Purchasing and Contract Services

Klamath Falls:	Wilsonville:
541.885.1133 (office)	503.821.1277 (office)
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3201 Campus Drive	27500 SW Parkway Ave.
Snell Hall 112	Wilsonville, OR 97070
Klamath Falls, OR 97601	

_____

REQUEST FOR QUOTES (RFQ) #2014-30
Issue Date: November 4, 2014

Project Name:	KABA Proximity Card & Access Device Order		
Quote Due Date/Time:	November 18, 2014; 1:00 PM		
Project Coordinator:	Eric Rulofson	Phone:	541-885-1600
		Email:	Eric.Rulofson@oit.edu
Contract Coordinator:	George Marlton	Phone:	503-821-1277
		Email:	George.Marlton@oit.edu

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO GEORGE MARLTON

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE "2014-30" IN THE SUBJECT LINE

1. **ANNOUNCEMENT AND SPECIAL INFORMATION**
   Quoters are required to read and understand and comply with all information contained within this RFQ. All quotes are binding upon Quoter for thirty (30) days from the RFQ Due Date/Time. All payments for services will be paid in accordance to OAR 580-061-0050. Quotes received after the RFQ Due Date/Time may not be considered.

   It will be the responsibility of potential Quoters to refer daily to the OUS Procurement Gateway website (https://secure.ous.edu/bid/) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Quotes.

2. **SCOPE**
   The Oregon Tech Residence Housing Department at the Klamath Falls campus wishes to replace their key operated entry door locks in the Sustainable Village with KABA proximity card operated locks. This project is the first of multiple phases where the existing key operated door locks will be replaced with Proximity card activated locks. Initially the locks will be stand alone, but later networked via wireless system allowing the operations described in "Equipment Capability" section below.
   The purpose of this RFQ is to purchase, at minimum, the KABA materials and services listed below. This RFQ does not include installation.

Qty.	Description	Product#.
19	RT MSGR Ready – Exit Trim W/DETEX 10 Bar	79R1621BN41-626
1	RT MSGR READY MORTISE LOCK (MOUNTED SAMPLE)	79R41011BR1-626
1000	RFID MIFARE Card, 1K Memory, All white front & back	10990-AW
1	RT, RFID ENCDR SYS/NW, HH6, 1-4 Stations	CSRTRF8000
3	DETEX ADVANTAGE 10 PANIC RIM	032-512133-1630
1	On site Trane System 6000 software training from KABA	Project Service Group

Unit Price	Description	Product#.
_____	RT MSGR Ready – Exit Trim W/DETEX 10 Bar	79R1621BN41-626
_____	DETEX ADVANTAGE 10 PANIC RIM	032-512133-1630
_____	RFID MIFARE Card, 1K Memory, All white front & back	10990-AW
_____	RT MSGR Ready – Cylindrical (W/Out Deadbolt) Room Lock	79R15021BF1-626

Equipment Capabilities

- Stand alone, battery-operated, wireless proximity card operated locks capable of wireless communication.
- Locks shall be capable of accepting Best Removable Cores as the mechanical key override (Best Removal cores supplied by Others).
- Heavy duty electronic locksets with clutch mechanism and built-in contactless RFID reader.
- Left or Right factory handed mortise, field reversible.
- Outside lever free to rotate upward and downward in locked mode.
- Capable of installation on doors from 1 3/8" to 2 ½" thick.
- Available in 2 ¾" and 2 3/8" back set.
- Environmental operating conditions = indoor side: 32°F to 151°F, outdoor side: -31°F to 151°F, 0% to 85% noncondensing humidity at 86°F.
- ADA compliant levers (Code of Federal Regulations 28 CFR part 36-1994 "ADA Standards for Accessible Design").
- Certified to be compliant with grade 1 performance test for "ANSI/BHM A156.13 – 2005 Standard for Mortise Locks and Latches," and "ANSI/BHMA A156.25-2007 Standard for Electrified Locking Devices".
- Fire Rating listed for pre-prepared manufactured doors and certified for retrofitting on existing doors by Underwriters Laboratories for use on fire doors having up to three-hour rating.
  - a. U.L. Certification: GWVW.R12071 "Accessories for single Point Locks and Latches and Fire Exit Hardware." Evaluated in accordance with UL 10B and UL 10C.
  - b. U.L. Listing: GYQS.R11247 "Electrically Controlled Single Point Locks and Latches." Evaluated in accordance with UL 10B and UL 10C.
  - c. Also classified in accordance with Uniform Building Code Standard 7-2, "Fire Test of Door Assemblies" (1997).
- Compliant with FCC Part 15 Class A and CE directive 89/336/EEC.
- Warranty two years with an option of an extended warranty.
- Expandable to Wireless Online Access Network System capable of:
  - Radio frequency (RF) communications at 2.4 GHz.
  - Secure networking (128 AES encryption).
  - Self-forming networks.
  - Real time web-based communication between the locks and the host computer.
  - Remote key cancellation
  - Remote lock integration
  - Remote passage command
  - Remote key usage reports
  - Low battery report
  - Egress/automatic space check out
  - Paging key cards
  - Door ajar alert
  - Wandering/standing intruder notification alerts
  - Single mouse click all lock lockdown function
- Lock operation, archiving and programing
  - Date/time stamp, real time date and hours/minutes
  - Retrieval of history reports from handheld unit at door or remotely through wireless system.
  - Proximity cards capable of configurable expiration dates from days to months.
  - Indicating light on reader.

- o Diagnostics via light indicators and handheld display.
- o 4000 event audit trail per lock.
- o Capable of operation with automatic door operators.

Supplier Requirements:
- System Supplier must be trained, authorized, and certified by the equipment manufacturer for installing, supporting and servicing the products to be furnished.
- System Supplier must have a minimum of 5 years system design, engineering supervision, and installation experience in the access control industry.
- Offices
  - o Local Office: System Supplier must maintain a fully staffed in-house local office within 350 miles of the work site. The local office must have factory trained technicians that can provide on call and as needed services, whether or not Oregon Tech purchases a maintenance contract with the System Supplier.
  - o Service Center: The System Supplier must have a service center that is staffed by factory trained technicians and must be adequately equipped to provide emergency phone service on a twenty-four (24) hour, 365 days per year basis, whether or not Oregon Tech purchases a maintenance contract with the System Supplier.
- Within the Local Office, the System Supplier must maintain an inventory of spare parts and other items critical to system operation and as necessary to meet the emergency service requirements.

System Supplier Deliverables

- Copy of an agreement between the System Supplier and Oregon Tech stipulating that the license of all software and operation systems residing on the server and workstations shall confer a perpetual license to Oregon Tech.
- Submit to Oregon Tech upon completion of Work, all passwords used to access all aspects of the operating system software and database utilized by the system.
- The System Supplier shall provide documentation of any specialized tools required by the Oregon Tech in order to perform routine maintenance.
- Furnish access control equipment to comply with the requirements of American National Standards for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People (ICC/ANSI A117.1), the governmental authority having jurisdiction and to comply with Americans with Disabilities Act.
- All work and system components shall be covered by a minimum Two (2) year 'in field' warranty against defects in materials and workmanship, commencing with substantial Oregon Tech acceptance of the project, unless otherwise directed by Oregon Tech or their representative.
  - o During system warranty period, system updates are to be made available to Oregon Tech at no charge.
  - o During warranty period, provide twenty-four (24) hour toll-free technical support.

Software / System Requirements (Minimum):

- Preference for Non-Proprietary System and Components: The system shall be engineered to allow future vendors access to maintain, modify, program, or expand the system with minimal complication.
- The software shall allow for assignment of the access rights to prox-card holders. The access right is the combination of what "Areas" the prox-card holder can go and when the prox-card holder can go there (time zones). Each prox-card holder can be allowed multiple "Area" access rights. Each access right shall be allowed to have a different time schedule. The software shall be capable of loading the proper access rights into each lock without interaction with proximity cards. There shall be no limits on the number of access rights (who goes where and when) by the system design.
- Access Privilege Expiration – The system shall have the capability to force an expiration of access privileges in any or all areas with a simple mouse clicking procedure once the wireless system is

operational.

- Extended Access Privilege - There shall be the ability to extend the access privileges in any or all areas with a simple mouse clicking procedure once the wireless system is operational.
- Prox-Card Holder Categories - The system shall permit the Oregon Tech or authorized operator to create cardholder categories. The categories shall be used to define access rights for certain types of employees, such as "Temporary workers" or "IT employees" etc. All the categories defined by the user shall be available in the form of a drop-down menu for the ease of modification.
- System State - The system shall have the ability to place an area in various user-defined states such as normal access, fire emergency, lockdown, etc., thereby changing the access rights to the respective areas without having to change individual cardholder access privileges.
- Holidays and Holiday Sets - The system shall allow the user to define the holidays according to specific Oregon Tech needs. There shall also be the ability to group holiday dates into specific grouping so that, time zone assignments can include all the individual holidays in that group. Holidays shall be organized into holiday sets for easy management.
- Time zones - Time zone definitions shall include starting time, ending time, days of week and holidays. Time shall be definable in either AM/PM or 24-hour (military) time. Maximum time zones that can be defined in a system shall be unlimited.
- System Security - The system shall be secure both in its operation and administration. The system shall offer ample flexibility for Oregon Tech to establish and customize any level of security by assigning security permissions to group of operators. The individual operator shall be able to log into the system using a unique operator ID and a password associated with that operator ID. The "Administrator" of the system may set the following rules and standards for Login requirements:
  - o Logging into the system shall be restricted using User ID and password. The user ID shall be of alphanumeric characters. It shall be a unique ID and cannot be duplicated. Password also shall be of alphanumeric characters but shall be case sensitive.
  - o The administrator shall be able to define the expiration date of the password. The administrator shall have the ability to set a pre-determined period of days in advance to warn the operators upon login, as to how many days remain before their passwords expire. The administrator shall also have the ability to set the password valid for an indefinite amount of time.
  - o The administrator may disable an operator's password at any time by using the mouse to click that function. The administrator may also set the following conditions for disabling operator passwords automatically:
    - ▪ After a programmable number (1-999) of consecutive illegal login attempts, e.g. wrong operator ID or wrong password for that operator ID.
    - ▪ The administrator shall also be able to pre-set the system to automatically lock out the operator workstation currently in use by the offending operator for a specified or indefinite period of time, until the administrator resets the password.
- Operator Security Groups - The system shall provide a functionality to define security groups, assign privileges and place individual operators into these groups. Though one operator shall be placed into only one security group, he/she shall be switched to a different security groups by clicking that function with the mouse. These security groups shall in turn determine the security privileges of the operator.
- Operator Privileges - The administrator shall have the ability to assign permissions to operators as far as gaining access to and exercising database functions. Once an operator has logged into a given workstation, the system shall display only those programs to which the operator has at least Read Only permission. The system shall offer tighter security by providing the functionality to assign privileges not only to programs and reports but also to fields like areas, area sets, cardholders, cardholder categories and all user defined fields.

Prox-Card Holder Creation and Management

- The system shall provide an easy to use interface to add, delete or modify cardholder information effortlessly. The user shall be able to input and retrieve data regarding area access, active, retired badges and cardholder categories etc.

- The cardholder information shall include, at minimum, the following fields for each card being issued.
    - Cardholder's first name and last name.
    - Activation and expiration dates (spanning days or years).
    - A unique encoded number – The number that is encoded within the card and used as a means of identification.
    - Card Status – The current status of the most recently issued Card. This shall be selected from a "drop down list" as follows:
        - Active – Card is currently active
        - Lost – Card has been reported missing
        - Stolen – Card has been reported stolen
        - Destroyed – Card has been rendered unusable
        - Suspended – Card has been temporarily suspended
        - Person with Disability (Special Access Privileges)
- The system shall allow additional access to doors for physically challenged cardholders. When a new cardholder is added to the system, the operator shall have an option to select a specific field with Person with Disability option. The Duration field shall allow for a longer transaction (e.g. 30 second versus the standard 5 seconds).
- Provide functionality to define cardholder's access to selected Areas and Area Sets.
- Provide the ability to define specific time of access.

Transaction and Alarm Monitoring once the Wireless system is operational
- The software shall include a real time display of all or selected transactions in the system as they occur.
- The screen shall display substantial information about each transaction (e.g. cardholder, card number, access granted or denied, location, etc.). The operator shall be able to see only those user definable fields, which he has been given permission to view.
- The system shall provide a feature that enables Oregon Tech to set filters for unwanted transactions. The software shall allow Oregon Tech to select specific cardholders or devices that generate the transactions.
- The software shall have the capability to communicate with all locks located at remote locations wirelessly in real time.

Alarm Processing and Monitoring once the Wireless system is operational:
- The system shall permit the programming of alarms (contact inputs) with a priority level and instructions, if any, to be followed when the alarm occurs.
- Oregon Tech shall be able to view, acknowledge and secure alarms. The system shall alert Oregon Tech immediately upon receipt of an alarm by popping up an alarm window on-screen. The alarm window shall contain the following information: cardholder or contact input information, date, time, transaction description, priority level, device number, and reader controller number, and how many unacknowledged alarms are in memory.
- The system shall also have an audio alert (e.g. beep) that an alarm has been received. The administrator shall be able to customize the audio files according to the type of alarm. If more than one alarm is received at one time, the system shall put the higher priority alarm on-screen. The operator shall be able to silence the alarm by pressing any key. The next alarm shall appear immediately.
- Oregon Tech shall be able to right click on any alarm and view the portrait of the cardholder in question. The operator shall also be able to link to the cardholder database and get the information regarding the cardholder, that enable him/her to take appropriate access control decisions.
- Alarm Monitor shall continue displaying an alarm, until it is acknowledged and secured.
- Oregon Tech shall be able to view the alarms that occurred in the past without exiting the online monitor.
- Varying alarms shall be color coded according to the dictates of the administrator. Color-coding shall extend to both the background color as well as the text (foreground) color.

- The system shall allow the configuration of different door alarms based on the activity at that door. The alarms shall be caused by any of the following activities.
  - o Door Forced Open
  - o Door Held Open
  - o Access Under Duress
  - o Access Denied
- The operators shall be able to perform override tasks that are attached to the alarm display when an alarm is defined. These tasks include locking/unlocking doors, changing system state to "Lockdown".

Oregon Tech Administrator Training:
- System Supplier will instruct Resident Housing Maintenance and Facilities personnel in the proper operation of the supplied software, programing of fobs and cards and the programing of locks including hands-on training.
- System Supplier will provide a minimum of eight (8) man-hours covering the operations for the locks and software.

Operation Manuals:
- Supplier shall provide copies of the manuals as described herein (Both hardcopy and electronic version). The manuals shall have a table of contents and labeled sections. The manuals shall include the following:
  - o Functional Design Manual
    - ▪ The functional design manual shall identify the operational requirements for the system and explain the theory of operation, design philosophy, and specific functions
  - o Hardware Manual
    - ▪ The hardware manual shall describe all equipment furnished including:
      - General description and specifications.
      - Installation and check out procedures.
      - Alignment and calibration procedures.
      - Manufacturers repair parts list indicating sources of supply.
  - o Software Manual
    - ▪ The software manual shall describe the functions of all software and shall include all other information necessary to enable proper loading, testing, and operation. The manual shall include:
      - Definition of terms and functions.
      - Use of system and applications software.
      - Initialization, start up, and shut down.
      - Alarm reports.
      - Reports generation.
      - Data base format and data entry requirements.
      - Directory of all disk files.

DELIVERY:
FOB Destination (Klamath Falls). Delivery time is of the essence and may be a factor in making an award.

3. **Quote**
   Quotes should be short and concise with the following information:
   A. Company experience and anticipated assigned staff and their experience in this type of project;
   B. Price – Provide unit pricing inclusive of all fees and expenses;
   C. Delivery and training timeline;
   D. Warranty info; and

E. Any additional information that Oregon Tech should take into consideration for the project or qualifications.

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, price, warranty, delivery timeline, and references.

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 31% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:
1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name:_____   Date:_____

Signature:_____   Title:_____

Name (Type or Print):_____   Telephone:_____

Email:_____   OR CCB # (if applicable):_____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

☐ Minority:_____   ☐ Women:_____   ☐ ESB:_____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

☐ Minority:_____   ☐ Women:_____   ☐ ESB:_____

OREGON INSTITUTE OF TECHNOLOGY
INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Administrative Rules and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT**: Quotes must be must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Oregon Tech office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS**: Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA**: Only documents issued as addenda by Oregon Tech serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE UNIVERSITY PROCUREMENT GATEWAY WEBSITE (https://secure.ous.edu/bid/) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES**: Any brand or trade names used by Oregon Tech in RFQ specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Oregon Tech.
5. **PRODUCT IDENTIFICATION**: Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Oregon Tech reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. *FOB DESTINATION*: Unless specifically allowed in the RFQ, *QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the Quoter.*
7. **DELIVERY**: Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS**: Any deviation from quote specifications, or the Oregon Tech Purchase Order terms and conditions may result in quote rejection.
9. **SIGNATURE ON QUOTE**: Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon Tech Purchase Order terms and conditions. No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION**: Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS**: Quotes may be withdrawn by request in writing signed by an authorized representative and received by Oregon Tech prior to quote closing time. Quotes may

also be withdrawn in person before quote closing time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION**: Quotes may be submitted by returning to Oregon Tech Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via e-mail, mail or in person but no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS**: Due to limited resources, Oregon Tech generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Oregon Tech generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Oregon Tech that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY**: Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS**: Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT**: Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES**: Oregon Tech reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Oregon Tech may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Oregon Tech reserves the right to reject any quote or to reject all quotes at any time prior to Oregon Tech's execution of a contract if it is determined to be in the best interest of Oregon Tech to do so.
6. **METHOD OF AWARD**: Oregon Tech reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Oregon Tech.
7. **QUOTE REJECTION**: Oregon Tech reserves the right to reject any and all quotes.
8. **QUOTE RESULTS**: Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.