



**Norwalk Public Schools
REQUEST FOR PROPOSAL
Visitor Management System
(Twenty Locations)**

Proposal Response Date: 5/31/17, 2:00p.m.

Overview

Norwalk Public School System is the 6th largest school district in the state of Connecticut with more than 11,500 students in 20 schools (27.7 square miles). There are 12 elementary schools, four middle schools, two high schools, one alternative high school. And one pre-school. Norwalk Public School administrative offices are located at: 125 East Avenue, Norwalk, CT 06852.

Proposals will be accepted until. 5/31/17, 2:00p.m. at which time they will be opened. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Norwalk Public Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by Norwalk Public Schools on time at the place specified.

All proposals must be sealed and must be submitted in a plain opaque envelope. All proposals must be addressed to:

Karen Bartron
Purchasing Agent
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852.

The proposal label must be clearly marked:

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The Norwalk Public Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Norwalk Public Schools reserves the right to consider cost, experience and service history in the award of this proposal. The Norwalk Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Norwalk Public Schools even if such proposal is not the least cost proposal. The Norwalk Public Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Norwalk Public Schools, in its sole discretion, deems to be in its best interests.

I. Request for Proposals

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the proposal response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked:

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to have inspected the sites so as to be fully informed of NORWALK PUBLIC SCHOOLS's needs as they pertain to performance of this contract. The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

1.01 Primary Contact

All questions regarding this Request for Proposal shall be submitted via e-mail to:

Karen Bartron
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852.
bartronk@norwalkps.org

1.02 Response Date

A copy of the proposal must be received at the Business Office prior to the date and time of the opening. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration.

II. Consideration and Award

The NORWALK PUBLIC SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The Norwalk Public School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

The awardee vendor must supply all new equipment; no refurbished equipment will be accepted. Award of the proposal will be based upon the following criteria:

- Flexibility of the vendor to work with the school district
- Pricing
- Availability (ability to provide all services in a timely manner).
- Product Quality
- Product Features
- References

III Instructions to Proposers

3.01 Discrimination Prohibited

- (a) That in the hiring of employees for performance of work under this contract, or any subcontract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color, discriminate against a anyone who is qualified and available to perform the work to which the employment relates.
- (b) That no contractor, subcontractor, nor any person on his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.
- (c) That this contract may be canceled or terminated by Norwalk Public Schools and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

3.02 Insurance

Prior to the commencement of any work on the project and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to Owner evidence of insurance demonstrating that the contractor has coverage for Workmen's Compensation Insurance, Liability, Property Damage, and Automobile/Truck insurance with the minimum limits of liability set forth herein. Certificates of insurance shall contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to Owner. Further, owner shall be named as an additional insured. Insurance shall be provided only by companies licensed to do so in Connecticut and shall have a current A.M. Best Rating of "B+" or greater. **Insurance policy certification must accompany the proposal.**

- (a) **Worker's Compensation Insurance** shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- (b) **General Liability Insurance** shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000).
- (c) **Property Damage Insurance** shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate liability; and

(d) **Comprehensive Automobile Liability Insurance** shall be maintained throughout the term of any ensuing contract to cover owned automobiles; leased, hired or rented automobiles; employers' non-ownership liability; medical payments and uninsured motorists. This same coverage is understood to extend to all trucks and motorized equipment. The limits of liability shall be no less than:

- 1) One Million Dollars (\$1,000,000) for each person and One Million Dollars (\$1,000,000) for each occurrence for personal injury and bodily injury; and.
- 2) One Million Dollars (\$1,000,000) for each occurrence of property damage.
- 3) Umbrella insurance of additional One Million Dollars (\$1,000,000).

3.03 Invoices

Invoices received and approved Norwalk Public Schools, by the first of the month, will be paid with forty-five (45) days. The owner reserves a ten- (10) day period for project inspection and invoice approval.

3.04 Contractor's Responsibilities

- (a) **Licenses:** Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor.
- (b) **Safety Standards:** All items supplies on this contract shall comply with current applicable Occupational Safety and Health Standards of the State of Connecticut and other applicable safety standards.
- (c) **Performance Interference:** Contractor shall notify the School District immediately of any occurrence of conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.

IV. Scope of Work:

Visitor Management System – Norwalk Public Schools

The proposal must include detailed information for the following:

Overview - Detailed Solution

- Centralized management and administration component to track visitors (off-site component)
- Report registry of visitors. Store and report records.
- Denote time of arrival and departure.
- Time keeping reporting for Volunteers, Service Providers and Vendors
- Must have capability to print either time-expiring visitor labels and/or regular labels with color photo, date, school name and destination.
- Ability to upload customized formats/logos
- Must have capacity for recording students – late arrival and early dismissal

- Scan Government issued ID documents, along with student IDs
- Capacity for frequent visitor key tags/badges.
- Manual entry option
- Must access local, state, and federal database for sex offender registry checks, orders of protection.
- Must be expandable for multiple locations
- Must be able to interface with PowerSchool
- List of software, Equipment and Training
- Pricing must include All printers, software, delivery set up, installation so systems are “ready to use”.
- Pricing – must include licensing fees, all equipment, installation and training for all personnel
Using the system at twenty locations. (Training should be available on site.)
- Include starter kit of printable badges. Pricing must be included for additional supplies.
- E-mail alert option to select staff member in the case of a person seeking admission who is on the “do not admit” category (sex offender, protective order, ex-employee/student).

V. Response Sheet:

Proposals are scheduled to be accepted or rejected by the Norwalk Public Schools within sixty (60) days of the proposal due date. The Norwalk Public Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

Total \$ _____

Submitted by: _____
(Printed name) (Signature)

Title: _____ Date: _____

Telephone #: _____

VI. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following lump sum pricing.

The undersigned further agrees, if awarded the contract on this proposal, to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Norwalk Public Schools, or any employee of the Norwalk Public Schools.

Name of Company _____

Address _____

Phone #: _____ Fax #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Phone #: _____ Fax #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

REFERENCES:

1. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

2. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

3. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____