



REQUEST FOR PROPOSALS
RFP: Access Control System Upgrade

Colby Community College
Business Department
1255 South Range Ave.
Colby, KS 67701

Proposals must be received at the above location prior to
12:00 pm Central Time, [Friday], 09/17/2021

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1 STATEMENT OF WORK

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective qualified Installers/Systems Integrators/Partners, hereby also known as 'Bidder' or 'Bidders' to propose and submit a solution to design, install, service and maintain an Electronic Access Control System to Colby Community College, hereby also known as 'CCC', or the 'CCC campus', or 'campus'.

1.2 Coverage and Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of CCC. CCC reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 GENERAL INFORMATION

2.1 Original RFP Document

CCC shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy. Any modification of, or deviation from these in the Bidder's submission, is grounds for immediate disqualification.

2.2 The Organization

Colby Community College (CCC) is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west. Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginnings in 1964, which consisted of makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution of more than 1900 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area and around the globe through ColbyConnect. For more information about the university, please visit: <https://www.colbycc.edu/>

2.3 Existing Technology Environment

There are currently 117 interior and exterior doors on the CCC campus, particularly on the main and perimeter entrances to each of the school's buildings. CCC is looking to do the following:

- Install a new (or retrofit the existing) Electronic Access Control System consisting of approximately 117 doors (Vendor is required to verify numbers during physical inspection).
- Have a scalable system that will support future growth and expansion and integrate with the existing, video surveillance system.
- Certain doors will only require a Door Position Operating Sensor (DPOS), bids should reflect a monetary difference between the Electronic Access Control System and the DPOS areas.
- Of the total number of doors, 38 of the 117 doors are classified as DPOS areas.
- The selected vendor should also provide the electronic key code system and supplies, with at minimum, the capability to fully create 1,000 IDs.
- Doors must be enabled to perform contact tracing.

Overview of RFID Installation:

Bedker Memorial Complex:

North/West Entrance-two exterior doors/two interior doors-4
North/East Entrance- two exterior doors/two interior doors-4
East Entrance-one exterior door/one interior door (DPOS)-2
West Entrance-one exterior door/one interior door (DPOS)-2
South/West Entrance-two doors (DPOS)-2
South/East Entrance-two doors (DPOS)-2

Colby Tennis Center:

North Entrance-two exterior doors-2
Emergency Exits-four exterior doors (DPOS)-5

Cultural Arts Center:

East/South Entrance-four exterior doors/four interior doors-8
East/North Entrance- four exterior doors-4
South Entrance-one door-1

Embree Hall:

South Entrance-two exterior doors, two interior doors-4
Emergency Exits-two exterior doors (DPOS)-2
Living Center Coordinator Apartment-one exterior door (DPOS)-2

Ferguson Hall:

East/North Entrance-two exterior doors-2
East/South Entrance-two exterior doors-2
West/North Entrance-two exterior doors-2
West/South Entrance-two exterior doors-2

Health Sciences:

South Entrance-two exterior doors/two interior doors-4
North Entrance-two exterior doors/two interior doors-4

Gymnasium/Fitlab/Maintenance:

Gym-South Entrance-one exterior door (DPOS)-1
Gym-North Entrance-two exterior doors-2
Fitlab- South Entrance-one exterior door (DPOS)-1
Fitlab-North Entrance-one exterior door (DPOS)-1
Maintenance-North Entrance-one exterior door (DPOS)-1
Maintenance-South Entrance-one exterior door (DPOS)-1

Library:

North Door-single door-1
West Entrance-two doors-2
South Entrance-two doors-2
Interior Entrance-one door-1
East Entrance-one door (DPOS)-1

Living Center East Common Area:

North Entrance-one door (DPOS)-1
South Entrance-one door (DPOS)-1
West Entrance-two doors (DPOS)-2

Living Center North Common Area:

North Entrance-one door (DPOS)-1
South Entrance-one door (DPOS)-1
West Entrance-one door (DPOS)-1

Pool:

South Entrance One-one door-1
South Entrance Two-one door-1

Robert Burnett Student Union:

North Entrance-two doors-2
South Entrance-one door-1
West Entrance One-two exterior doors, two interior doors-4
East Entrance Admissions-one door-1
East Entrance Advising-two doors-2
East Entrance Admissions Pt. 2-two doors-2

Steve Lampe Athletic Center:

- West Entrance-two doors-2
- East Entrance-two doors (DPOS)-2
- North Entrance One-two doors (DPOS)-2
- North Entrance Two-two doors (DPOS)-2
- South Entrance One-two doors (DPOS)-2
- South Entrance Two-two doors (DPOS)-2

Thomas Hall:

- East Entrance-two doors-2
- West Entrance-two doors-2
- South Entrance (x2): two interior doors, two exterior doors (four doors per area, a total of eight doors)-8

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP and project. The schedule may change in accordance with the school’s needs or because of unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

- RFP Released 08/17/2021
- RFP Amended 09/02/2021 & 09/07/2021
- Mandatory Pre-Bid Meeting/Site Visits 09/03/2021
- Technical Questions/Inquiries Due 09/14/2021
- Q&A Addenda Posted 09/14/2021
- Proposal Due and Opened 09/17/2021
- Complete Initial Evaluation 09/20/2021
- Presentations of Selected Bidder(s) 09/20/2021
- Final Award Notification 09/21/2021

PROPOSAL INFORMATION, PREPARTION INSTRUCTIONS AND SELECTION CRITERIA

3.1 Bidder’s Understanding of the RFP

In responding to this RFP, the Bidder accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to CCC as necessary to gain such understanding. CCC reserves the right to disqualify any Bidder who demonstrates less than such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to CCC.

3.2 Good Faith Statement

All information provided by CCC in this RFP is offered in good faith. Individual items are subject to change at any time. CCC makes no certification that any item is without error. CCC is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1 Bidder Inquiries

Applicable terms and conditions herein shall govern communications and inquiries between CCC and Bidder as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Colby Community College
 Business Department
 Vice President of Business Affairs, Mr. Justin Villmer
 1255 S. Range Ave.
 Colby, KS 67701

Office: (785) 460-5407
Cell: (785) 338-3488
Email: justin.villmer@colbycc.edu

3.3.2 Informal Communications

These shall include, but not be limited to:

- Requests from/to Bidder in any capacity, to/from any CCC employee or representative in any capacity for information, comments, speculation, etc.
- Inquiries for clarification and information that will not require addenda may be submitted verbally to the named above at any time.

3.3.3 Formal Communications

These shall include, but not be limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to 09/14/2021, at 12:00 p.m. (Central Time).
- Errors and Omissions (E&O) and enhancements: Bidder shall recommend to CCC any enhancements, which might be in CCC's best interests. These must be submitted in writing and be received prior to 09/14/2021, at 12:00 p.m. (Central Time).
- Inquiries about technical interpretations must be submitted in writing and be received prior to 09/14/2021, at 12:00 p.m. (Central Time).
- Inquiries for clarifications and supporting information that will not require addenda may be submitted verbally to CCC and/or the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.4 Proposal Submission

In order to be considered for selection, Bidder must submit a complete response to this RFP by, or prior to, 09/17/2021, prior to 12:00 p.m. (Central Time). Bidders are to submit one original, one copy, and one electronic copy on flash drive. CCC shall not accept proposals received by fax or e-mail. Proposals must be signed by an authorized representative of the Bidder submitting the proposal, sealed and delivered to:

Colby Community College
Business Department
Vice President of Business Affairs, Mr. Justin Villmer
1255 S. Range Ave.
Colby, KS 67701
Office: (785) 460-5407
Cell: (785) 338-3488
Email: justin.villmer@colbycc.edu

RE: Access Control System Upgrade RFP

3.5 Proposal Preparation Instructions and Organization

1. Title Page – show the RFP subject, the name of the Bidder, local address, telephone number, name and email address of contact person, and the date.
2. Notice of Intention – Bidder shall fill out and include information from EXHIBIT “A”.
3. Table of Contents – show a clear list of included material by section and by page number.
4. Executive Summary – Bidder shall clearly state its intentions to propose a solution.
5. Bidder Profile – include the following company information:
 - Full legal name of the company.
 - Physical location of the office that will be performing the installation and responding to requests for service and support.
 - Year business established.
 - Number of people currently employed.
 - Brief outline of the Bidder's company including product lineup and services offered.
 - A description of their geographic reach.
 - Total number of current clients in the local region.
 - Evidence of successful completion of three projects of a similar size and complexity.

6. Bidder must provide evidence of qualification to sell and install electronic security systems in the State of Kansas.
7. References - Contact information for three references from projects similar in size, application and scope, and a brief description of their implementation. For each reference listed include:
 - Name of the client
 - Client's physical address
 - Contact name and title
 - Contact telephone number
 - Contact email address
 - Approximate dates of service
 - Access Control services provided
 - Other pertinent information
8. Complete Copy of RFP – show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications for each type of proposed hardware that is to be used in the proposed Electronic Access Control System solution.
9. Budget and Estimated Pricing – Bidder shall fill out and include information in Section 5.
10. Bidder Acknowledgement – Bidder shall fill out and include information from Section 7.
11. Evidence of Insurance – Bidder shall fill out and include information from EXHIBIT “D”.
12. Certification – Bidder must be a trained and Certified Partner of Avigilon, and must hold an Access Control Manager (ACM) Certification as the primary installing contractor. Bidder must provide proof of Installation/Configuration/Operator Certification by the manufacturer, and shall identify and designate its Avigilon-trained and Certified Installation Technician(s) for the duration of the project.

All information requested in ‘Section 4 – Scope of Work, Specifications and Requirements’ of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information, which may result in a low evaluation of the proposal. CCC may reject proposals which are substantially incomplete or lack key information. Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. Bidders submitting responses to this RFP may be required to give an oral presentation of their response to CCC. CCC will schedule a time and date of these presentations.

3.6 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply CCC with an Electronic Access Control System as identified in ‘Section 4 - Scope of Work’. Selections will be based on the capability of the Bidder to meet the following criteria:

1. Capability to provide the described Electronic Access Control System solution.
2. Capability to provide all necessary supporting equipment (Access Control hardware and software, cabling, networking equipment, peripheral devices, etc.).
3. Financial stability of the Bidder.
4. Bidder's depiction of average response times for service and support requests.
5. Ability to demonstrate a timeline and implementation strategy for the proposed solution.
6. Ease of operations, management and support of the Electronic Access Control System.
7. Capability to provide administrator, operator and/or end user training.
8. Cost effectiveness of the proposed Electronic Access Control System solution.

4 SCOPE OF WORK, SPECIFICATIONS AND REQUIREMENTS

CCC is requesting proposals from qualified Bidders interested in providing an Electronic Access Control System solution including: hardware and software, controllers, appliances, readers, access cards, badge printer(s), system design, cabling, installation, maintenance, service and support, warranty and training.

Prior to installation, the selected Bidder will provide CCC with a door schedule document or matrix with

corresponding door locations. The final revision will become 'EXHIBIT "B": PROPOSED DOOR SCHEDULE AND NETWORK ROOM SCHEDULE'. This is not required for RFP submittal.

Prior to installation, the selected Bidder will provide CCC with device layout drawings (including conduit/cable routing), point-to-point diagrams, installation details, installation manuals, and product data sheets for all systems and devices provided by the Bidder. The final revision will become 'EXHIBIT "C": BUILDING FLOORPLANS, DRAWINGS AND DEVICE LOCATIONS'. This is not required for RFP submittal.

4.1 Access Control System Specifications

Approved access control system manufacturer:

Avigilon Access Control Manager (ACM) Enterprise Software or like/kind and quality access control system manufacturer that integrates with CCC's security/software.

- Include the option to integrate with Active Directory.
- Include an HTML client.
- Have the ability to record on alarm.
- Have multiple search options.
- Vendor must be willing to reallocate the Access Control System at no cost, as the College installs new doors around campus over the next three years. The cost of this relocation should be accounted for in the vendor's sealed bid submission.

4.2 Support and Maintenance

CCC requires five-year support and onsite support with the option to continue annual support after the five-year period has ended. The Installer/Systems Integrator/Partner should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

4.2.1 System Training

Provide training for select CCC employees which will include:

- Training class(es) that shall be recorded for future employees.
- Training documents (PDF and hardcopy).
- Operation and Maintenance Manuals (PDF and hardcopy).

4.2.2 Minimum Support and Maintenance Criteria

- Provide updated software versions after verified for compliance with equipment and devices.
- Provide 24-hour emergency response time for issues with software, hardware and equipment, peripherals, etc.
- Provide 48-hour response time for non-emergency issues.
- Cleaning and maintenance of hardware (controllers, network switches, servers, etc.) on an annual basis or as needed.

4.2.3 Service Provider

The Installer/Systems Integrator/Partner will be the entity delivering maintenance, service and onsite support for the Electronic Access Control System solution. Service and support will not be outsourced to another firm unless approved by CCC. The Installer/Systems Integrator/Partner will provide to CCC a list of certified technicians that will be providing onsite support and maintenance of the Electronic Access Control System.

4.2.4 Product History

The Installer/Systems Integrator/Partner will provide CCC a technical roadmap for the proposed Electronic Access Control System solution. The Installer/Systems Integrator/Partner will describe how the proposed solution will fit into CCC's overall security plan.

Provide a list for policies on firmware updates for the proposed solution.

- Include how often major and minor changes are released.
- Describe how the customer is notified of platform and system changes.

- Describe how updates are vetted before installation to validate if equipment is compatible.
- Include how updates are installed and applied.

4.3 Engagement Methodology

The Installer/Systems Integrator/Partner will be responsible for the design and layout of all Access Control System components including hardware and software, necessary cabling, and installation of supporting networking equipment at the CCC campus. The Installer/Systems Integrator/Partner will be responsible for coordinating with CCC's IT Department prior to installing servers, readers, controllers, network switches and other network hardware devices and software needed to support the project.

(Intentionally Left Blank...)

5 BUDGET AND ESTIMATED PRICING

All Bidders must fill out the following Total Cost Summary for the implementation of their solution for CCC's Access Control System Upgrade project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The Installer/Systems Integrator/Partner must agree to keep these prices valid for 120 days as of 09/20/2021.

5.1 Total Cost Summary

For all available deployment models, provide a five (5) year cost summary as displayed below.

Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware						
Software Licensing						
Installation & Commissioning						
Maintenance						
Documentation & Training						
Project Management						
Miscellaneous						
Other (specify)						
Totals:						

6 ADDITIONAL TERMS AND CONDITIONS

6.1 Personal Information

6.1.1 General

Depending on the circumstances, CCC may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, certified technicians for systems installed and/or letters of reference. The Respondent should not submit as part of its response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

6.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by CCC shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to CCC. CCC will consider that the appropriate consents have been obtained for the disclosure to and use by CCC of the requested information for the purposes described.

6.2 Cost

The RFP does not obligate CCC to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of CCC.

6.3 Intellectual Property

The Respondent should not use any intellectual property of CCC including, but not limited to, all logos, registered trademarks, or trade names of CCC, at any time without the prior written approval of CCC, as appropriate.

6.4 Respondent's Responses

All Responses shall become the property of CCC and will not be returned.

1255 South Range Avenue | Colby, KS 67701 | 888-634-9350 | www.colbycc.edu

6.5 Governing Law

This RFP and the Respondent's Response shall be governed by the State of Kansas.

6.6 No Liability

CCC shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

6.7 Nondiscrimination of Contractors

A Bidder, Installer, Systems Integrator, Partner or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

6.8 Tax Exempt Status

Colby Community College is a tax exempt entity and all sealed bids should reflect the exclusion of sales tax. State sales tax certificate of exemption will be issued upon request.

6.9 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

6.10 Bond Requirements

Simultaneously with delivery and executed Contract, Contractor shall furnish Performance and Payment Bonds in amount equal to 100% of total Contract sum, as security for both faithful performance of this Contract and also a Labor and Material Bond in an amount not less than 100% of the Contract Sum for payment of all persons performing or furnishing labor, materials, or supplies on the project under this Contract as specified in Contract Documents. Surety on the bond shall be a duly authorized surety company approved by CCC.

Cost of Performance and Payment Bonds shall be paid for by the successful Bidder. The Performance Bond and Labor and Material Payment Bond may be in one or in separate instruments in accordance with local law.

Surety shall be a company with an A+ Best rating licensed to do business in the State of Kansas and shall be acceptable to the Owner.

6.11 Insurance Requirements

See EXHIBIT "D" Sample Insurance Requirements for Installer/Systems Integrator/Partners for insurance requirements.

6.12 Statement of Disclosure

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).

7 BIDDER ACKNOWLEDGEMENT

This Acknowledgement attests to the Bidder’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The Bidder must ensure that the following acknowledgement is duly completed and correctly executed by an authorized officer of the company.

This proposal is submitted in response to the Access Control System Upgrade RFP issued by CCC. The undersigned is a duly authorized officer, hereby certifies that:

(Bidder/Installer/Systems Integrator/Partner Name)

Agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 120 calendar days as of 09/13/2021.

The undersigned further certify that their firm (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify CCC of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Signature of Authorized Officer:

Name: _____

Title: _____

Signature: _____

Date: _____

EXHIBIT “A”: NOTICE OF INTENTION

Access Control System Upgrade RFP

NOTICE OF INTENTION

Access Control System Upgrade RFP

Bidder’s Company Name: _____

Authorized Representative: _____

Address: _____

Telephone Number: _____

E-Mail: _____

Please state your intention regarding the Request for Proposal “Access Control System Upgrade RFP” by selection one of the following:

- Bidder Intends to Respond to CCC Request for Proposal.
- Bidder Does Not Intend to Respond to CCC Request for Proposal.

EXHIBIT “B”: PROPOSED DOOR SCHEDULE AND NETWORK ROOM SCHEDULE

Access Control System Upgrade RFP

[Selected Bidder to Insert Complete Door Schedule/BOM and Network Room Schedule here]

EXHIBIT “C”: BUILDING FLOORPLANS, DRAWINGS AND DEVICE LOCATIONS

Access Control System Upgrade RFP

[Selected Bidder to Insert Individual Building Floorplan Graphics or Drawings with Door Locations here]

EXHIBIT “D”: SAMPLE INSURANCE REQUIREMENTS FOR INSTALLER/SYSTEMS INTEGRATOR/PARTNER

Access Control System Upgrade RFP

SAMPLE INSURANCE REQUIREMENTS FOR INSTALLER/SYSTEMS INTEGRATOR/PARTNER

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Installer/Systems Integrator/Partner hereby agrees to effectuate the naming of the school as an additional insured on the Installer/Systems Integrator/Partner’s insurance policies.
- II. The policy naming CCC as an additional insured entity shall:
 - Be an insurance policy from an A.M. Best rated A- XII or better.
 - List CCC as an **additional insured via a Installer/Systems Integrator/Partner’s additional insured endorsement or its equivalent.**
 - Have that organization's coverage as **primary and non-contributory coverage for CCC**, its Board, employees and volunteers.
- III. The Installer/Systems Integrator/Partner agrees to indemnify the district for any applicable deductibles and self-insured retentions.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Auto Liability Insurance**
\$1,000,000 combined single limit.
 - **Excess Insurance**
\$1,000,000 each occurrence and aggregate on a “follow-form” basis.
 - **Workers’ Compensation Insurance**
\$500,000/500,000/500,000 Employers Liability Limits.
 - **Property Insurance**
Coverage for Installer/Systems Integrator/Partner’s property, tools and equipment is the responsibility of the Installer/Systems Integrator/Partner.
- V. **The Installer/Systems Integrator/Partner must provide CCC with a certificate of insurance and additional insured endorsement, evidencing that the above requirements have been met.**
Installer/Systems Integrator/Partner acknowledges that failure to obtain such insurance on behalf of CCC constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the district.
- VI. At CCC's request, the Installer/Systems Integrator/Partner shall provide a copy of the declaration page of the liability policy with a list of endorsements. If so requested, the Installer/Systems Integrator/Partner will provide a copy of the policy endorsements.