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Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

June 5, 2020

ADDENDUM # 1

RFP 20MISC8, Security Access Upgrade

DUE DATE: Thursday, June 18, 2020, prior to and no later than 2:00 P.M.

<https://secure.procurenow.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal packages and any resultant contracts for the above RFP.

1. This Addendum includes the following attachment(s):
 - a. Revised Section III, Scope of Work (1 page)
 - b. Revised Appendix B (2 pages)
 - c. Revised Form of Proposal (2 pages)
 - d. Pre-Bid Attendance Roster (2 pages)
 - e. Pre-Bid Meeting Minutes (2 pages)
2. Updates were made to Section III, Scope of work to replace the LNL-2220 controller board to the LNL-x3300 controller board and identify the access card as the HID Crescendo C2300 Seos 8K Mag Stripe 402380M.
3. Appendix B was revised to add missing Middle School locations and updated reader numbers.
4. The Form of Proposal was updated to replace the LNL-2220 controller board with the LNL-x3300 controller board, show the change to number of boards required and schools requiring new readers, added the part number for the Crescendo C2300 access card, and updated ribbon and transfer film information.
5. Clarifications:
 - a. FCPS is using version 7.3 on the Lenel OnGuard software. FCPS will be utilizing this version of the software throughout the project period.
 - b. Ernie Travers will be the main point of contact through the project. His email address is Ernest.Travers@fcps.org.
 - c. Performance and Payment Bonds are required. The awarded vendor will have 10 days to provide the bond after receiving the notice of award.

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

Bill Meekins

Bill Meekins CPPB, CPPO, CSBO, CPCP
Purchasing Agent

BM/ab

cc: Scott Blundell, Supervisor, Security and Emergency Management
Ernie Travers, Security Access Technician, Security and Emergency Management Department
RFP File

**BID 20MISC8, SECURITY ACCESS UPGRADE
FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
SCOPE OF WORK
REVISED - SECTION III**

1. SYSTEM BACKGROUND

FCPS has 67 schools serving 44,000 students. FCPS serves a growing county that is geographically Maryland's largest. FCPS has approximately 6,100 persons employed full time and approximately 2,500 persons employed on a temporary basis.

2. CURRENT PROGRAM BACKGROUND AND INFORMATION

FCPS utilizes Lenel LNL-1000 controllers at the schools to be covered under this contract. Each controller runs multiple readers to allow access to the building.

3. EXPECTED SCOPE OF WORK

FCPS is requesting the following work be performed:

1. Replace the current controllers with Lenel LNL-x3300 Dual Reader controllers at 55 FCPS building locations. A list of the locations, with port usage, is attached as Appendix A.
2. Replace the current readers with HID P/N 910NNNNE2037P SEOS readers at 59 FCPS building locations. A list of the locations, with number of readers per building, is attached as Appendix B.
3. Provide 10,000 high security smart cards for IT and physical access. FCPS has identified the HID Crescendo C2300 Seos 8K Mag Stripe 402380M. Other cards, with similar features, will be considered.
4. Provide printing materials to print the provided 10,000 smart cards.

BID 20MISC8, SECURITY ACCESS UPGRADES
REVISED - APPENDIX B

Reader Upgrade #'s	
Elementary	Readers
Ballenger Creek Elementary	7
Brunswick Elementary	9
Carroll Manor Elementary	10
Centerville Elementary	10
Deer Crossing Elementary	9
Emmitsburg Elementary	7
Glade Elementary	10
Green Valley Elementary	7
Kemptown Elementary	8
Lewistown Elementary	7
Liberty Elementary	7
Lincoln Elementary	7
Middletown Elementary	11
Middletown Primary	10
Monocacy Elementary	8
Myersville Elementary	7
New Market Elementary	10
New Midway Elementary	5
North Frederick Elementary	10
Oakdale Elementary	8
Orchard Grove Elementary	6
Rock Creek School	14
Sabillasville Elementary	6
Spring Ridge Elementary	6
Thurmont Elementary	6
Thurmont Primary	8
Tuscarora Elementary	9
Twin Ridge Elementary	8
Valley Elementary	7
Walkersville Elementary	7
Waverley Elementary	9
Whittier Elementary	8
Wolfsville Elementary	7
Woodsboro Elementary	5
Yellow Springs	8
Total	281

Middle	Readers
Ballenger Creek Middle	9
Brunswick Middle	6
Middletown Middle	10
Monocacy Middle	11
New Market Middle	7

**BID 20MISC8, SECURITY ACCESS UPGRADES
REVISED - APPENDIX B**

Oakdale Middle	8
Thurmont Middle	10
TJ Middle	7
Urbana Middle	8
Walkersville Middle	8
Windsor Knolls Middle	6
Total	90

HIGH	Readers
Brunswick High	8
Catoctin High	11
Linganore High	6
Middletown High	11
Oakdale High	7
TJ High	9
Tuscarora High	8
Urbana High	11
Walkersville High	7
Total	78

Others	Readers
CTC	11
ESSL	3
Heather Ridge	8
Lincoln A/Success	6
Total	28

Total of 477 Readers

**FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPT.
191 SOUTH EAST STREET
FREDERICK, MD 21701
PHONE: 301-644-5116
FAX: 301-644-5213**

**BID 20MISC8, SECURITY ACCESS UPGRADE
REVISED FORM OF PROPOSAL**

Provide and replace 55 Lenel LNL-1000 controllers with Lenel LNL-x3300 Dual Reader controllers.

- Remove current LNL-1000 controller from cabinet
- Provide and install LNL-x3300 controller into cabinet
- Transfer 12-volt power from the 1000 controller to the x3300 controller
- Wire the new x3300 panel to Lenel specifications
- Re-address reader interfaces as needed to make promotion work utilizing port 2 and on-board ports
- Re-address panels in the Lenel system programming and perform promotion of controller in the Lenel system utilizing FCPS Access Tech's laptop (on-site)

Lump Sum (All 55 Schools):

\$ _____	_____
Total Lump Sum	Amount in Words

Install Controller Boards, Model LNL-x3300:

Unit Price:

\$ _____	_____
Total Unit Price	Amount in Words

Scope of work to be performed: Provide and install HID P/N 910NNNEK2037P SEOS readers in existing locations and remove current magstripe readers from 59 different schools. Work directly with Access Tech to get the new readers programmed into the access system.

Lump Sum :

\$ _____	_____
Total Lump Sum	Amount in Words

Unit Price (per reader):

\$ _____	_____
Unit Price per Reader	Amount in Words

Provide 10,000 high security smart cards for IT and physical access. FCPS has identified the HID Crescendo C2300 Seos 8K Mag Stripe 402380M. Other cards, with similar features, will be considered.

Lump Sum :

\$ _____	_____
Total Lump Sum	Amount in Words

Unit Price (per box):

\$ _____	_____
Unit Price per Box	Amount in Words

Provide printing materials, i.e. color ribbon and transfer film, to print the proposed 10,000 cards. FCPS utilizes a Fargo HDP5000 Dual Side ID Card Printer.

Color Ribbon: Fargo YMCKK 084052 (500 prints, front and back)

\$	
Unit Price per Box	Amount in Words

Transfer Film: Fargo HDP 084053 (750 prints, front and back)

\$	
Unit Price per Box	Amount in Words

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY:

dba:

REGISTERED MARYLAND CONTRACTOR NUMBER:

FEDERAL IDENTIFICATION: _____ DATE: _____

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): _____

SIGNATURE OF ABOVE: _____

TITLE:

ADDRESS: _____

TELEPHONE # _____ FAX # _____

E-MAIL ADDRESS (for correspondence): _____

E-MAIL ADDRESS (for receiving Purchase Orders): _____

(DO NOT COMPLETE THIS AREA IF YOUR COMPANY IS UNABLE TO RECEIVE PURCHASE ORDERS ELECTRONICALLY)

ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.
Date Received by Proposer/Bidder:

Addendum #1 Addendum #2 Addendum #3

Addendum #4 Addendum #5 Addendum #6

**Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER**

BID 20MISC8, SECURITY ACCESS UPGRADE

MEETING DATE/TIME: WED., JUNE 3, 2020 @ 10:00 A.M. VIA SKYPE CONF. I.D. 9065784

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Elizabeth Miller	Co. Name: Versar Address:			
Paul	Co. Name: Security 101 Address:			
Will	Co. Name: Address:			
David, Kurt	Co. Name: Ark Systems Address:			
Ernie	Co. Name: FCPS Address:			
Limor, Moshe	Co. Name: Advanced Security Address:			
Christian	Co. Name: Communications Electronic Systems Address:			
Heather	Co. Name: Motorola Address:			
Dean	Co. Name: Avigilon Address:			
Brian	Co. Name: Homeland Security group Address:			
Ryan Grear	Co. Name: Granilux Solutions Address:			

John Remington
Flip Collins
Jeff

Versar Security
Diversified
Versar Security

PAGE ____ OF ____

**Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER**

Phil	VT Group	13
John	Stanley	13
Brian	Clear Connections	3
Dan Sheely	Crime Intervention Alarm	29
Jeff Poole	Ceia	
Maritha	Lanier Electronics	
Eric Macpherson	Brivo	
Ed Carter	Granilux	
David	Convergent Tech	
Edward	Convergent Tech	
Visrumage	Versar Security	

06.03.2020 Pre-Bid Meeting Notes Bid 20MISC8, Security Access Upgrade

General Housekeeping

- I have marked your company on our attendance sheet. If you would please follow up with an email so we can obtain your email address, we would appreciate it. This will result in you receiving direct notification of any future addenda.
- When asking questions, please identify your firm.
- Please submit all questions asked in a follow-up email.

The intent of this solicitation is to establish a contract for the upgrade of security and access controls for 58 school locations within FCPS. The upgrade will be in two phases. Phase I will include the replacement of hardware, with ancillary wiring and cabling. Phase II will include the installation of new door readers.

The Board of Education of Frederick County will receive proposals for Bid 20MISC4, Security Access Upgrade. Proposals will be received, prior to and no later than 2:00 P.M., local time, on June 18, 2020.

Bids will be opened and publicly read utilizing Skype Business (formerly known as Lync): (240) 236-6172 (FCPS) Conference ID: 9065784.

FCPS is accepting electronic bid submissions through ProcureNow. Instructions on how to do so may be found at <https://www.fcps.org/fiscal/solicitations-and-awards>. No bid submissions will be accepted via mail. If you have any issues using the ProcureNow site, please let us know so we can assist you. Scans, copies, or photos of the bid bonds can be submitted via ProcureNow. Original bid bonds are required to be mailed in, and must be postmarked no later than the day of the bid opening.

Contract Manager: Bill Meekins CPPB, CPPO, CSBO, CPCP, Purchasing Agent billy.meekins@fcps.org
FCPS Project Manager: Scott Blundell, Supervisor, Security and Emergency Management scott.blundell@fcps.org

For information pertinent to the bidding process, the attention of all contractors, subcontractors and material supply bidders are directed to the:

- Invitation to Bid (Page 3)
- Specific Terms and Conditions (Pages 26 - 32)
- System Background (Pages 33)
- Appendix A & B (Pages 34 - 37)
- Proposal Form and Signature Page (Pages 38 - 39)

In the event of inclement weather on the date when the bids are scheduled to be opened and the FCPS administrative offices are closed, bids will be opened on the next business day at the same time as previously scheduled. Often when schools are closed the administrative offices are open – when in doubt please call the purchasing department.

Please make sure that your bid submission includes the following:

- All applicable areas of the bid form of proposal are filled in carefully, completely and signed.
- Acknowledge the receipt of each and every Addendum on the Bid Form of Proposals.
- Submit one (1) original Bid Form of Proposals.
- Base bid and alternate bid prices must be submitted as a numeric value and must be written in words.
- Bid bond or cashier's check for 5% of the total bid amount is included.
- Properly completed Statutory Affidavit and Non-Collusion Certification Form.
- Certificate of Compliance Form completed and signed.
- Vendor Conflict of Interest Disclosure Form completed and signed.

Should any bidder find discrepancies in, or omissions from, the drawings and other contract documents need to request clarification in writing. All necessary interpretations will be issued to all bidders in the form of addenda.

Directed to: Bill Meekins CPPB, CPPO, CSBO, CPCP, Purchasing Agent billy.meekins@fcps.org with a copy to Scott Blundell, Supervisor, Security and Emergency Management scott.blundell@fcps.org

No written requests received within five (5) calendar days prior to the bid due date will be considered and no addenda will be issued later than four (4) calendar days prior to the bid opening date.

Laws and Regulations:

The vendor will comply with all Federal, State, and local laws, ordinances and regulations pertaining to work under their charge. If the vendor performs any work which it knows or should know to be contrary to such laws, ordinance, and regulations and without such notices to FCPS they shall bear all costs arising therefrom.

06.03.2020 Pre-Bid Meeting Notes Bid 20MISC8, Security Access Upgrade

American Steel Act:

The vendor will comply with the provisions of Sections 17-301 through 17-306 of the State Finance and Procurement Article of the Annotated Code of Maryland, as amended entitled "Steel Procurement for Public Works." The vendor's affidavit of compliance with these provisions may be required before payment can be made.

All vendors and subcontractors must abide by the Board of Education of Frederick County policies and FCPS regulations while working on school property.

Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS' project. The awarded supplier(s) must initially check the Maryland Department of Public Safety & Correctional Services' Maryland Sex Offender Registry and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well. For projects lasting more than a few months, the supplier will periodically re-check the names of workers against the registry to ensure ongoing compliance. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the supplier, subcontractor or equipment or material supplier, FCPS will notify the site superintendent to immediately remove the individual from the premises and permanently terminate his work assignment.

FCPS may terminate this contract at no additional costs, as a result if the supplier is unable to demonstrate they have exercised care and diligence in the past in checking the Maryland registry.

An awarded supplier will not assign employee who has been convicted of a crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in this state.

With the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. For additional information, visit:

- [Maryland State Department of Education Website;](#)
- [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention;](#)
- [MSDE Guidelines For MD. Code, Educ. 6113.2;](#)
- [Employment History Review Form for Child Abuse and Sexual Misconduct](#)

The use of tobacco and alcohol beverages in any form is prohibited on FCPS property at all times, all year.

No person shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on FCPS property.

Award of the contract is contingent upon the award of full funding for this project.

Tentative Board Award: TBD - July, 2020

Date of Commencement: January 31, 2021