



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Rekeying Project**

<b>Date:</b>	<b>26 April, 2016</b>
<b>Pre-Bid Meeting</b>	<b>Not Applicable</b>
<b>Proposals Due On:</b>	<b>20 May, 2016, by 2 p.m.</b>
<b>Project Manager:</b>	<b>Phil Newcombe Alfond Facilities Kennebec Valley Community College 92 Western Avenue Fairfield, Maine</b>
<b>Telephone:</b>	<b>(207) 557-2574</b>
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**Competitive Bid Request for Proposal:  
KVCC Rekeying Project**

**1.0 Overview**

**Kennebec Valley Community College (KVCC)** requests proposals for providing BEST COREMAX SFIC cores, cylinders, locksets, equipment, software, technical support, and miscellaneous hardware for completely converting all interior and exterior doors to one standardized keyway, plus associated hardware, equipment, software, and other miscellaneous items. A detailed list of all items required can be found in **Enclosure 2: KVCC Rekeying Project Specifications.**

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and Specifications.** If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 6.0, 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. Please refer to **Enclosure 1: Standard Terms and Conditions Applicable to All MCCS Contracts.**

**2.0 Schedule**

<b>Proposal Due On:</b>	<b>20 May, 2016, by 2 p.m.</b>
Review of Proposals:	24 May, 2016
Notification of Award:	26 May, 2016
Delivery Date:	22 June, 2016

## 3.0 Scope & Specifications

### 3.1 Background

KVCC is a commuter college with two (2) campuses: a sixty-acre campus in the town of Fairfield, mid-Maine and over 500 acres of land and more than a dozen structures in Hinckley, Maine. The latter is six (6) miles from the main campus in Fairfield. The College is a public, non-profit, post-secondary institution which has strived to meet the educational needs of mid-Maine residents for over forty-six years.

The construction of new buildings, acquisition of older buildings, and compromising of the existing lock infrastructure requires KVCC to completely rekey the entire college to a new secure keyway. A Re-Keying Committee has been formed to research all aspects of the project. After researching several options, the Rekeying Committee has selected the BEST COREMAX as the new standardized keyway for all interior and exterior doors. The Rekeying Committee has also determined that KVCC will provide all labor for this project.

### 3.2 Scope

The scope of this project includes the following:

- a. All materials listed in **Enclosure 2: KVCC Rekeying Project Specifications**.
- b. An agreement for use of a secure BEST COREMAX keyway.
- c. Assistance in structuring a new unique master key system.
- d. Master list of all bitting and pinning information for all possible keys in new system.
- e. Key Management System software.
- f. Training in use of Key Management software.
- g. Continued support for purchasing equipment, hardware, and supplies at discount.

### 3.3 Specifications

Please, refer to **Enclosure 2: Rekeying Project Specifications**.

## 4.0 Bid Review and Evaluation

Proposals will be evaluated by the following weighted criteria:

- a. Specification match. **Reference Enclosure 2: KVCC Rekeying Project Specifications**.
- b. Added value features of proposal
- c. References
- d. Value of continued price discounting
- e. Shipping costs for future purchases
- f. Comparative analysis of proposals
- g. Training offered
- h. Lead time for providing all items listed in **Enclosure 2: KVCC Rekeying Project Specifications**

## 5.0 Examination of Specifications

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. 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.

## 6.0 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:

Phil Newcombe  
Alfond Campus Facilities  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

*Or via email [pnewcombe@kvcc.me.edu](mailto:pnewcombe@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.

## 7.0 Preparation of Bids

KVCC seeks a proposal that meets, or exceeds, 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 should include:

- The contractor's name(s)
- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed
- Company specific terms and conditions
- Copy of company proof of insurance

The proposal(s) should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).



26 April, 2016

Kennebec Valley Community College  
Competitive Bid Request for Proposal  
KVCC Rekeying Project

## **Enclosure 1**

### **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;
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.



**Enclosure 2**

26 April, 2016

**KVCC Rekeying Project**

- 1. Time Line
  - a. **Proposal Due On:** **20 May, 2016 by 2:00 p.m.**
  - b. Review of Proposals: 24 May, 2016
  - c. Notification of Award: 26 March, 2016
  - d. Delivery Date: 22 June, 2016
  
- 2. General Requirements
  - a. An agreement for use and support of a secure BEST COREMAX keyway.
  - b. Assistance in structuring a new unique master key system. KVCC is currently consulting with Stanley/BEST on structuring our new key system. An addendum will be issued addressing any changes, as the result of input by Stanley/BEST.
  - c. Creation of new master key system.
  - d. Master list of all biting and pinning information for all possible keys in new system.
  - e. An ongoing agreement for KVCC to purchase locksmith materials, tools, and supplies at discount rate.
  
- 3. Locks
  - a. 600 combined BEST COREMAX SFIC 6 pin lock cores, each with 1 cut key.
  - b. Each core is to be stamped with identification marking.
  
- 4. Keys
  - a. Each Key is to be stamped "Property of KVCC".
  - b. Provide 400 uncut keys, in addition to cut keys supplied with cores.
  
- 5. Software
  - Keystone Key & Core Control software

6. Hardware

- a. SFIC Rim Cylinders
  - i. Quantity- 15
  - ii. Type- Must be compatible with Sargent exit devices.
  - iii. Must state manufacturer
- b. SFIC Mortise Cylinders
  - i. Quantity- 125
  - ii. Type- Must be compatible with Sargent mortise locks.
  - iii. Must state manufacturer
- c. SFIC Cylindrical Lockset
  - i. Quantity- 9
  - ii. Function- Entrance
  - iii. Manufacturer- Best 7KC 2 7 AB 15 D S3 626
- d. Deadbolt
  - i. Quantity- 4
  - ii. Manufacturer- Best 73T 7 K STK 626

7. Equipment

- a. Key Combinator, Best AD433-2
- b. Combinating Kit, Best CD431-2