



Request for Proposal: Access Control Equipment and Software Licenses

IT Department
Colby Community College
1255 S Range Ave
Colby KS 67701

RFP information field	Response
Procurement contact	Alicia Moore
Phone	785-460-5555
Email	alicia.moore@colbycc.edu
Issue Date	October 16, 2026
Question Deadline	October 30, 2026
Proposal Due Date and Time	November 5, 2026, 5:00 PM CT

Background and Introduction

Founded in 1964, Colby Community College (CCC) is a public, comprehensive two-year institution located in Colby, Kansas. The College serves more than 2,000 students annually through transfer degree programs, career and technical education, workforce development, online learning, agriculture programs, nursing and allied health education, veterinary nursing, NJCAA athletics, rodeo, and student housing.

Located in northwest Kansas, approximately 50 miles from the Colorado and Nebraska borders, CCC serves students from Kansas, Colorado, and Nebraska, as well as across the United States, through its on-campus and online programs. The College plays a vital role in preparing students for transfer to four-year institutions, immediate employment, and lifelong learning while supporting the workforce and economic development needs of the region.

Purpose

Colby Community College (CCC) is seeking proposals from qualified vendors for the purchase of access control equipment and software licenses: four (4) Mercury-compatible, dual-voltage integrated power systems (two sixteen-door and two eight-door units), three (3) Mercury MP1502 intelligent controllers, twenty-one (21) Mercury MR52 Series 3 reader interface modules, and Avigilon Unity Access 7 door licenses covering 42 doors. These items are needed to power, control, and manage door access for an 80-bed residence hall that is currently under construction on the CCC campus.

This RFP is for the procurement of hardware and software licenses only. CCC will handle installation, so no labor should be included in any proposal.

Project Timeline

Milestone	Date or Deadline
RFP issued	October 16, 2026
Deadline for questions	October 30, 2026
Proposal due date	November 5, 2026, 5:00 pm CT
Vendor selection	November 16, 2026

Scope of Work or Specifications

CCC requires the equipment listed below. All equipment must be new, unused, and from the manufacturer's current product line.

- **Quantity 2 – AC-LSP-16DR-MER-LCK:** Sixteen-door Mercury dual-voltage integrated power system (Ava Security / Avigilon, LifeSafety Power). Includes a painted steel enclosure with lock and keys, 12 V and 24 V power supply–battery chargers, and pre-wired power distribution boards for Mercury controller power and door lock power.
- **Quantity 2 – AC-LSP-8DR-MER-LCK:** Eight-door Mercury dual-voltage integrated power system with the same features in an eight-door configuration.
- **Quantity 3 – AC-MER-CONT-MP1502:** Mercury MP1502 intelligent controller (Avigilon). Two-door controller with two reader interfaces, 8 inputs, and 4 outputs, with Ethernet connectivity.
- **Quantity 21 – AC-MER-CON-MR52-S3B:** Mercury MR52 Series 3 serial I/O dual-card reader interface module. Connects two card readers, eight input monitor points, and six control relays to a Mercury intelligent controller over RS-485.
- **Quantity 4 – UA-SW-LIC-10DOORS:** Avigilon Unity Access 7 10-door license, delivered electronically.
- **Quantity 2 – UA-SW-LIC-1DOORS:** Avigilon Unity Access 7 1-door license, delivered electronically.
- **Compatibility:** All hardware and licenses must be compatible with CCC's existing Avigilon Unity Access 7 on-premises appliance (software version 7.14.x). The vendor must confirm that each proposed item is supported by this version.
- **Approved equals:** A vendor may propose an equivalent hardware product only if it is Mercury-compatible and equal in capacity and function to the item specified (for power systems, UL 294-listed, dual-voltage 12/24 VDC, with equal door capacity). Any substitution must be clearly identified and supported by manufacturer specification sheets. CCC will determine whether a proposed substitute is acceptable. The Unity Access 7 licenses are not eligible for substitution.
- Power systems and reader interface modules must be UL 294 listed or recognized.
- Standby batteries and network interface modules for the power systems are not required by this RFP unless the vendor includes them as separately priced optional items.
- **Delivery:** Hardware must be delivered F.O.B. destination to Colby Community College, 1255 S Range Ave, Colby, KS 67701, with freight included in the quoted price. Software licenses must be delivered electronically, with serial codes provided to the procurement contact. Vendors must state the estimated lead time from order.
- **Warranty and support:** Equipment must carry the manufacturer's standard warranty. The vendor must be an authorized reseller of the manufacturer and must state the warranty term.



- This RFP is for the purchase of equipment and licenses only. Installation will be performed by CCC. Proposals must not include installation or other labor costs.

Proposal Requirements

Proposals must be complete and include each item below. Incomplete proposals may be rejected.

- Vendor name, address, primary contact, phone, and email
- Itemized pricing showing the unit price and extended price for each line item (2 × AC-LSP-16DR-MER-LCK, 2 × AC-LSP-8DR-MER-LCK, 3 × AC-MER-CONT-MP1502, 21 × AC-MER-CON-MR52-S3B, 4 × UA-SW-LIC-10DOORS, and 2 × UA-SW-LIC-1DOORS), shipping, and total cost, with no labor and no sales tax included
- Manufacturer and model information, including specification sheets for any proposed equivalent product, confirmation that each proposed item is compatible with Avigilon Unity Access 7 version 7.14.x, and a statement of whether standby batteries and network interface modules are included (if not, quote them separately as optional items)
- Estimated delivery lead time and expected delivery date for hardware, and expected delivery date for software licenses
- Proof that the vendor is an authorized reseller of the manufacturer, and the warranty terms for the equipment
- Proof of insurance and other required attachments, if applicable
- A section labeled “exclusions” if any exclusions apply (see Mandatory Disclosures and Requirements)

Submission Instructions

The RFP will be posted on CCC’s [website](#) and will be available for download as of 5:00 p.m. on October 16, 2026.

Proposals must be submitted by email to alicia.moore@colbycc.edu no later than 5:00 pm, November 5, 2026. Proposals received after the deadline will not be considered.

Evaluation and Selection Process

All submitted proposals will be reviewed and evaluated. The CCC Administration will make a recommendation to the Board of Trustees (BOT) at the November 16, 2026 meeting. The selected vendor will be notified within 24 hours of the BOT's approval of a recommendation.

Proposals will be evaluated on total cost, compliance with the specifications, delivery timeline, warranty terms, and the vendor’s qualifications.



Mandatory Disclosures and Requirements

Tax Exempt

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that no sales tax is included in the final submission. A project exemption certificate will be provided at the request of the vendor.

Exclusions

If any exclusions exist as part of this proposal, vendors must clearly define them in a section labeled "exclusions".

Performance and Payment Bond

In accordance with statute 60-1111 (Public Works Bond) and 16-1909 (Public-private agreement; bond requirements), Colby Community College will require the selected vendor to obtain a performance and payment bond on any project that exceeds \$100,000.

Subcontracted Work (if applicable)

If any part of the project's scope will be outsourced to a third party, the vendor's name and the work to be completed must be included in the proposal. CCC reserves the right to request a different subcontracted company.

Questions and Communications

All questions about this RFP must be submitted in writing to the procurement contact listed on the first page of this document by the question deadline. This is the only approved point of contact. Contact with any other CCC employee about this RFP may result in the vendor's proposal being excluded from consideration.

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).