



## PELHAM SCHOOL DISTRICT

### REQUEST FOR PROPOSALS FOR:

### Classroom Security Door Locks-PES (as updated)

TO: All Prospective Submitters

FROM: Deb Mahoney, Business Administrator  
Pelham School District, (PSD)

DATE: ~~April 25, 2024~~—Reissued 5-2-2024

You are invited to submit a proposal for a Comprehensive Electronic Classroom Door Locking System for Pelham Elementary School, located at 61 Marsh Road Pelham NH 03076, for approximately 75 classroom door locks.

DEADLINE FOR RECEIPT OF PROPOSALS: **Monday, May 13, on or before 12:00 PM**

LOCATION OF PROPOSAL RECEIPT: Pelham School District  
59A Marsh Road  
Pelham, NH 03076  
dmahoney@pelhamsd.org

#### Instructions to Vendor

1. The proposal shall be submitted with all proposal requirements listed below. Envelopes should be addressed to Pelham School District, 59A Marsh Road, Pelham, NH 03076, Attn: Deb Mahoney – “PES Classroom Door Locks Bid”, no later than May 13 by 12:00 PM. Electronic submissions to the email above will be considered.
2. All submitters must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the Pelham School Board or Administration. If a business or personal relationship exists, submitters must disclose such relationship as part of the proposal. Proposals must be submitted along with the attached form.
3. Although price will be a critical factor, the District reserves the right to award the contract to someone other than the lowest submitter as determined to be in the best interest of the District, see reservation of rights below.
4. No vendor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of proposal to ensure issuance of a formal purchase order.
5. All proposals must be signed by an authorized representative of the company.
6. Proposers are invited to tour the building with a District representative. Proposers may contact the District Facilities Department at 603-635-9173 to arrange a tour.

## Proposal Submission and Review Timeline

Timeline	
Date	Event
Thursday, May 2, 2024	Post RFP @ <a href="http://www.pelhamsd.org">www.pelhamsd.org</a> , email to vendor list
Monday, May 13, 2024 12:00PM	Deadline for Receipt of Proposals
Monday, May 13, 2024 1:00 PM	Opening of Proposals at SAU Office
Friday, May 17, 2024	Anticipated Award Notification
TBD	Project Start Date – No Sooner Than June 17, 2024
TBD	Project Completion Date – No Later Than November 1, 2024

**Financial requirements dictate this project is completed and paid in full during the 2024 calendar year.**

## Proposal Requirements

The Submitter's response should be easy to review without reference to other documents and must include, at a minimum, the following three sections:

1. Cover Page – Provide a cover page that includes the name and address of the company submitting the proposal and the name, address, email, and telephone number of the person(s) authorized by the company to provide pricing proposal.
2. Cost Proposal –As follows:
  - a. Proposal shall include a complete, itemized price breakdown for each major component contained within the Submitter's proposal.
  - b. Proposals shall include all proposed deliverables and shall include any initial delivery costs and shall identify any recurring costs, if applicable.
  - c. All costs are to be provided for a comprehensive proposal, including design, equipment, delivered and installed, training if needed, warranty and maintenance as needed. Detailed equipment costs to be listed in proposal separately.
  - d. Proposals shall indicate any optional cost saving available to the District, i.e. warranty options or maintenance agreement options.
  - e. Proposal shall provide price commitments for a period of ninety (90) days following the Proposal due date.
3. Certifications and Disclosures – Include the attached Good Faith Statement form completed by submitter.

## Overview and Scope

The Pelham School District is requesting proposals from experienced and qualified companies to replace the existing classroom door locks at Pelham Elementary School, totaling approximately 75 locks. The purpose of this work is to provide easy access for teachers and any district employees to be able to lock their occupied space in the event of an emergency. An update to the current locks is required.

A different building within the district has recently updated their classroom door locks to Allegion/Schlage CO-220 stand alone classroom lock down solution with remote FOB and visual indicator lock. The purpose of this RFP is to secure pricing for the same or similar electronic locks.

1. Proposals shall include classroom security door locks for no less than 75 classroom doors at Pelham Elementary School.
2. Door locks shall have visible indicators of whether the door is locked or unlocked, and a colored indicator is preferred, however, any product options will be considered.
3. The proposal shall include the design, equipment, training, and installation of the classroom security door lock system.
4. Maps are available. Email [bsands@pelhamsd.org](mailto:bsands@pelhamsd.org) for copies of supporting building construction documents.
5. A tour and view of the current system can be arranged through the Facilities Department by calling 603-635-9173.

## Insurance

Should the product and installation award be granted and prior to commencement of work under this contract, proposer will provide Pelham School District with a certificate of insurance, with a company acceptable to the Pelham School District evidencing:

1. Worker's Compensation – in accordance with the laws of all jurisdictions (State, Federal) which may apply to work being performed and including coverage for Employer's liability with a limit of not less than \$100,000 each accident / \$500,000 disease-policy limit / \$100,000 disease –each employee.
2. Comprehensive General Liability – with limits of not less than \$1,000,000 per occurrence. The insurance will include the following hazards and the certificates will so indicate:
  - a. Independent Contractors –covering the Contractor for any work performed by subcontractors.
  - b. Contractual –covering the above indemnity agreement.
  - c. Products –covering any product provided under this contract and include a vendor's endorsement in favor of Pelham School District.
  - d. Completed operations –covering work performed under this contract.
3. The certificate(s) of insurance shall name Pelham School District as an additional or co-insured under the general liability coverage.

These certificates will indicate that the Pelham School District will be advised not less than thirty (30) days prior to any change or cancellation. Such insurance will be maintained for the duration of this contract. Completed operations coverage, where applicable, will be maintained for not less than three (3) years after the end of operations under this contract.

## District Reservation of Rights

1. The District reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined

by the District at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the District to do so.

2. Negotiation, if undertaken by the District, is intended to result in a contract, which is deemed by the District, in its sole discretion, to be in the District's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Vendor.
3. The District reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including but not limited to, terms and conditions required by funding sources, and additional work which may be identified subsequent to the starting date of the contract.
4. The District reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.
5. The District reserves the right to seek alternative grant funding and may require additional documentation from the contractor as required of state or federal agencies.

## Payment

Payment terms are Net 30 days after the receipt of invoice.

**Any questions or requests for additional information should be directed to:**

**Deb Mahoney**  
**Business Administrator**  
**Pelham School District, SAU28**  
**59A Marsh Road**  
**Pelham, NH 03076**  
**Tel: (603) 635-1145 x5004**  
**Fax: (603) 635-1283**  
**Email: [dmahoney@pelhamsd.org](mailto:dmahoney@pelhamsd.org)**  
**Or [bsands@pelhamsd.org](mailto:bsands@pelhamsd.org)**



## PELHAM SCHOOL DISTRICT

### GENERAL CERTIFICATIONS AND DISCLOSURES

FIRM NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ DATE OF SUBMISSION: \_\_\_\_\_

- I. **CRIMINAL AND CIVIL HISTORY.** By submission of this form, the Submitter hereby certifies under oath that the firm, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgements.

YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer is "no," the submitter shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Submitter, or the Submitter's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Firm and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Submitter shall not be required to disclose any conviction which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the Firm or the Firm's director's partners, principal, officers or key employees on the grounds of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Firm, as well as the Firm's directors, partners, principal officers or key employees. The Submitter shall not be required to disclose any conviction which has been annulled by a court.

- II. **CREDITOR RELATIONSHIP AND BUSINESS HISTORY.** Submitter hereby certifies that it:

- A. Has been in business for \_\_\_\_\_ years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Submitter filed for bankruptcy protection on \_\_\_\_\_.

III. **EQUAL OPPORTUNITY EMPLOYER.** Submitter hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

YES \_\_\_\_\_ NO \_\_\_\_\_

IV. **SAFETY AND LICENSURE.** Submitter certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and meets all applicable safety standards.

YES \_\_\_\_\_ NO \_\_\_\_\_

V. **INSURANCES.** Submitter holds all the insurances which shall be required by the District.

YES \_\_\_\_\_ NO \_\_\_\_\_

VI. **CRIMINAL RECORDS AND TRAINING.** Submitter complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

YES \_\_\_\_\_ NO \_\_\_\_\_

VII. **CONTRACT PERFORMANCE.** Submitter certifies that it has never had a contract terminated for nonperformance.

YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer is "no" please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

*The District reserves the right, at its sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Submitter's Proposal, on the basis of any criminal history, civil litigation, credit history, or business record which it deems to be adverse to the interests of the District.*

Submitter's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_