



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Monitoring Services

Date:	December 10, 2018
Site Walk-thru:	By Appointment (Optional)
Proposal Due On:	December 28, 2018
Return Proposal To:	Kevin Casey, Dean of Technology Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937
Phone:	(207) 453-5141

Competitive Bid Request for Proposal

Monitoring Services

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Competitive Bid Request for Proposal Monitoring Services

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals from a qualified vendor for monitoring and reporting the College’s alarm services for intrusion, fire, and other alarm control panels/communicators.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; no alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	12/10/2018	
Building Walkthrough (Optional)	By Appointment	By Appointment
Proposals Due On	12/28/2018	3:00 P.M. EST
Award Decision & Notification	01/04/2019	

4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder’s own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than: December 28, 2018 by 3:00 P.M. (EST).**

All proposals are to be marked “Monitoring Services” and mailed to:

Kevin Casey
Dean of Technology
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Proposals may also be emailed to: kcasey@kvcc.me.edu, with the subject line “MONITORING SERVICES”.

6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

The contractor shall provide the following services:

Monitoring:

Provide monitoring and alarm dispatching for existing intrusion, fire and other alarm control panels/communicators. Report all alarm events to the appropriate emergency services and College personnel when an alarm or trouble signal is received. This service will include 1-800 toll-free signal transmission, 24-hour auto dialer test, and notification to the College-provided Emergency Call List.

A. Monitoring Requirements:

- i. Provide 24-hour per day, 7-day per week monitoring of all fire and safety/security systems on both College campuses. Alarm types may include but are not limited to fire alarms, entry and exit monitors, batteries, glass break detectors, motion detectors, panic devices, card readers, and door and window contacts. Alarms transmitted to the central station shall be based upon written alarm management and control protocols provided by the College.
- ii. Dispatch an alarm to the appropriate 9-1-1 dispatch center immediately on receipt of an alarm
- iii. Maintain an Emergency Call List for each facility, and perform call downs on receipt of each alarm
- iv. Every monitored system shall be automatically tested at least once every twenty four (24) hours to determine operational status and any trouble conditions transmitted from the on-site equipment. The results of all tests shall be recorded in the Central Station monitoring report, and all trouble signals are also to be reported

- v. Provide dispatching special instructions as required
- vi. Be UL listed and certified
- vii. Comply with NFPA Standards and College requirements
- viii. Meet all manufacturer recommendations and any State or local codes to ensure alarm systems are kept in proper working condition
- ix. Provide a toll-free telephone number for alarm system dialers to report alarms to the Central Station

II. Reporting:

- A. Provide open/close reports, alarm reports, alarm verification, and other reports as determined by the College
- B. Maintain history/reports/logs for easy retrieval for a period of at least three (3) months
- C. Archive history/reports/logs for a period of at least five (5) years

7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance insuring against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured. Contractor shall also maintain worker's compensation insurance in amounts required by state law.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Kevin Casey, Dean of Technology
 Kennebec Valley Community College
 92 Western Avenue, Fairfield, Maine 04937
or via email at kcasey@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to

make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Method

- A. Technical ability to meet the outlined specifications
- B. Proposer's project approach, experience, and reference input
- C. Cost, to include any and all discounts

10.0 Preparation of Bids

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

12.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

13.0 Prohibited Terms and Conditions

NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;

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4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.