Product Specifications	11
Installation	12
System Acceptance	15
Documentation	15
Vendor Qualifications, References, and Post-Award Requirements	16
Proposal Execution	17
Attachment A - Non-Collusion Affidavit	18
Attachment B - Sample Independent Contractor Agreement	20

Introduction

Lehigh Carbon Community College (LCCC) seeks a Security Contractor to enhance its existing Genetec Security Management System. This project shall enhance overall campus safety and readiness through extended video surveillance, access control, and photo identification systems. Throughout this Proposal, the terms “College” and “Owner” are used interchangeably, as well as terms “Vendor”, “Bidder”, “Security Contractor”, and “Contractor”.

The RFP documents are available at:

<https://www.lccc.edu/about/purchasing-at-lehigh-carbon-community-college/>

PRIORITY OBJECTIVES: (INCLUDE IN BASE BID)

- Enable one button lockdown of all exterior doors across all buildings and sites
- Add additional access card readers to select interior and exterior doors
- Extend surveillance camera coverage to additional locations across sites
- Migrate photo identification system from CCURE to Genetec Security Center and provide new printing hardware
- Replace existing surveillance camera coaxial cable with Ethernet cabling
- Provide 3 years of service and support on all new and existing surveillance, access control, and photo ID equipment and systems.

ALTERNATE OPTIONS: (ADD TO BASE BID)

- Rekey select interior and exterior doors across all campus sites (new handles and lock cylinders)
- Rekey all interior doors across all campus sites with electronic locks
- Smartphone app for PhotoID

RFP Timeline

Date of Issue:	January 15, 2025
Mandatory Pre-Proposal Meeting	January 27, 2025 - 3:00 PM in the Community Service Center, Room 201A - Refer to the campus map link at: https://www.lccc.edu/about/campuses/
Clarifying Questions Deadline	February 17, 2025 - 4:00 PM
College’s Response to Questions	February 21, 2025
Proposal Due	March 3, 2025 - 2:00 PM
Board of Trustees Award	May 1, 2025
Project Start	Upon Board of Trustees Approval
Project Completion	October 31, 2025

Final Acceptance by Client
Contractor's Provision of
"As-built" Documentation

November 7, 2025

Contact Information/Questions

Direct **all** questions concerning the RFP (including contractual, technical specifications, installation, etc.) in writing to Joe Hardenberg, Purchasing & Contract Manager, jhardenberg@lccc.edu. **Questions must be received by 4:00 PM, February 15, 2025. The College's responses will be provided by February 21, 2025.**

General Instructions for Proposal

A complete proposal must contain the following:

- Requirements of Proposal, including ALL submittals
- Proposal forms - completed by an individual authorized to contractually bind the vendor.
- Completed, signed and notarized Non-collusion Affidavit
- (3) References
- Itemized and total pricing for all equipment, software, services, labor, and related expenses, and/or alternates
- Current W 9 form
- Current Certificate of Insurance, naming the College as "additional insured"

Submission of Proposal

Written and electronic proposals will be received no later than **2:00 PM on March 3, 2025** at the office of the Purchasing & Contracts Manager, Student Services Center Room SSC 101, Lehigh Carbon Community College, 4525 Education Park Dr., Schnecksville, PA 18078, (Attention: Joe Hardenberg). Five (5) paper copies and one (1) electronic copy of the proposal must be in a sealed envelope marked "Security Systems - Phase II". See 'Submittals' section for additional detail on proposal requirements. **Hard copy delivery by mail must include an electronic version delivered either by email, or accompanied by a CD or thumb drive.**

Costs must be submitted solely using the two format types identified in the Pricing section on page 10. All proposals submitted without all of the proper response contents and formats will not be considered.

The bid MUST be submitted for ALL Priority and Alternate items as the award will be as a whole and not in part.

Criteria for Evaluation

A committee representing Public Safety, Information Technology, and Finance will review the proposals. Proposals will be evaluated based on:

- Comprehensive scope of project and fulfillment of requirements of the proposal
- Experience and certifications of Security Contractor and subcontractors
- Proposed completion schedule
- Pre-installation submittals
- Training
- Costs (1st year and recurring)
- Warranty, maintenance and support
- References

The successful Security Contractor will replace the current, incumbent Contractor, upon execution of the Independent Contractor Agreement, a sample of which is contained herein.

General Requirements

1. It is the intent of this RFP for a Security Contractor to provide College with a fully installed and operational system. Any item not specifically shown on the drawings or outlined in this RFP, but inferred or required to provide a fully functional system as outlined shall be considered as included in the Contract. This shall hold true whether identified on the drawings or the specification.
2. The Security Contractor must be a Genetec Certified Partner.
3. All installation, configuration, setup, program and related work and training shall be performed by authorized integrators/electronic technicians certified by the manufacturer.
4. Certification for authorized integrators/electronic technicians shall include at a minimum the installation and service of the equipment provided.
5. The Security Contractor shall assign a project manager to the project. The project manager's resume shall be included with the bid proposal. If at any time the College believes the project manager is not performing his/her duties to the betterment of the project, the Security Contractor shall replace the project manager upon formal notification, within three (3) working days. Security Contractor shall notify the College of any staffing changes, including subcontractors.
6. The Security Contractor shall provide the name and company information for all sub-contractors and third-parties that will perform any work associated with this project upon proposal submission. The College maintains the right to approve or reject any subcontractors.
7. The Security Contractor shall maintain a 24-hour local service center, with adequate parts supply for all major components within four (4) hours or 150 miles of the college. The service center shall be staffed and adequately equipped to provide service within four (4) hours after being called during normal business hours and emergency service after hours.
8. The Security Contractor shall have engineering and CAD (v.2017 or better) capabilities and include a sample of engineering drawings with the proposal.
9. Submission of 'As Built' documentation and training is required at completion of the project.

Scope of Work

1. The Security Contractor shall provide fully designed, coordinated, engineered and installed systems, including training, to:
 - a. Enable one button lockdown of all exterior doors across all buildings and sites.
 - b. Add access control to select interior areas including data centers and mechanical rooms.
 - c. Extend surveillance camera coverage to 30+ locations across site
 - d. Migrate photo identification system from CCURE to Genetec Security Center and provide new printing hardware
 - e. Replace existing surveillance camera coax cable with Ethernet cabling
 - f. **Optional:**
 - i. Rekey all interior and exterior doors across all sites with new handles and cores
 - ii. Rekey all interior and exterior doors across all sites with access card readers
 - iii. Smartphone app for photo ID
2. The locations included within this project are:
 - a. The Main campus located at 4525 Education Park Drive, Schnecksville, Schnecksville, PA 18078
 - b. The Allentown campus (Donley Center) located at 718 Hamilton Street, Allentown, PA 18101
 - c. The Tamaqua campus (Morgan and Scheller Center) located at 234 High Street, Tamaqua, PA 18252
3. The project is a turnkey system including all equipment, installation, electrical, door hardware, cabling, training, permitting, etc. The Security Contractor shall be the lead and is expected to provide a team that shall include representatives from all the above trades and suppliers, as well as, all support, project management and supervision necessary to ensure a successful project.
4. All electrical work, both high and low voltage, shall be included. This will include power for the power supplies, installing all cable and conduit, tapping into existing power, mounting devices, high lifts, etc.
5. Perform a full system security review of all devices and applications along with the implementation of proposed changes based on best practices. This includes but is not limited to device access, server access, Genetec software and application role-based access.
6. All electrical door hardware shall be provided. The Security Contractor's door hardware subcontractor shall be required to survey each location and evaluate the best method to achieve the goal.

Product Standards

1. All equipment and engineering must adhere to all Appendix - Genetec Security Center 5.12 A&E Specifications (refer to document within Appendices).
2. Within the RFP, certain equipment manufacturers are listed. These manufacturers are for example purposes only (unless followed by “No Exceptions”). The Security Contractor may substitute manufacturers and models in their bid that may be more readily available or cost effective. All substitutions shall be fully explained and are subject to approval. It is the responsibility of the Security Contractor to prove the substitution meets or exceeds the item specified, and/or provides a detailed rationale for the substitution. Once the proposal is accepted, the Security Contractor shall not be permitted to vary from the equipment proposed without written permission from the College.
3. The Security Contractor shall provide at the time of installation the latest available version of all software and equipment. Discontinued software and equipment shall not be accepted. All equipment, including maintenance parts shall be new. No refurbished/reused equipment shall be accepted.
4. The Security Contractor shall, within his/her proposal identify any item with which they cannot comply or comply by different means, fully explaining this difference. Any item not specifically cited shall be assumed to comply and the Security Contractor shall be strictly held to the performance described in these documents.
5. The Security Contractor shall employ security best practices for configuration and access of all devices, adhere to the College’s IT security standards, and address any significant security vulnerabilities identified.

Submittals

1. The Security Contractor shall provide a single electronic file in .pdf format and (5) paper copies containing the full submittal. All spreadsheets shall also be submitted in standard xls/x/csv format. All CAD files shall be submitted in standard CAD format.
2. The Security Contractor shall submit to the College for approval, pre-installation submittals consisting of final schedule, shop drawings, and product data. Partial submittals shall not be accepted. The Security Contractor shall not be relieved from responsibility for any deviation from the requirements of the Contract Documents by the College’s approval of prefabrication submittals unless the Security Contractor has specifically informed the College in writing of such deviation at the time of submission and the College’s has given written approval to the specific deviation. All work shall be in accordance with approved submittals.
3. The submittals shall illustrate the Security Contractor’s clear understanding of the project that shall allow for evaluation of said understanding by the College. Anything less shall be deemed “Unacceptable”.
4. The Security Contractor shall review the documents with the subcontractors (floor plans, riser, details, etc.) to ensure the scope is accurately and fully understood. The Security Contractor shall bring any discrepancies to the attention of the College at time of submission.

5. Should the submittals be rejected by the College more than twice as inadequate or not meeting the requirements set forth in this RFP, the College may seek a third party to complete the documents and charge the Security Contractor any related fees.

Schedule

1. A final detailed completion schedule, coordinated with the College, shall be provided in your Proposal response. The schedule shall highlight the milestones of the installation such as head-end, panel and device installation. The schedule should also depict critical dates for the Security Contractor to complete the Work such as power, network, hardware, etc.
2. Security Contractor shall be cognizant of any interruption of classes and student traffic whether caused by paths being blocked or noise levels that are disruptive. Coordinate this work with the College.

Shop Drawings

Submit each of the following in your Proposal response:

1. Floor plans identifying all devices along with mounting requirements.
2. Riser depicting the cabling required from each device to point of final termination.
3. Device connection details showing all field components and the typical connections between them and the major components such as the DGPs, input panels, output panels, NVRS, power supplies, etc. All security components and the cable connections are to be illustrated including to other systems such as the Owner's network and ADA Operators.
4. Detailed drawings for each system showing the connection of all inputs and outputs for each piece of equipment including end of line resistors. The detail must trace each device and wire from inception to point of final termination.
5. Spreadsheet or drawing showing the point assignments for all readers, inputs, outputs, cameras, etc.
6. Panel wall layouts with dimensions including wire trough, coordinated with the work of other trades, to ensure the panels fit in the space provided.
7. Conduit layout for any conduit or wire-mold exposed to the Public.
8. Detailed rack layout with the rack unit requirements for each piece of equipment.
9. System and network architecture layouts, server requirements, network needs, and integrations.
10. Any other drawing or spreadsheet the Security Contractor believes necessary to fully illustrate to the electrical subcontractor the Work.

Delivery, Storage, and Handling

1. The Security Contractor shall be responsible for coordinating the delivery of all products to the site with the College.
2. The Security Contractor shall ensure that all products and equipment stored on site and/or in the Security Contractor's facilities are protected from theft or damage. The Security Contractor shall

be responsible for all equipment until final acceptance and sign off by the College. The Security Contractor will coordinate with College for a secured storage area as needed.

Warranty

1. The Security Contractor shall warrant the equipment, installation and programming for a period of one year following the date of final acceptance of the entire system by the College. Security Contractor is responsible for obtaining an official sign-off or acceptance of the Work prior to establishing the start of the warranty.
2. Preventative maintenance shall be performed during the one-year warranty period and shall include, but not be limited to, a semi-annual maintenance check of all system components, which shall include cleaning, adjustments, firmware updates, and necessary repairs.
3. The Security Contractor shall provide written notice to the College documenting any work performed during the one-year warranty period. Loaner equipment shall be provided for any equipment supplied by the Security Contractor not field repairable.
4. The Security Contractor shall include one year of software support updates, patches, and version upgrades for all installed systems.
5. Repair or replacement service during the warranty period shall be performed 8-hours a day (normal work hours), five days a week, M-F, with a four-hour response time. All required high lifts shall be included for the warranty.

Maintenance and Support

1. Maintenance and support for three (3) years to include all equipment/systems/software included in Campus Security System Phases 1 & 2.
2. Proposals must include Service Level Agreement(s) and detailed pricing.
3. Annual maintenance must be scheduled by the Security Contractor and approved by College to include at least:
 - a. System security review including cleanup of role based permissions
 - b. Software and hardware upgrades, patches, firmware, etc. across all systems
 - c. Printer and camera cleaning
 - d. Full report detailing all maintenance activities submitted to College upon completion of annual maintenance

Pricing

1. It is required that pricing be submitted in strict accordance with the Submission of Proposal on page 4 and within this section. Pricing is divided into base priorities and alternatives.

The base (priority) sections include:

- One button lockdown - all exterior doors - all buildings and sites
- Additional access card readers to select interior doors
- Additional surveillance cameras to locations across sites
- Migration of the photo ID system from CCCURE to Genetec Security Center
- Replacement of existing coaxial cable with Ethernet cable
- Service and support on all new and existing equipment/systems

The alternate sections include:

- Rekey all interior and exterior doors across all campus sites (access card readers)
- Rekey select interior and exterior doors across all campus sites (new handles and cylinders)
- Smartphone app for photo ID

Submittals for itemized materials costs should use the following format for pricing documents on a separate spreadsheet:

Qty	Description	Manufacturer/Make/Model	Unit Price	Total Price
10	Concealed Contacts	Sentrol 1078	\$6.00	\$60.00

6. Single line total prices shall only be accepted within the Project Cost Proposal spreadsheet.
7. Each subcontractor's cost shall be listed for the base and alternates to include material and labor to allow the Owner to identify those costs.
8. All pricing shall include all material, labor, permits, lifts, engineering, supervision, training, programming, warranties, freight, and all project requirements as specified in the Contract Documents.
9. Labor for the project must adhere to Prevailing Wage Standards as established by the State of Pennsylvania including all documentation.
10. The project is tax exempt. Documentation shall be submitted by the College, after award.
11. Use the Appendix Cost Proposal spreadsheet to cite material, labor/supervision, project management, engineering, and training costs.

Training

1. The Security Contractor shall provide a minimum of 12 hours of operator/administrator training for the systems to representatives of the College.
2. The Security Contractor shall also be on-call during the warranty period to answer any questions made by the College's representative.
3. The Security Contractor shall submit for approval a training agenda listing the schedule and subjects to be covered for approval prior to any training begins. The Security Contractor shall keep an on-going record of the dates of the training, attendees, and subjects covered.
4. Sufficient training shall take place prior to the College's first day of beneficial use to allow the College to fully use the systems to secure the facility. Any training time not initially used shall be carried over to allow the College to use the time for refresher courses over the warranty period.
5. Provide access to on-demand/online training for the full support period.

Product Specifications

1. Access Control
 - a. Extend proximity card access to exterior doors across all sites.
 - b. Add proximity card access to 50+ interior doors across sites.
 - c. See 'Card Access' and 'Door Counts' tabs in Appendix – Camera and door access needs for additional details.
2. Video Surveillance
 - a. Cameras, licensing, mounts, cabling, and associated networking equipment to increase surveillance coverage of 30 areas across Main campus in Schnecksville.

	Quantity	Model
Camera Type 1	4	RS-CRH2-LTE-5Y
Camera Type 2	1	PNO-A9311R
Camera Type 3	11	XNV-9083RZ
Camera Type 4	8	PMN-12083RVD
Camera Type 5*	4	XNP-C9303RW
Camera Type 6	3	PNM-9085RQZ1
Camera Type 7	2	XND-9082RV
Camera Type 8	2	PNM-C32083RVQ

* requires enclosure, P2P wireless radio, switch, and battery for light pole mounting.

- b. See 'Camera Coverage' tab in Appendix – Camera and door access needs for additional details.
- c. Basis of design for camera products are from Hanwha Vision America. Basis of design for Camera Type 1 is Genetec.

- d. Provide Aruba CX 6300 series switches (No Exceptions) as appropriate for all new equipment
 - e. Security Contractor shall provide all necessary licensing, related plugins, third-party applications and other required integration for the security system.
 - f. Security Contractor shall provide all server and storage equipment required for system expansion to ensure >30 day video retention.
3. Cabling
- a. Replace all (~425) existing camera coax cable runs with modern network cabling
 - i. See CoaxToEthernet Appendix
 - b. Provide Aruba CX 6300 series switches (No Exceptions) as appropriate for all new network runs
 - c. All switches will be rack mounted
 - d. Remove existing coax-to-IP converters
 - e. Move existing network video recorders as determined by Owner
 - f. Move existing UPS units as determined by, coordinated with, and in the presence of the Owner
4. Photo Identification System
- a. Migrate all records from current CCURE system into Genetec Security Center (including all data fields and photos)
 - b. 4 workstations to include cameras and printers required. (2 printers at Main campus; 1 at Morgan and Donley campus sites)
 - i. Printers must be capable of dual sided, full color printing and lamination
 - ii. Max annual print volume >5000 per printer. Max daily print volume >100 per printer
 - iii. No card encoding required
 - c. Optional: PhotoID smartphone app
 - d. Minimum system requirements for workstations
 - e. Integration with the College's Banner system for photo and person data transfer
5. Re-key
- a. Rekey all interior and exterior doors across all sites.
 - b. New hardware for loop handle doors.
 - c. Provide option for wireless electronic locks for all interior doors
 - d. See "Door Counts" tab of Appendix – Camera and door access needs for additional details.

Installation

1. Equipment and Software

- a. All equipment and software shall be installed in accordance with the manufacturer's requirements and instructions.
- b. Verify and coordinate exact locations for all devices with the College's drawings, elevations and reflected ceiling plans. Bring any conflict to the attention of the College.
- c. Follow the College's established Change Control Process for all software installation, upgrades, configuration, and related activities.

- d. All equipment to be installed in the data center, IDF closets and at the panel rooms shall be assembled, mounted, and tested in a neat and clean fashion. Notify the College if all equipment cannot fit in the space allotted.
- e. Survey all equipment locations. Ensure equipment clearance and identify all conflicts.
- f. Verify and receive approval for the exact mounting locations of all equipment and devices with the Owner/College prior to installation.
- g. Provide supports for all equipment, devices and cable to be mounted on or through accessible ceilings.
- h. Provide tamper proof fasteners on all equipment and devices in public areas including surface mounted door contacts.
- i. Provide tamper switches for all equipment cabinet doors and power supplies. Panels in the same location may be monitored at one point.
- j. Provide unobstructed, focused camera views in coordination with the Owner and College. All cameras shall provide clear pictures at specified resolutions and recording rates.
- k. Rackmount all switches, servers, NVRs, UPS, and related equipment.
- l. Determine camera intent prior to mounting.

2. Wire and Cable

- a. The Security Contractor shall provide all wire and cable including all rack cabling, jumpers, mini-coax, monitor/keyboard connectors, etc. as required.
- b. All wire and cable installed by the Security Contractor must be done in accordance with the equipment manufacturer's requirements and instructions as well as national, state and local code requirements.
- c. All wire and cable specified on the engineering drawings shall meet equipment manufacturer's requirements, national, state and local code requirements and shall be UL listed for their application.
- d. All wiring not in conduit is to be run concealed above accessible ceilings or within wire trays. All cables run exposed in the closets are to be bundled, neatly run and fastened to the structure at least every three feet (or run in Panduit). All cables run exposed at ceilings are to be bundled, neatly run and fastened to the structure at least every 10 feet. The cabling is not to be fastened to the work of others (e.g. sprinkler lines). All routing is to be approved by the College prior to installation.
- e. All cable within wire trays shall be bundled together, separated from other cable and identified as "Security".
- f. Code compliant fireproofing techniques are to be provided for all penetrations of fire rated partitions and slabs, where the penetrations are made by or used by the Security System.
- g. All cable must be run continuously from device location to the final point of termination. No mid-run cable splices are to be allowed.
- h. All wiring connections are to be made without soldering. Connections are to be mechanically and electrically secure in accordance with manufacturer's requirements.
- i. A single "system ground" point is to be established for the system. This system ground is to consist of a single grounding point to which all grounds in the system are connected.

Under no conditions is the AC neutral either in a power panel or in receptacle outlets to be used for a reference ground. The Security Contractor shall be responsible for working with the electrical firm in establishing the ground point and ensuring that no ground loops are created.

- j. Provide outdoor-rated cable where required.
- k. All cable shall be labeled in a permanent method and protected such as a P-Touch labeler. Writing on the cable is unacceptable. The label designation must be on both ends of all cables and match the as-built documentation.
- l. Plenum rated cable shall be used in all return air plenum spaces and where required by code.
- m. Cable shall be shielded as required by the equipment manufacturer or where necessary for interference-free signals.
- n. The location of installation for any net new raceways, or other surface mount additions must be approved by the College prior to installation.

3. Conduit and Boxes

- a. Conduit or wire-mold is required to protect the integrity of the system in all locations where cable cannot be concealed within walls or frames, above accessible ceilings or in wire management systems.
- b. All conduits shall be installed by the Security Contractor's electrical subcontractor under this contract. Review the plans and survey to ensure all requirements are both coordinated and adequate. Any area in question is to be brought to the attention of the College. Color matching wire-mold may be used in interior locations.
- c. Conduit shall be provided for all security devices and connections using the following as a guide:
- d. Provide all building penetrations, trenching and outdoor rated conduit to the site cameras as well as other security equipment.
- e. Provide all conduit and penetrations to the exterior cameras and wireless devices mounted on the building. Once in the building, the camera cable can be installed without conduit if above accessible ceiling or out of public spaces. All penetrations must be weather-sealed.
- f. Provide conduit for all devices including doors as required. Note most construction is concrete so allow for penetration of the frame for the electric locks and door contacts.
- g. Device rings and pull-strings can be used in any area that the cable can be run within the wall. Conduit is required for any device to be mounted below 10' that the vertical cable cannot be protected by the drywall.
- h. Coordinate with the glass storefront the cable required to be installed within the frames and mullions for the entry doors.
- i. The Security Contractor shall provide all Panduit for the system within the closets and security equipment room as indicated and needed for a complete and protected system.
- j. The Security Contractor shall seal all penetrations used for the security system against environmental infiltration to ensure the integrity of the cable and system.
- k. All penetrations, whether for cable or conduit, through fire rated partitions shall be fire-stopped per code.

System Acceptance

1. Prior to the final acceptance test, the Security Contractor shall conduct a complete test of the entire systems across all sites and shall provide the College with a written report on the results.
2. Upon written notification from the Security Contractor that the system is complete and operational, the College shall conduct a final acceptance test of the entire system.
3. The College shall conduct final point-to-point acceptance testing of the system in conjunction with the vendor. For the test, the Security Contractor shall provide two qualified persons with communication devices. One shall accompany the College on the testing rounds and the other shall monitor the systems providing feedback on the devices tested. Items tested may include, but shall not be limited to:
 - a. Reader functioning and invalid card alarms
 - b. ADA Operator interface
 - c. Proper naming of points
 - d. Camera views, call-ups and matrix operation
 - e. Recording and playback
4. If during the acceptance test, the system is found to be incomplete to the extent that an adequate test cannot be performed, the Security Contractor shall be held responsible for the costs incurred to make the system complete and retest.
5. A follow-up retest shall be conducted on all punch-list items after the Security Contractor rectifies all issues. All items must be corrected in a timely fashion.
6. Upon successful completion of the final acceptance test (or subsequent punch-list retest), the College shall issue a letter of final acceptance. *The warranty period shall begin upon issuance of the final acceptance letter.*
7. A 15-Day and a 30-Day system check shall be performed by the Security Contractor and any adjustments to the system shall be made. A record of the adjustments shall be submitted to the College.
8. A waiver of lien for all suppliers and/or subcontractors must be received prior to the start of the project.

Documentation

1. Upon final acceptance of the Work, the Security Contractor shall submit preliminary As-Built Documentation to the College. Final as-built documentation is due within 30 days from the date of final acceptance. Record Documentation shall include the following:
 - a. Product Data
 - i. Final equipment schedules listing all system components, the manufacturer, model number, serial number, quantity, and location(s) of each
 - ii. Any updates to the manufacturer's literature sheets for all system components, including any warranty information
 - iii. Cable and wiring types
 - iv. All system/equipment manuals
 - b. Drawings (on v.2017 CAD or better)
 - i. The drawings shall be complete in every way and include interconnection with other systems such as the ADA operators.

- ii. Updated System riser with all device and panel locations, wire runs and wire designations
- iii. Updated wiring diagrams for the system defining the interconnection of all inputs and outputs for all equipment
- iv. Updated final panel layouts with dimensions
- v. Logistical outline of Genetec's application integrations. The drawing(s) should include a workflow diagramming the integrations between printers, workstations, servers, etc. including all necessary firewall ports.
- c. Software management
 - i. Photo ID documentation outlining steps to perform basic usage of the application and card design. Examples include but are not limited to photo ingestion, badge printing, and modifications to badge layouts.
 - ii. Genetec application access overview including but not limited to user access group permissions overview and new user setup.

Vendor Qualifications, References, and Post-Award Requirements

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the Vendor's company and services offered, including: Full legal name of the company, the year business was established, and number of administrative and technical people currently employed.
2. An outline of the product line-up and/or services currently supported.
3. A description of geographic service reach.
4. References: Contact information for three (3) references within the past five (5) years from projects similar in size, application, and scope and a brief description of their implementation.
5. Should a Contract be awarded, the successful Vendor must acquire and provide a copy of all necessary permits and licenses from the appropriate municipalities including North Whitehall Township, City of Allentown, and/or Borough of Tamaqua, Lehigh County, and the Commonwealth of Pennsylvania, as required.
6. The College will require the awarded Security Contractor to sign its Independent Contractor Agreement (Attachment B), included in this RFP.
7. Current W 9 form
8. Current Certificate of Insurance, naming the College as "additional insured".
9. The successful Security Contractor selected based upon the outcome of this proposal process shall replace the current, incumbent Contractor.

Proposal Execution

We, the Undersigned, having attended the mandatory pre-bid meeting and examined the specifications and all other documents and, being familiar with the various conditions under which these services and/or supplies are to be used, agree to furnish, install, service and warrant all labor, materials, equipment, and any other requirements to fulfill this Request for Proposal.

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

EMAIL: _____

PHONE NUMBER: _____

FAX NUMBER: _____

Checklist of Submissions:

- | | |
|---|----------------|
| <input type="checkbox"/> Requirements of Proposal | Initials _____ |
| <input type="checkbox"/> Vendor Proposal Execution | Initials _____ |
| <input type="checkbox"/> Project Cost Proposal (Totals) | Initials _____ |
| <input type="checkbox"/> Itemized Material Costs | Initials _____ |
| <input type="checkbox"/> Detailed Completion Schedule | Initials _____ |
| <input type="checkbox"/> Shop Drawings | Initials _____ |
| <input type="checkbox"/> Non-collusion Affidavit | Initials _____ |
| <input type="checkbox"/> Three (3) References | Initials _____ |
| <input type="checkbox"/> Current W 9 Form | Initials _____ |
| <input type="checkbox"/> Current Certificate of Insurance | Initials _____ |

Attachment A

NON-COLLUSION AFFIDAVIT

State of _____:

County of _____: s.s.

I state that I am the _____ (Title) of _____ (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the prices(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.

2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal submission date.

3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

5. _____ (Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing and/or bidding on any public contract, except as follows:

I state that _____ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the Department of General Services in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Department of General Services of the true facts relating to the submission of this proposal.

(Signature)

(Signatory's Printed Name)

(Signatory's Title)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF

20_____

Notary Public

My Commission Expires

Attachment B

INDEPENDENT CONTRACTOR AGREEMENT

(This is a sample only. A completed document will be prepared by the College and executed with the successful Vendor)

THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is made and entered into as of the XX day of XXXXX, by and between LEHIGH CARBON COMMUNITY COLLEGE, with its principal office at 4525 Education Park Drive, Schnecksville, PA 18078, (the "College"), and XXXXX, of XXXXXXXX (the "Contractor").

BACKGROUND

WHEREAS, Contractor has extensive expertise and training in XXXXX; and

WHEREAS, the College desires to engage Contractor to provide XXXXX to the College upon the terms and conditions set forth herein; and

WHEREAS, Contractor is willing to provide XXXXX to the College upon the terms and conditions set forth herein.

NOW, THEREFORE, the parties, intending to be legally bound, and in consideration of the mutual covenants and promises contained in this Agreement, do hereby agree as follows:

1. **RECITALS**. The recitals set forth above are incorporated herein as if fully set forth at length.
2. **SERVICES**. Contractor hereby agrees to be retained by the College, as an independent contractor, to provide XXXXX to the College as set forth on Schedule "A" attached hereto and incorporated herein.

A. Contractor shall supply, at Contractor's sole expense, all equipment, materials and/or supplies required to perform the duties and responsibilities of Contractor hereunder, and shall determine, in Contractor's discretion, but subject to the rules and requirements of the College, the times, daily schedule, itinerary and hours Contractor shall devote to the duties of Contractor hereunder.

B. Contractor hereby represents and warrants to the College that Contractor has, and will at all times hereunder have, the requisite certifications, expertise, experience, personnel and equipment to perform the services required hereunder.

3. COMPENSATION. The Contractor's compensation for services rendered hereunder shall be as set forth on Schedule "B" attached hereto. Contractor shall not be entitled to reimbursement for any expenses incurred by Contractor in performing Contractor's services hereunder except for those expressly set forth on Schedule "B" attached hereto. **The College is exempt from Pennsylvania sales tax through its PA exemption number: 23-1670163.**

4. TERM AND TERMINATION.

A. Term. The term of this Agreement shall commence on XXXXX and end on XXXXX unless otherwise terminated by either party in accordance with this Agreement.

B. Termination. The College or the Contractor may terminate this Agreement by giving the other party at least sixty (60) days prior written notice of such termination. Upon termination hereunder, all obligations, duties and responsibilities of the parties shall immediately cease except as follows: (1) the College shall remain obligated to pay any compensation earned by Contractor prior to the date of termination; and (2) any obligations, promises or covenants in this Agreement that are expressly made to extend beyond termination of this Agreement shall remain in effect.

5. AFFIRMATIVE COVENANTS OF CONTRACTOR. During the term of this Agreement, Contractor shall:

A. Provide and perform the services required of Contractor hereunder in accordance with all federal, state and local laws and regulations;

B. Identify Contractor as being an independent contractor associated with the College;
and

C. Maintain and keep current all licenses and certifications necessary for Contractor to provide and perform the services required of Contractor hereunder.

6. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES.

Contractor represents and warrants to the College that: (a) there are no restrictions, by law, regulation, or otherwise, which would prevent or make unlawful Contractor's execution of this Agreement, Contractor's engagement hereunder or the performance of Contractor's services hereunder; (b) Contractor's execution of this Agreement and Contractor's engagement hereunder do not constitute a breach of any other contract, agreement or understanding, oral or written, to which Contractor is a party or by which Contractor is bound; and (c) Contractor is free and able to enter into this Agreement with the College, and to perform all of Contractor's duties contemplated hereby. Contractor hereby agrees to indemnify, defend and hold harmless the College from and against all claims, judgments, losses, damages, settlements, costs and expenses incurred or suffered by the College as a result of a breach by Contractor under this Section.

7. INDEPENDENT CONTRACTOR. It is hereby understood and agreed that Contractor in performing the services pursuant to this agreement is acting in the capacity of an independent contractor, and that Contractor is not an agent, servant, partner, joint venture, or employee of the College. Contractor shall be solely responsible to pay all employment taxes, all withholdings, unemployment compensation contributions and other employment related matters applicable to any of Contractor's employees. Notwithstanding the foregoing, Contractor shall devote the appropriate amount of time necessary to provide the services described herein, and will operate within the rules and policies of the College as may be amended from time to time. Contractor shall maintain such child abuse history and/or criminal history background checks for Contractor, and any other individuals who may be providing services to the College pursuant to this Agreement, as may be required by the College and by Pennsylvania law. The College acknowledges that as an independent contractor, Contractor may, during the term of this Agreement, be engaged in other business activity rendering the same or similar services to other organizations.

8. INDEMNIFICATION. Contractor hereby agrees to defend, indemnify, protect and hold harmless the College from and against any and all claims, suits, damages and liabilities of any kind arising as a result of, or caused by, the negligence of Contractor, Contractor's agents, officers, employees or contractors, and/or the breach by Contractor of any of Contractor's obligations hereunder.

9. INSURANCE. Effective as of the date Contractor is to commence Services to be performed under the contract and continuing until all authorized Services have been fully and completely performed by Contractor, Contractor shall provide and maintain in full force and effect the following minimum insurance coverage as evidenced by Insurance certificates, which shall be furnished to Lehigh Carbon Community College in advance of beginning the Services. Such insurance coverage shall be placed with or carried by insurance carrier or carriers with an A.M. Best Rating of "A" or better, and Lehigh Carbon Community College may elect to require certified copies of the policies in lieu of, or in addition to, certificates of insurance.

a) Pennsylvania Statutory Workers Compensation and Occupational Disease

Insurance

a) Also Employers Liability Insurance in the minimum amount of \$500,000 Each Accident /\$500,000 Disease – Each Employee / \$500,000 Disease – Policy Limit.

b) Business Automobile Liability Insurance including all owned, hired and non-owned automobiles used by or on behalf of Contractor. Minimum \$1,000,000 combined single limit for each occurrence, including bodily injury and property damage.

c) Commercial General Liability Insurance against claims for bodily injury, death of and/or property damage to third parties with a minimum of \$3,000,000 each occurrence. At a minimum, such insurance shall provide coverage for premises-operations, products-completed operations, and contractual liability.

d) Excess/Umbrella Liability coverage may be used in conjunction with primary coverage to attain required limits of this contract.

Contractor shall assume the risk of loss or damage to all property or equipment furnished by Contractor. Contractor waives Contractor's right of recovery against Lehigh Carbon Community College and agrees that all insurance policies covering such property or equipment shall be endorsed to affect such waiver.

Contractor's commercial general liability insurance policy shall be primary and noncontributory to Lehigh Carbon Community College's insurance. ***Lehigh Carbon Community College shall be named as an Additional Insured under Contractor's commercial general liability insurance policy.***

Contractor shall waive any rights of subrogation it may have, either at law or in equity, related to or resulting from Lehigh Carbon Community College and hereby agrees as part of the award of the contract, to obtain the same waiver of any rights of subrogation, either at law or in equity, related to or resulting from Lehigh Carbon Community College, from each insurance company issuing Contractor an insurance policy pursuant to the terms hereof.

For all applicable purposes herein, Contractor shall also mean and include Sub-Contractor(s).

10. **CONFIDENTIALITY.** Contractor acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Contractor for the benefit of the College. During the term of this Agreement, Contractor may be responsible, in whole or in part, for the creation of, or may acquire, certain confidential information of the College, including but not limited to education records, and Contractor acknowledges that the College would not have entered into this Agreement unless it were assured that all confidential information would be held in confidence by Contractor for the sole benefit of the College. Therefore, during the term of this Agreement and at all times thereafter, Contractor will keep all of such confidential information in confidence and will not disclose any of the same to any other person, except to such persons designated in writing by the College. Contractor will not cause, suffer or permit the confidential information to be used for the gain or benefit of any party other than the College, or for Contractor's personal gain or benefit outside the scope of Contractor's engagement by the College hereunder. The Contractor shall take all reasonable action that the College deems necessary or appropriate to prevent the unauthorized use or disclosure of, or to protect the College's interests in, such confidential information.

A. Contractor acknowledges and agrees that any and all technologies, documents, lists, software, systems, disks, tapes, designs, inventions, processes, enhancements, improvements, theories, discoveries, materials and/or creations, whether or not confidential information, made or created, in whole or in part, by Contractor, in the course of or relating to Contractor's engagement with the College (individually a "Creation" and collectively "Creations") were, are and shall each be treated as and shall remain a "work for hire" by Contractor for and on behalf of the College.

B. Contractor shall and does hereby unconditionally and irrevocably assign to the College any and all right, title and interest that Contractor, had, has and/or from and after the date hereof may have in or to any of such Creations, without any additional compensation, and free of any and all liens, interests and/or encumbrances of any form, nature or type. Upon discovery and/or conception of any Creation, Contractor shall, at the request and cost of the College, sign, execute, make and deliver any and all such deeds, assignments, documents and other instruments, and do any and all such acts and things, as the College may reasonably require, (i) to apply for, obtain and/or vest in the name of the College alone (unless the College otherwise so directs in writing) letters, patent, copyrights and/or any other analogous protection in the United States of America or any other country; and, when and as so obtained or, vested, to renew and restore the same; and (ii) to defend any opposition proceedings in respect of any such applications and any opposition proceedings or petitions or applications for revocation of any such letters patent, copyright and/or other analogous protections. Contractor further covenants and agrees that the compensation and benefits to which Contractor may be entitled pursuant to this Agreement includes payment for Contractor's assignment of any and all such rights, title and interests to the College, including any and all copyrights, patent rights, patent applications, and any and all other intellectual property rights of Contractor in and to any of the Creations.

11. SURVIVAL. Sections 6, 7, 8, and 10 of this Agreement shall survive termination of this Agreement.

12. MISCELLANEOUS.

A. Binding Effect. This Agreement shall ensure to the benefit of and be binding upon the College, its successors and assigns, and upon Contractor, Contractor's successors, heirs, executors, administrators and legal representatives.

B. Controlling Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

C. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party.

D. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, or commitments between the parties. This Agreement may only be modified by a written agreement signed by both parties hereto with the approval of the Board of Directors of the College.

E. Notices. Any notice required or permitted to be given hereunder shall be sufficient if in writing and delivered (i) in person, or (ii) by nationally recognized courier including (but not limited to) FedEx, UPS or USPS via a delivery confirmation service, to the parties at the addresses first set forth herein, or at such other address as either party may designate in writing. All notices hereunder shall be deemed delivered when received by the party to whom it was sent.

F. Waiver. The waiver by either party of a breach of any provision of this Agreement by the other party shall not be construed as a waiver of any subsequent breach by said party.

G. Headings. The headings of the Sections herein are for reference only; they form no part of this Agreement and shall not in any way affect its meaning or interpretation.

H. Execution and Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

I. Budget Approval. The College obligation hereunder is subject to approval by its Sponsor of the annual budget. The College covenants to include in its annual budget for approval for the term hereof the amounts payable hereunder. The College does not guarantee approval of the budget.

J. Conflicts. In the event of a conflict between the terms of this Agreement and the terms set forth on any attachment or schedule, the terms of this Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year set forth above.

COLLEGE:

By: _____
Title: _____
Date: _____

CONTRACTOR:

By: _____
Title: _____
Date: _____

SCHEDULE A
Scope of Work

SCHEDULE B
Fee Schedule