

Scope of Work

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I. SCOPE OF SOLICITATION

- 1.1 Clemson University Livestock Poultry Health Division in Columbia, SC consists of five (5) entry/exit doorways and three (3) interior doorways. The Division is seeking bids for a proximity card reader type system which will be leased for a 60-month period. Award will be made to one Offeror. Award will be made to the most responsive and responsible bidder whose bid is determined to be most advantageous to Clemson University, taking into consideration all evaluation factors set forth in this best value bid.

MAXIMUM CONTRACT PERIOD - ESTIMATED

Start date: 06/06/2011 – 06/05/2016 Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

Deadline for Receipt of Questions: All questions must be emailed to Tammy Crooks at duncant@clemson.edu prior to Thursday, May 19, 2011, 12:00 Noon ET.

Timeline for Project:

Successful Offeror must complete installation of system 30 days from the date the contract is awarded.

Site Location: **Clemson University**
 Livestock Poultry Health Departments
 500 Clemson Road
 Columbia, SC 29229

To Schedule a Site Visit contact:

Mike Edwards
mvedwar@clemson.edu
Phone: (803)788-2260 X-267

Site Visit must be scheduled prior to bid closing date/time.

II. INSTRUCTIONS TO OFFERORS

1. **DESCRIPTIVE LITERATURE – LABELLING:** Include Offeror's name on the cover of any specifications or descriptive literature submitted with your proposal.
2. **SUBMITTING YOUR BID:** Regardless of specific requirements below or in this document, Offerors are required to submit their bid electronically through the Clemson University online bidding system. To do so you must login (registering first) at <https://sciquest.ionwave.net/prod/default.aspx?company=clemson>, and follow specific instructions for this solicitation. Do NOT simply email or mail in bids based on this scope of work document. You must attach your complete bid response as two separate .pdf files in the online bidding system - one file as a technical only (i.e. no cost information) and one file as a cost proposal. Submit any additional files if required as redacted bids. These attachments must address all the specific requirements outlined in Section II, Instructions to Offerors, as well as Section III, Scope of Work/Specifications.
 - 2.1 All expenses for the preparation of bids are the responsibility of the bidding vendors. Failure of any bidding vendor to follow all bid submission instructions will be cause for Clemson to disqualify the bid.
 - 2.2 Clemson University reserves the right to choose the vendor according to the evaluation criteria set forth in this document. Clemson also reserves the right to not make an award if it is deemed that no single bid fully meets the requirements laid out in this document. The successful vendor will be notified upon award and should be prepared to have the bid incorporated into a contract and/or purchase order for services. Unsuccessful vendors may obtain this statement of award via the online bidding system.
3. **REQUIRED BID CONTENT:** Qualified Offerors are encouraged to submit a bid for the Proximity Card Reader System as outlined within this solicitation specification. Each bid must meet the minimum requirements contained within this solicitation to be considered for a contract award.
4. **LEASE/RENTAL CONDITIONS:** The Standard Equipment Agreement, State of south Carolina Standard Equipment Agreement, (Form 80-SC-EL-1, Revised 07/01/88) is the acceptable form for this transaction in accordance with SC Regulation 19-445-2152.B. Any proposed modifications to this agreement must be submitted to Clemson University Procurement Services and approved prior to the opening date as indicated in the online bidding system. The form can be found at <http://www.mmo.sc.gov/MMO/MMO-forms-publications.phtm>. This agreement must be signed between Clemson University and the successful vendor. Third party leasing will not be accepted. This agreement must be signed between the successful vendor and Clemson University before payment will be rendered. Lease cannot be sold to third party but must remain between Clemson University and the successful vendor over the life of the lease.

5. **INFORMATION FOR OFFERORS TO SUBMIT - In addition to information requested** elsewhere in this solicitation, Offerors should submit the following information for purposes of evaluation. This information must be submitted as an attachment to online bid document:

5.1 Technical Bid

Provide a technical bid with a detailed description of how your product/service meets the requirements documented in Section III/Scope of Work/Specifications. Offeror's proposed solution must describe and identify all products/services to fulfill the scope of this bid document. It is the intent of Clemson University to acquire the best solution possible and for evaluation purposes, it is imperative that Offeror's completely and carefully word and convey all of the information requested. Offers should be prepared simply and economically, providing a straightforward, concise description of Offeror's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. Offeror's must demonstrate a thorough understanding of the project purpose, scope, activities, requirements and responsibilities. Technical Bid responses must be complete and detailed, must address each section using identical section titles, and must follow the order and use the numbering scheme contained in the Bid Purpose and Scope of Work. Offeror's must discuss their approach and methodology for each of the activities and deliverables in the bid and identify key dates.

Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award.

5.2 Cost

- 5.2.1 Bidder shall submit a total price, with its response, that Clemson University will pay for all services and products to be provided in this contract. Cost must include all expenses, travel, food and lodging as well as any freight charges. **Total cost to fulfill requirements specified herein must also be indicated in Bid Line Item Pricing in online bidding system. Line items 1-2 in the online bidding system will be used for evaluation purposes.**
- 5.2.2 A bidding schedule must be included in cost section showing breakdown of total cost.
- 5.2.3 Cost must be submitted as separate file and attached to online bidding system.
- 5.2.4 Installation charge will be billed upon installation and inspection of system while lease charge including service and supplies will be billed on monthly basis.
- 5.2.5 Clemson University is not liable for any property taxes. Property

taxes will be paid by the successful vendor for the life of the lease.

- 5.2.6 Please complete Section VI, Bidding Schedule and re-attach to online bid document.

5.3 Ability to meet the required tasks within the required timetable while complying with the specifications as outlined in this document.

- 5.3.1 Clemson requires prospective vendors to provide three references from past clients for whom they have done a similar project involving proximity card reader type systems. The list of references should include the contact name, phone number, email address, and brief description of the business relationship with this client.
- 5.3.2 Vendors will need to describe the hardware and software they will use to create and install the system and how the system will perform.
- 5.3.3 Vendors will also need to describe their maintenance/service plan.

5.4 Financial stability and other various business issues

- 5.4.1 Prospective vendors must provide a brief business profile of their company. This summary must include a company history, annual sales, number of employees, etc.
- 5.4.2 Prospective vendors must also provide annual reports and/or annual financial statements for the last three (3) years, as well as adequate levels of insurance.

5.5 Location of Work

- 5.5.1 Vendor must state location of their office for providing service, 24/7 phone and email support.
- 5.5.2 Vendor must state the names and locations of any subcontractor's.

5.6 Contract Documents

The Contractor shall provide copies of all contract documents. Contract documents may include, but not be limited to: software license agreements, professional services agreements, master services agreements, maintenance agreements, support and service level agreements, etc.

III. SCOPE OF WORK / SPECIFICATIONS

1. Length of Project

The vendor will complete installation of system 30 days from the date the contract is

awarded. This will be a 60-month lease for the equipment, all service/maintenance (parts & labor), and any other costs associated with the project excluding installation (labor) charges. Installation charges must be listed as a separate line and will be invoiced and paid upon installation and inspection of system.

2. Technical

- 2.1 Entry Access System Type – Proximity type cards
- 2.2 Includes five (5) entry/exit doorways and three (3) interior doorways
- 2.3 Card Compatibility – Wiegand, MIFARE, Prox, Biometric, Smart Cards
- 2.4 Cards must be capable of being printed on a Zebra P520i card printer
- 2.5 Secure HTTP:// Web Based Interface can be accessed and controlled from any computer with Internet access
- 2.6 All software will run remotely at vendor's site
- 2.7 Interoperable with Firewall
- 2.8 Real Time Updates
- 2.9 Must provide up to minute updates via Web, Pager, Cell phone or email capable.
- 2.10 Downloadable Firmware Upgrades
- 2.11 Authentication/Encryption – X509 Client Certificates and 128-bit SSL
- 2.12 Wireless Compatibility Option
- 2.13 Off-site data backup
- 2.14 Compliance – UL listed

3. Reports and Activity Logging

- 3.1 System must be capable of generating card scan reports (Into MS Excel and HTML format) by door location, employee, group, or time.
In addition, these reports must be able to be generated for the life of the lease from card swipes whether the card reader door is in active or inactive status.

4. System shall allow for DVR integration through a CCTV system.

5. System shall provide for full Audit Trail of ALL Administrative actions.

6. Service/Maintenance

- 6.1 24/7 phone and email support
- 6.2 Technician Response Time to site location must be a maximum of four (4) hours 24/7

7. Installation/Training

- 7.1 The Contractor's representative is required to install, assemble and demonstrate new equipment leased under this contract. The representative shall also be required to make minor adjustments and repairs whenever possible. The representative shall be available upon request for consultation service.
- 7.2 The bidder shall perform all installation and shall verify proper operation of all

- equipment.
- 7.3 Upon delivery and installation of the equipment at the agreed location, the contractor shall provide materials, instructions and personnel for the training of users of this system. This instruction is to be performed in-house after installation but prior to actual operation unless the lessee requests training at the contractor's location.
 - 7.4 The bidder shall agree to provide full maintenance for the specified life of the lease. This shall include labor, all parts, service and preventive maintenance. The bidder shall provide guaranteed maintenance service included in the lease rate quoted for a fixed time period of five years.
 - 7.5 The bidder will repair or adjust the hardware/software as required to maintain it in good working order. These costs are borne by the bidder and are inclusive in the maintenance cost.
 - 7.6 Preventive maintenance will be based upon specific needs of system as determined by the bidder. Preventive maintenance will include necessary adjustments and replacement of unserviceable parts with at least one preventive maintenance inspection per quarter.

8. Subcontracting

- 8.1 The Prime Vendor will be responsible for service performance. Subcontracting may be allowed under this agreement with prior written approval, but Clemson University reserves the right to request information about any subcontracting relationship. If a subcontracting arrangement is made, the Prime Vendor assumes ALL responsibility for work performed by the subcontractor.

IV. TERMS AND CONDITIONS – SPECIAL

EVALUATION AND DETERMINATION OF AWARD

Award will be made to the most responsive and responsible bidder whose bid is determined to be most advantageous to Clemson University, taking into consideration all evaluation factors set forth in this best value bid. The following criteria will be used in the evaluation process.

- A. Cost - 60%
- B. Ability to meet the required tasks with the required timetable while complying with the specifications as outlined in the document - 30%
- C. Financial Stability and other various business issues – 10%

V. APPENDICES TO SCOPE OF WORK

Not Applicable

VI. BIDDING SCHEDULE

See attached

VI. BIDDING SCHEDULE

BIDDING SCHEDULE: Notwithstanding any other instructions herein, you shall submit the following price information as a separate document. **Please complete this section and re-attach to online bid document.**

Vendor Name: _____

Fax #: _____

Contact Person: _____

Telephone #: _____

Delivery Time: _____

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	60	Mo	Lease of Proximity Card Reader Type System to include system, all maintenance (parts & labor), supplies, software, all upgrades during 60-month period, phone & email support, all expenses (training, travel, meals, lodging), excluding installation charges. See attached detailed specifications.	\$ _____	\$ _____
002	1	Lot	Installation of above system (labor only). Parts must be included in lease price above.		\$ _____
				Total	\$ _____