



**INVITATION FOR BIDS**

**DUE DATE FOR BID: 2:00 pm (ET) April 18, 2023**

Name of School and Address: <b>Cumberland County Schools          Safety &amp; Security          810 Gillespie St.          Fayetteville, NC 28306</b>	Item: <b>Visitor Management System</b> Bid Number: <b>173-23052</b> Source of Funds: <b>State grant</b>
Refer bid inquiries by email only to <b>George Hall, Safety &amp; Security Director</b> Email: <a href="mailto:georgehall@ccs.k12.nc.us">georgehall@ccs.k12.nc.us</a>	

**Notice to Bidders**

Sealed bids, subject to the conditions made a part hereof, will be received on the day of opening and then opened, for furnishing and delivering the commodity as described herein. Refer to page 2 for proper mailing instructions.

Bids are subject to rejection unless submitted with this form.

**Execution:**

In compliance with this Invitation for Bids, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (GS. 143-54).

**Failure to complete and sign below prior to submittal shall render bid invalid.  
 Late bids are not acceptable.**

BIDDER:		Federal ID or Social Security No:	
Street Address:	PO Box:	Zip:	
City & State & Zip:	Phone:	Fax:	
Type or Print Name & Title of Person Signing:			Date:
Authorized Signature:	Date:	E-Mail:	

Offer valid for 45 days from date of bid opening unless otherwise stated here: \_\_\_\_\_ days (See Instructions to Bidders, Item 5).

**Timeline for IFB:**

IFB Release Date:	April 3, 2023
Deadline for Written Questions:	April 10, 2023
Addendum Posted with Responses to Questions:	April 11, 2023
Deadline for Bid Submission	April 18, 2023 by 2:00 pm (ET)

**Questions:** Questions should be directed to George Hall by the deadline stated above in Timeline for IFB and by email only to:

[georgehall@ccs.k12.nc.us](mailto:georgehall@ccs.k12.nc.us)

**Bid Form:** Along with this signed IFB, offers must be submitted on vendor’s company letterhead or proposal/quote form with the information and pricing requested.

**Mailing Instructions:** Submit **two (2)** fully executed bid documents in a sealed envelope, marked with the CCS bid number on the outside of the envelope, by either of the methods below. If a bidder is submitting more than one bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed bids from a single bidder may be included in the same outer package.

DO NOT SUBMIT AN ELECTRONIC OR FAXED COPY OF YOUR BID. THIS SHALL BE CAUSE FOR REJECTION OF YOUR BID. It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening.

<b>Delivered By US Postal Service, FedEx, UPS or other courier service</b>	<b>Hand Delivered</b>
Purchasing Bid #173-23052 Cumberland County Schools 810 Gillespie Street Fayetteville NC 28306 (910) 678-2507	Cumberland County Schools Finance Building 2491 Gillespie Street Fayetteville, NC 28306 (910) 678-2384
<b>IMPORTANT: The Bid Number from page 1 must be shown on the outside of the envelope.</b>	

**Bid Opening:** Sealed bids are due by the date and time stated on page 1 at which time the bids shall be opened and the names of the bidders read aloud. A bid tabulation will be provided to all bidders after the bids have been evaluated.

**Award:** The Cumberland County Board of Education / Cumberland County Schools (CCS) reserves the right to reject any or all offers presented and to waive any informalities and irregularities. It is the intent of CCS to

**Bid Evaluation:** Bids are requested on the items and/or equipment as hereinafter specified. Bidders are cautioned that any/all information furnished or not furnished on this bid may be used as or in determining of this contract.

<b>Award Criteria:</b> As provided by statute, award will be based on the lowest and best bid(s) (most advantageous to CCS) as determined by consideration of:	
<ol style="list-style-type: none"> <li>1. Prices offered.</li> <li>2. Quality of products offered.</li> <li>3. General reputation and performance capabilities of the bidders.</li> <li>4. Conformity with terms and conditions of this Invitation for Bids.</li> <li>5. Delivery/installation schedule offered.</li> <li>6. Durability and Suitability of items for intended use.</li> </ol>	<ol style="list-style-type: none"> <li>7. Functional Equivalency to specifications stated herein.</li> <li>8. Samples, if requested.</li> <li>9. Conformity of Product Specifications.</li> <li>10. Product’s Presentation and Finish</li> <li>11. References</li> </ol>

CCS reserves the right to waive any minor informality or technicality in bids received.

**Transportation Charges:** FOB – Destination. Freight charges must be included in price.

**Basis for Rejection:** Cumberland County Schools reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered; non-compliance with the requirements or intent of this solicitation; lack of competitiveness; error(s) in specifications or indications that revision would be advantageous to Cumberland County Schools; cancellation or other changes in the intended project, or other determination that the proposed requirement is no longer needed; limitation or lack of available funds; circumstances that prevent determination of the best offer; or any other determination that rejection would be in the best interest of Cumberland County Schools.

**Samples:** Samples are not required prior to bid opening date; however, if required later, bidder agrees to furnish samples of items offered at no expense to CCS within fourteen (14) consecutive calendar days after request is made by CCS. Bids which do not comply with these requirements will be subject to rejection.

**Descriptive Literature:** All bids should be accompanied by complete and descriptive literature, specifications and other pertinent data necessary for their evaluation as required by the attached General Contract Terms and Conditions. Otherwise, they may be subject to rejection.

**Insurance:** The awarded Vendor/Contractor shall provide, as required by law, insurance for its employees. The Cumberland County Board of Education (Owner) assumes no liability for injuries or accidents related to the contractual agreement required in this bid. The Contractor shall furnish a Certificate of Insurance to the Owner as proof of coverage. The Contractor shall maintain and pay for Insurance coverage with the following minimum amounts:

- |                         |                               |
|-------------------------|-------------------------------|
| A. Workers Compensation | Statutory Employers Liability |
|                         | \$1,000,000                   |

NOTE: Owners/Officers not included in coverage may not perform the work/installation on CCS premises.

- |  |                                   |
|--|-----------------------------------|
| B. General Liability (per person/per occurrence):      |                                   |
| 1. Bodily and Personal Liability                       | \$1,000,000/\$2,000,000           |
| 2. Property Damage                                     | \$1,000,000/\$2,000,000 Aggregate |
| C. Automobile Liability (per person/per occurrence):   |                                   |
| 1. Bodily Injury                                       | \$1,000,000                       |
| 2. Property Damage                                     | \$1,000,000 Aggregate             |
| D. The owner shall be listed as an additional insured. |                                   |

The certificate holder shall be named:

Cumberland County Board of Education  
Attn: Dr. Marvin Connelly, Jr.  
2465 Gillespie St.  
Fayetteville, NC 28306

**Award of Contract:** The place of contract shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.

**Budgetary Limitations:** Should it become necessary, based upon budgetary limitations, CCS reserves the right to reduce or increase quantities. Therefore, bidders must include freight in the “each” pricing for each line item, as well as identifying a per unit installation cost for each line item.

**Deviations:** Deviations from specifications and requirements need to be documented on a separate sheet and attached to your bid. All item(s) offered is in strict compliance with these specifications and requirements, and successful bidder will be held responsible therefore. Bidder is advised that the

response (or lack thereof) on this question does not take precedence over specific responses or non-responses provided elsewhere in this bid.

**Invoices:** Cumberland County Schools is not exempt from North Carolina sales tax. Sales tax should be invoiced as a separate line item. Invoices may be emailed to:

[invoices@ccs.k12.nc.us](mailto:invoices@ccs.k12.nc.us)

**Late Bids:** Regardless of cause, a late bid will not be accepted and will automatically be disqualified from consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

**Award Notification:** After the bids have been evaluated and an award has been made, each vendor who submitted a bid will be notified of the award. The award may not be made for several weeks dependent upon the complexity of the acquisition and the length of time to complete the evaluation process.

**Confidentiality of Bids:** In submitting its bid, the bidder agrees not to discuss or otherwise reveal the contents of its bid to any source outside of Cumberland County Schools until after the award of the contract. All bidders are advised that they are not to have any communications with CCS during the evaluation of the bids (after the public opening of the bids and before the award of the contract) unless CCS contacts the bidder for the purpose of seeking clarification. A bidder shall not: transmit to the issuing and or using agency any information commenting on the ability or qualifications of any other bidder to provide the advertised equipment, defects, errors and/or omissions in any other bidder's bid and/or prices at any time during and/or award of the contract that is subject of this IFB. Bidders not in compliance with this provision may be disqualified, at the option of CCS, from the contract award.

**Warranty:** Bidder guarantees that all proposed equipment to be furnished is to be new and free from any and all defects in material and workmanship and agrees to replace promptly any part or parts which by reason of defective material or workmanship that fail under normal use, free of negligence or accident, for a minimum period of twelve (12) months from the date put into operation. Such replacement shall include all parts, labor, freight and transportation cost to the equipment location, will be at no additional cost to the CCS.

**eProcurement Fees:** Purchases shall be conducted through the NC eProcurement service. If not already registered, the awarded bidder must register with NC eProcurement within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of this contract. The successful bidder(s) shall pay to NC eProcurement a transaction fee, currently 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued through the NC eProcurement service. This applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order.

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## PROJECT OVERVIEW

The purpose of this IFB is to solicit vendors for a Visitor Management System (VMS) solution in 83 separate schools throughout the Cumberland County Schools (CCS) district. The IFB is intentionally broad to allow vendors to be as specific as possible as to their services offered and price. In addition to detailed information about the product, the vendor should provide pricing for what is needed for complete installation and operation at 83 sites.

The submitted IFB must include detailed information for the following topics (please see the minimum requirements found on the next page). Any deviation from the listed requirements must be described in detail upon the submission of the bid:

### VISITOR MANAGEMENT SYSTEM

- Company Introduction/Overview
- Detailed Overview of the solution - ‘
  - Must include a centralized management and administration component to track visitors and access at a district level as well as school level.
  - Must access local, state, and federal databases for criminal history via state-issued identification. Must be expandable for multiple locations

### LIST OF SOFTWARE/EQUIPMENT

- The pricing shall be used for budgetary purposes only.
- The pricing must include any licensing fees (one-time and/or annual)

### REFERENCES

- Vendors must include a minimum of five clients.
- The referenced clients must be similar in size to Cumberland County Schools.
- It is preferred that the vendor include references from educational institutions (K-12).

### **At a minimum, the vendor:**

1. Must provide pricing that includes the cost of the software, unlimited sex offender checks, maintenance, customer support, project management, training and implementation, including all costs related to the implementation of a complete turn-key administrative system solution, updates, installation and implementation in the pricing.
2. Must verify that the proposed solution is implemented district-wide in at least 10 other districts with 5 schools or more.
3. Must provide training and installation assistance for each school.
4. Must provide live customer service 24 hours a day at no extra cost.
5. Must provide example written guidance from other school districts on policies and procedures to implement the system.

### **At a minimum, the Visitor Management System:**

1. Shall be a web-based application.
2. Shall be capable of running on a standard configured desktop personal computer with broadband access to the Internet.
3. Shall be capable of being used by multiple internet browsers (Google Chrome, Internet Explorer, Firefox, Safari, etc.)
4. Must be able to sign in and sign out visitors to a campus or District facility. This shall be done at a minimum by scanning a valid identification in one scan of the item such as a driver's license, identification card, military identification, or other legally recognized form of identification.
5. Must not allow for self-sign in on the first visit.
6. Must save prior visitor information for quick retrieval.
7. Must provide up-to-date information about who is currently on site, the area of the facility where they

should be located, and the time that they entered.

8. Must be able to set custom alerts on individuals (such as banned visitors, restricted access, restraining orders, custody issues, etc.).

9. Must be able to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. If a visitor is found in one of the databases to have a history as a registered sex offender, the System shall automatically notify the attendant on their computer monitor of the alert and electronically notify by email or text message a specific individual or individuals of the alert.

10. Must update the information in the offender databases at a minimum of once per week.

11. Must have False Positive Logic to eliminate false positive sex offender matches so that non-sex offender visitors do not get flagged on future visits to that school.

12. Must generate a printed badge on an adhesive-backed paper media that will include, at a minimum, the visitor's name, picture or digital photo, destination or person they will be visiting, barcode, and date and time when the badge was issued.

13. Shall provide the ability to print badges ahead of time for groups of visitors.

14. Shall have visual guardian matching for student early dismissals.

15. Must provide standard reports.

16. Must allow for custom reports to be created.

17. Must be able to interact with PowerSchool student information system

## INSTRUCTIONS TO BIDDERS

1. **Read, Review and Comply:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **Notice to Bidders:** **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **Execution:** Failure to sign under EXECUTION section will render bid invalid.
4. **Order of Precedence:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) Cumberland County Schools' General Contract Terms and Conditions, and (4) Instructions to Bidders.
5. **Time for Consideration:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.
6. **Prompt Payment Discounts:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
7. **Specifications:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
8. **Information and Descriptive Literature:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Bids which do not comply with these requirements will be subject to rejection.
9. **Clarifications/Interpretations:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document.
10. **Acceptance and Rejection:** CCS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
11. **References:** CCS reserves the right to require a list of users of the exact item offered. CCS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
12. **Award of Contract:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to CCS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general

reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by CCS to be pertinent or peculiar to the purchase in question. CCS reserves the right to accept any item or group of items on a multi-item bid.

13. **Historically Underutilized Businesses:** The Cumberland County Schools is committed to the State of North Carolina Historically Underutilized Business (HUB) Program. CCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
14. **Confidential Information:** As provided by statute and rule, CCS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as “CONFIDENTIAL” by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
15. **Samples:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder’s expense. Request for the return of samples must be made within 10 days following date of bid opening. Otherwise the samples will become CCS property. Each individual sample must be labeled with the bidder’s name, bid number, and item number. A sample, on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
16. **Acceptance and Rejection:** Cumberland County Schools reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the Vendor, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
17. **Transportation:** Transportation of Deliverables shall be FOB Destination, unless otherwise specified in the solicitation document or purchase order. Freight, handling, hazardous material charges, and distribution and installation charges shall be included in the total price of each item. Any additional charges shall not be honored for payment unless authorized in writing by Cumberland County Schools. In cases where parties, other than the Vendor ship materials against the order, the shipper must be instructed to show the purchase order number on all packages and shipping manifest to ensure proper identification and payment of invoices. A complete packing list must accompany each shipment.



## GENERAL CONTRACT TERMS AND CONDITIONS

1. **Availability of Funds:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement.
2. **Taxes:** Cumberland County Schools is NOT exempt from N.C. sales tax. Any applicable taxes shall be invoiced as a separate item. By execution of the bid document, the vendor certifies that it and all of its affiliates, (if it has affiliates); collect the appropriate taxes.
3. **Situs:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
4. **Governing Laws:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
5. **Inspection at Contractor's Site:** The State reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for the State's determination that such equipment/item, plants or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
6. **Payment Terms:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency is responsible for all payments under the contract.
7. **Affirmative Action:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex national origin or disability.
8. **Condition and Packaging:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
9. **Standards:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
10. **Patent:** The contractor shall hold and save the CCS, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.

11. **Assignment:** No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the contractor, CCS may:
- a. Forward the contractor's payment check directly to any person or entity designated by the contractor and
  - b. Include any person or entity designated by contractor as a joint payee on the contractor's payment check.

In no event shall such approval and action obligate the Cumberland County Board of Education / Cumberland County Schools to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.

12. **Iran Divestment Act and Divestment from Companies Boycotting Israel:** No contract may be entered into with a restricted company as listed by the State Treasurer in accordance with N.C.G.S. Chapter 147, Articles 6E or 6G, except as permitted by those laws. By entering into this contract ("Contract") and providing materials, equipment or services described in the Contract (the "Work"), Contractor acknowledges and represents that it is not a restricted company as defined in N.C.G.S. Chapter 147, Articles 6E or 6G.
13. **Lunsford Act:** Contractor acknowledges that N.C.G.S. 14-208.18 prohibits anyone required to register as a sex offender from knowingly being present upon the premises of any school, and Contractor shall insure that neither Contractor, its subcontractors, nor its suppliers shall allow any person registered as a sex offender to come on or about the premises of any subject school in any manner or for any reason related to the Work or the Contract.
14. **E-verify:** Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
15. **Policy Compliance:** Contractor, its subcontractors and suppliers, shall comply with all Board policies relating to visitors in the schools while engaged in the Work.
16. **eProcurement Fees: (Applies to all contracts that include eProcurement and are identified as such in the body of the solicitation document):** The successful bidder(s) shall pay a transaction fee of 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued through the North Carolina EProcurement system.