

March 7, 2019

**Attention: DOWNTOWN CAMPUS HEALTH & WELLNESS CENTER ELECTRONIC DOOR ACCESS CONTROL SYSTEM.**

Wayne County Community College District is hosting a **MANDATORY Pre-Bid Conference on Friday, March 15, 2019 at 11:00 A.M.** The District is inviting your company to attend this mandatory meeting. It is entitled “Downtown Campus Health & Wellness Center Electronic Door Access Control System”. The meeting will be held at the following location:

**Wayne County Community College District  
Central Administration Building  
4<sup>th</sup> Floor Finance Department Conference Room  
801 W. Fort Street  
Detroit, MI 48226**

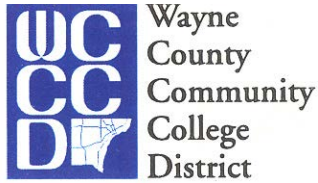
**Bidders will submit two (2) hard copies of your quotation via U.S. Mail, FEDEX, UPS, or hand delivered to 4<sup>th</sup> Floor Purchasing Department, 801 W Fort Street, Detroit MI 48226**

**If you need further assistance please call me at 313-496-2554.**

**We look forward to seeing a representative from your company at this Pre-Bid meeting.**

**Sincerely,**

***Samson Kobbah, 99***  
**Sr. Buyer**



## REQUEST FOR QUOTATION

Downtown Campus Health & Wellness Center Electronic Door Access Control System.

**BID NUMBER # 001618**

Bids are being solicited by Wayne County Community College District for the “**Downtown Campus Health & Wellness Center Electronic Door Access Control System**”.

A Mandatory Pre-Bid Conference will be held at **11:00 A.M., Friday, March 15, 2019** at the following location:

**Wayne County Community College District  
Central Administration Building  
4<sup>th</sup> Floor Finance Department Conference Room  
801 W. Fort Street  
Detroit, MI 48226**

**IMPORTANT:** Your company is responsible for knowing any changes or modifications discussed at the Pre-Bid Conference. Those bids which do not meet specifications will be rejected.

**(FAXED BIDS WILL NOT BE ACCEPTED)**

Following the Pre-Bid Conference, bids will be received by:

**Wayne County Community College District  
ATTN: Mr. Jacob Keli, Associate Vice Chancellor for Procurement  
Purchasing Department – 4<sup>th</sup> Floor  
801 W. Fort Street  
Detroit, MI 48226  
Voice: (313) 496-2554 / fax: (313) 961-7693  
Email: [skobba1@wcccd.edu](mailto:skobba1@wcccd.edu)**

The deadline for receipt of questions will be **12:00 Noon on Friday, March 22, 2019**. Email all questions to Mr. Samson Kobbah, II at [skobba1@wcccd.edu](mailto:skobba1@wcccd.edu) of fax # 313-961-7693.

The deadline for receipt of proposals will be **1:00 p.m., Friday, March 29, 2019**.

At that time, the bids will be opened publicly. Indicate on the outside of your (SEALED) envelope **your company name, the Bid Number, project name and the deadline date**.

Request for Proposal document will be available on or after March 12, 2019 via download from the Wayne County Community College District website: (Purchasing Department)

[http://www.wcccd.edu/Request for quotations.htm](http://www.wcccd.edu/Request%20for%20quotations.htm)

Wayne County Community College District reserves the right to accept or reject any or all responses to this Request for Proposal and waive any informalities or irregularities in any qualifications if it is considered to be in the best interest of WCCCD.

## **Information required from Bidders:**

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature (if provided)
2. Proof of three (3) years in business
3. Proof of business insurance (Copy of your Certificate)
4. References (a minimum of three)
5. Addendum to Independent Contractor Agreement (supplied by the College)
6. Financial Statement (required only if your bid is \$50,000.00 or more.)
7. Bid Guarantee (required only if your bid is \$50,000.00 or more.)

## **REQUIREMENTS IN DETAIL**

### ***1) PROPOSAL PAGE***

The bid proposal **must** be submitted on 8.5" x 11" paper. The bidder may submit supporting documentation, etc. but the WCCCD reserves the right to dispose of documents or items (covers, oversize envelopes, etc.) at the completion of the bid.

### ***2) PROOF OF THREE YEARS IN BUSINESS***

Any company submitting a bid must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or a company previously operated by the principle agents. Proof of 3 years in business can be a copy of a three year old document bearing the company" name. These documents may include; Articles of Incorporation, bank statement, licenses, telephone bill, etc.

### ***3) PROOF OF BUSINESS INSURANCE***

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of your certificate with your bid. The contractor must be licensed to do business in the State of Michigan. The contractor's insurer must be one which is acceptable to the WCCCD. Insurance must be kept in force for the term of the contract; the retro-date must stay the same.

### ***4) REFERENCES***

References shall consist of a minimum list of three (3) clients presently serviced by your company, for whom the same or similar service(s) are performed. A contact person with a current phone number and email address must be provide for each establishment.

### ***5) ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT***

This document, supplied by WCCCD, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College.

**6) FINANCIAL STATEMENT – *Must be submitted with BIDS OF \$50,000.00 OR MORE.*** A financial statement covering the latest/last complete business cycle is required.

### ***7) BID GUARANTEE***

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to **Wayne**

**County Community College District.** A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into a contract with WCCCD. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into a contract with the College within ten (10) days, after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

A performance Bond and Labor and Material Bond for (100%) of the contract may be required for construction projects.

### **OTHER INFORMATION**

#### ***ADDENDA***

Addenda will be emailed to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than fifteen (15) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

#### ***EXPLANATION OF BID DOCUMENTS***

Bidders requesting clarifications or corrections to bid documents must submit all requests via an email or fax# 313-961-7693 to WCCCD Purchasing Department, Attention: Mr. Samson Kobbah, II Email: [skobba1@wccd.edu](mailto:skobba1@wccd.edu) **All questions must be received by Friday, March 22, 2019 at 12:00 Noon.**

#### ***BIDS EXCEEDING \$50,000.00***

If the combined total of your bid on this package is \$50,000.00 or above, it is **MANDATORY** that all information requested in the previous section titled **“Requirements in detail”** be included in your bid package at the time of the bid opening to insure that your bid be considered.

#### **WITHDRAWAL OF BIDS**

Any bidder may withdraw a bid in person or by written request at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

#### **SUBMISSION OF FORMS**

Proposals must be submitted on forms furnished by WCCCD (if provided). Multiple copies of forms may be requested. Attachment(s) may be made to clarify or supplement the form(s). Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

## TERMS

WCCCD payment terms are net 30, unless otherwise negotiated.

### ***ACCEPTANCE OF BID PROPOSAL(S)***

WCCCD reserves the right to reject any or all bids; WCCCD may waive any informalities or irregularities in bid proposals submitted during the bidding process. WCCCD **also reserves the right to award the contract to other than the lowest bidder.**

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **Company Name, Proposal Number, Project Name, and the date and time due.** WCCCD will not accept responsibility for bids that do not meet the deadline due to improperly labeled.

### ***“LOWEST RESPONSIBLE BIDDER”***

The lowest responsible bidder will be determined using the following criteria:

- (1) purchase price
- (2) Reputation of the vendor or the vendor's goods or services;
- (3) Quality of the vendor's goods or services;
- (4) Adequate financial resources for performance;
- (5) Extent to which the goods or services meet the needs WCCCD;
- (6) Vendor's past relationship with WCCD;
- (7) Experience in in K-12 or higher educational institutions, organization and technical qualifications, skills and facilities;
- (8) Ability to comply with the required timeline for delivery of goods/services
- (9) Satisfactory record of integrity, judgment and performance

The Lowest Responsible Bidder/Successful Proposer will be required to obtain a Payment/Performance Bond for the value of the contract award.

**Request for Proposal**  
**#001618**  
**Downtown Campus Health & Wellness Center**  
**Electronic Door Access Control System**

**GENERAL REQUIREMENTS**

The following general requirements shall apply in performing the contract work unless otherwise stated in the contract documents.

- All work shall be performed by skilled tradespersons in a workmanlike manner and in accordance with industry standards and the best practices of the trade.
- Unless otherwise specified, all equipment/materials used shall be new and of quality and type suitable for the intended use. WCCCD and its project manager shall be the sole judge of the quality of the work performed and the equipment/materials used in performing the required work.
- The contractor must include all miscellaneous materials, parts and equipment necessary to complete the job in a manner, which meets acceptable trade practices and applicable codes. All work (labor and materials) shall be warrantied and/or guaranteed for a minimum of one year (12 months) after completion of the work.
- All proposed work hours and construction activities must be coordinated and scheduled with WCCCD.
- The contractor shall exercise caution and be held responsible for working around the areas where foot and vehicular traffic occurs and insure that proper life/safety precautions are adhered to per the industry standard.

**REQUEST FOR PROPOSAL**

**#001618**

**Downtown Campus Health & Wellness Center  
Electronic Door Access Control System**

**LOCATION OF THE PROJECT**

**Wayne County Community College District  
Health & Wellness Educational Center  
W. Fort Street  
Detroit, MI 48226**

**PROPOSAL PAGE**

**RFQ # 001618**

**Downtown Campus Health & Wellness Center  
Electronic Door Access Control System**

Insert Company Name: \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Authorized Company Signature:

\_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Phone number \_\_\_\_\_

Fax Number \_\_\_\_\_

**TOTAL (PRICE) \$ \_\_\_\_\_**



**Wayne County Community College District  
Request for Proposal  
No. 001618**

**Downtown Campus  
Health & Wellness Center  
Electronic Door  
Access Control System**

**Scope of Work & Specification**

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**Wayne County Community College District**  
**Health & Wellness Center Downtown Campus**  
**Electronic Door Access System**  
**Scope of Work & Specifications**

**SECTION 1 - OVERVIEW**

Wayne County Community College District is soliciting proposals for the design and installation of an Electronic Door Access Control System (EDACS) for its new Health & Wellness Center located on the Downtown Detroit Campus.

It is the intention of the Downtown Campus Administration to have the majority of the facility doors to be controlled by a central computerized electronic door access system.

**1.1 Current Facility**

WCCCD operates six campuses and a central administration building in the greater Wayne County region. These campuses service over 30,000 students, faculty and staff and provide fully accredited educational curriculums that lead to both Associate Degrees and Certificate Programs in the most sought after fields.

The new WCCCD Health & Wellness Facility is located adjacent to the Downtown Campus Main Building in Downtown Detroit, Michigan. The Downtown Campus is conveniently located near the John C. Lodge Expressway and Interstate I-75, as well as several secondary connecting roads.

**1.2 PROJECT OVERVIEW**

WCCCD is seeking a firm to provide services to design and install an EDACS control and surveillance system, along with related services, to monitor and/or control eighty (80) Internal and External Doors of the building. These services will include, but not limited to:

- Installation of new in-field electronic door controllers, ancillary devices and associated hardware.
- Commissioning of the new equipment by testing of all devices in conjunction with configuring the Honeywell Pro-Watch system to ensure the proper operation of all doors under control of the new system.
- Ensure physical and logical interface with the existing fire alarm system.

Because there is the potential for additional doors to be added after the award of the contract, the Owner is requiring potential bidders to supply per unit pricing for the following items:

Note: Pricing is to include material and labor for installation, and provide the base line assumptions for your pricing determination for field installation/modification.

- 1) Power Cabling (120 VAC) – \$/Linear foot
- 2) Control Cabling (Low Voltage) - \$/Linear foot

- 3) Electrical Door Strike - \$/Device
- 4) Smart Card Reader/Keypad - \$/Device
- 5) Request-to-Exit Sensor - \$/Device
- 6) Electric Door Position Switch - \$/Device
- 7) Electronically controlled and monitored – Push Bar - \$/Device
- 8) Power Transfer Hinge - \$/Device
- 9) Main Control Panel – \$/Controller - Please specify the following at a minimum:
  - a) Maximum number of doors controlled
  - b) Number of doors controlled per I/O interface card
  - c) Power Requirements
  - d) Internal Control Boards - \$/Control Board - Please specify the following at a minimum:
    - i) Main Control Board - \$ / Unit
    - ii) Door Control Board - \$ / Unit
    - iii) Power Supply - \$ / Unit
    - iv) Auxiliary Control Panel Communication Interface \$ / Unit
    - v) Honeywell Pro-Watch Communication Interface – if applicable - \$ / Unit
  - e) Fire Alarm Interface – if applicable - \$ / Unit Programming Requirements – \$ / I/O point
- 10) Auxiliary Control Panel - \$/Controller - Please specify the following at a minimum
  - a) Maximum number of doors controlled
  - b) Number of doors controlled per I/O interface card Power Requirements
  - c) Internal Control Boards - \$/Control Board - Please specify the following at a minimum:
    - i) Main Control Board - \$ / Unit
    - ii) Door Control Board - \$ / Unit
    - iii) Power Supply - \$ / Unit
    - iv) Main Control Panel Communication Interface \$ / Unit
    - v) Honeywell Pro-Watch Communication Interface – if applicable - \$ / Unit
  - d) Programming Requirements – \$ / I/O point

Because of the potential life safety aspects of this RFP, the awarded Contractor is required to meet all requirements outlined throughout this document.

### **1.3 DOOR FUNCTIONAL DESCRIPTIONS**

In the Health & Wellness Center there will be a total of one-hundred (100) doors of which eighty (80) doors will be under supervisory control by the Honeywell Pro-Watch system.

There are generally two (2) logical door types that are in the facility:

**Door Type A:** These doors contain either an electric door strike, that's mounted in the doorframe or mullion, or an electromagnetic door holder at the top of the door. This will be in conjunction with an electronic card reader, Request-To-Exit (REX) sensor and door position switch.

**Operational Features:**

- Normal entry by utilization of card reader and keypad
- Controlled remotely by WCCCD Public Service
- REX detected free egress
- Door monitored for forced and held conditions
- Electric Door Strike monitored
- Exit device remains secure during power loss
- Tamper alert if power supply is disabled or keypad is removed

**Door type B:** This is a non-controlled door. The door should function in an exiting position without the use of the access control system.

**Operational Features for Emergency Exits**

- Exit Only No Entry Alarm Detected Manual Emergency Egress after (15) Second
- Delay Doors Monitored for Forced, Held, and Delay Initiate Conditions
- Unlock Immediately Upon Fire System Activation or Loss of AC Power Integrated
- Key Switch to Arm and/or Disarm Device

**1.4. SYSTEM COMPONENTS**

**1.4.1. ELECTRONIC DOOR ACCESS CONTROL SYSTEM & DOOR HARDWARE**

**1.4.1.1 Electronic Door Access Control System**

All specified EDAC hardware must be 100% authentic Mercury Security Inc., open architecture platform compliant, and certified documentation must be provided to support this claim. In addition, a letter of certification must be provided by the prospective bidder stating that the specified EDAC control hardware system is 100% compatible with the Honeywell Pro-Watch system and that there will be no compromise in features or functionality with its use and/or integration. These two (2) documents must be provided as part of any bid submittal. Prospective bidders must be classified as a "Platinum Elite Partner" by Mercury Inc.

The system design must include battery backup capability to allow the system to tolerate an interruption in building supplied power for up to 30 minutes. The system must also return to full capability automatically upon return of building supplied power. Upon interruption and return of building supplied power, the system must transmit a time stamped alarm to the Honeywell Pro-Watch system upon occurrences of these types of events.

### 1.4.1.2 Door Hardware

There are a total of twenty-nine (29) Door Hardware Set definitions for the EDAS controlled doors that have been developed and approved.

Twenty-one (21) of the Door Set definitions have been developed for Hollow Metal and Wood Doors. These specifications have been developed by the approved door supplier LaForce, Inc. of Green Bay, Wisconsin.

Eight (8) of the Door Set definitions have been developed for Aluminum Doors. These specifications have been developed by the approved door supplier Edwards Glass Company of Livonia, Michigan.

All of the Door Hardware Set definitions, along with the appropriate hardware catalog information described in the LaForce & Edwards specifications, identify what components are to be installed by the EDAS contractor as defined on drawing sheet A920 - WCCCD Health & Wellness – Door Schedule.

The Door Hardware Set definitions for the Hollow Wood Doors are defined in the approved LaForce Door Hardware Submittal – 078-081113-0.

And the Door Hardware Set definitions for the Hollow Aluminum Doors are defined in the approved Edwards Glass Company Hardware Submittal – 153-087100-00.

As a convenience, the numerical count of the different types of Door Hardware Sets for the EDAS controlled doors are provided in tabular form in the following Tables 1 and Table 2.

The assignment of the Door Hardware Sets to specific doors can be cross referenced by reviewing drawing sheet A920 - WCCCD Health & Wellness – Door Schedule.

Wood Door Hardware Information					
Item	Hardware Set	Count	Item	Hardware Set	Count
1	6	2	12	19	2
2	7	1	12	20	1
3	8	1	13	21	1
4	9	1	14	22	1
5	10	3	15	23	1
6	12	3	16	24	1
7	13	1	17	25	7
8	14	5	18	26	1
9	15	2	19	27	2
10	16	22	20	30	1
11	17	6	21	40	1

**Table 1 – Wood Door Hardware Information**

<b>Aluminum Door Hardware Information</b>			
	<b>Item</b>	<b>Hardware Set</b>	<b>Count</b>
	<b>1</b>	3	2
	<b>2</b>	4	2
	<b>3</b>	5	2
	<b>4</b>	11	3
	<b>5</b>	18	1
	<b>6</b>	28	1
	<b>7</b>	29	1
	<b>8</b>	32	2

**Table 2 – Aluminum Door Hardware Information**

In the Door Hardware Set definitions, for both the Hollow Aluminum and Wood Doors, the following components are called out as provide “By Others” and their specifications are as follows:

- 1) **Card Reader:** HID, Inc. Model: RPK40
- 2) **Request-to-Exit (REX) Sensors:** Bosh, Inc: Model DS150 or DS160

Contractor will provide manufacturer cut-sheets for all proposed hardware in their submitted RFP response.

No substitutions for components will be allowed after award of bid.

**1.4.2. ACCESS CONTROL READERS**

- A. Units must have full function capability with the Honeywell Pro-Watch System.
- B. Contactless Smart Card Readers shall meet the following criteria at a minimum:
  1. Shall be a "single-package" type, combining electronics and antenna in one package.
  2. Will contain an integrated keypad that will allow for dual credential authentication.
  3. Readers shall comply with ISO 15693, ISO 14443A, and ISO 14443B and shall read credentials that comply with these standards.
  4. Shall output credential data in compliance with the SIA AC-01 Wiegand standard.
  5. Data security with Smart Cards shall use at a minimum sixty-four (64) bit authentication keys to reduce the risk of compromised data or duplicate cards. The contactless smart card reader and Smart Cards shall require

- matching keys in order to function together. All RF data transmission between the card and the reader shall be encrypted, using a secure algorithm.
6. Contactless smart card readers shall be equipped with tamper switches. Tamper switch activation will subsequently trigger an alarm point in the monitoring system with the appropriate date, time and location information specified for the alarm event.
  7. Contactless smart card readers shall provide the following programmable audio/visual indication:
    - i. An audio transducer shall provide various tone sequences to signify: access granted, access denied, power up, and diagnostics.
    - ii. A tri-state visual indicator shall provide clear visual status (red/green/amber) that is visible even in bright sunlight.
  8. Contactless smart card readers shall meet the following certifications:
    - i. UL 294.
    - ii. FCC Certification
    - iii. IP55 Rated
  9. Contactless smart card readers shall meet the following environmental specifications:
    - i. Operating temperature: -30 to 150 degrees F (-35 to 65 degrees
    - ii. Operating humidity: 5% to 95% relative humidity non-condensing
    - iii. Weatherized design suitable to withstand harsh environments.
  10. Warranty of contactless smart card readers shall be lifetime against defects in materials and workmanship.

### **1.4.3 ACCESS CONTROL CREDENTIALS**

- a. Access cards shall be used with access readers to gain entry to access controlled portals (e.g.; doors, gates, turnstiles) and have the capability to hold information specific to the user and shall be Contactless Smart Card Credentials.



- b. Contractor will provide bulk pricing for the credentials themselves in blocks of one hundred (100) units.

## **SECTION 2 PROJECT DESCRIPTION OF WORK**

### **2.1 SYSTEM INSTALLATION REQUIREMENTS**

Qualifications: The EDAC system shall be provided and installed by a security systems integrator who is a factory direct authorized dealer of equipment specified in this document and meets the following requirements:

Must be able to show evidence of past experience furnishing and servicing door locking hardware and electronic systems specified in this document.

- a. Meet all applicable licensing and regulatory requirements of the State of Michigan, particularly – Private Security Business and Security Alarm Act 330 of 1968.
- b. Meet all applicable local jurisdiction licensing requirements.
- c. Must have been engaged in the business of providing, installing, servicing and maintaining similar security measures in similar environments during the past three (3) years.
- d. Must have a local support capacity consistent with the demands of this project and other local clients.
- e. To insure the security systems integrator is properly trained and knowledgeable of the system products they must be a factory direct authorized dealer for equipment specified in this document.
- f. Must have a properly staffed facility with a properly stocked equipment warehouse within a one (1) hour drive of the job site.

**General Requirements:** Contractor will comply with manufacturer’s instructions for assembly and installation of the Electronic Door Access Control System (EDACS), controls and ancillary components.

1. Supervise installation to appraise ongoing progress of other trades and contracts, make allowances for all ongoing work that may be taking place in the facility during this project, and coordinate all requirements of the installation of the System.
2. WCCCD Department of Public Safety will provide administrative access to the Honeywell Pro-Watch System Server for all control panel configurations and programming including input/output control and intrusion alarm programming.

Note: The WCCCD point of contact for this task will be made available to the successful awardee of the contract.

3. EDACS systems contractor shall be responsible for all conduits, conduit pull strings, back boxes and 120VAC power as indicated on the installation drawings. Equipment cabinets shall be provided and installed by the EDACS systems contractor as indicated on the approved installation drawings. When necessary the contractor must obtain all approvals and permits, and coordinate the inspection and testing of the systems with state and local governing agencies as deemed necessary and appropriate for acceptance by the governing authority that has jurisdiction.
4. EDACS systems contractor shall subcontract with the designated company responsible for maintenance of the electronic fire protection system for the WCCCD Health & Wellness Center for ensuring the appropriate system interface between the electronic fire protection system and the newly installed EDAC system. The EDAC systems contractor shall be responsible for all State and Local permits associated with the fire protection system relay interface and to ensure that all applicable NEC and NFPA codes and regulations are adhered to, in particular to the current revision of NFPA 72 – Emergency Controls Function Interface as it relates to Electrically Controlled Doors.
5. **Door Controls Installation Schedule:** After formal notice of award, contractor shall prepare an installation schedule that identifies the items proposed to be furnished for every door/device. The schedule shall be in a tabular format that provides pertinent information on the door/device such as location, device manufacturer, type, model number and finish of each device proposed to be used.
6. **Shop drawings:** Submit three copies of shop drawings, which include riser, floor plan layouts, and wiring diagrams and other information and details required for coordinated installation with other related work.

All CAD drawings are to be submitted in AutoCAD 2008 file format.

**Note:** AutoCad Floor Plan drawing files will be made available from WCCCD. These drawing files will be the basis for additional drawings to be provided by Contractor accordingly:

- a. Floor plans showing door and device locations
- b. Riser diagrams showing proposed cable runs from each door device with cable manufacturer, cable description, and outside diameter clearly marked.
- c. Wiring diagrams showing all devices in system with point to point wiring between every device.

## 2.2 INSTALLATION

1. Assemble and prewire control panels and other like assemblies in suppliers' shop facility and test operation. Install completed assembly in field.
2. Contractor to perform all work required to cut, patch, and mount system hardware. Install system components in locations indicated on approved installation drawings, with final equipment installation plumb, level, true and straight with no distortions. Secure exposed work with security fasteners.
3. Coordinate with Owner's representative for interface between new system components and existing systems as necessary.
4. Turn on and test all system components and system as a whole.
5. **Terminations:** Secure all multiple termination points on terminal blocks.

***Note: No wire splices will be allowed.***

6. **Exposed Panels:** Secure all exposed panels with tamper resistant screws. Supply Owner with two (2) tools for removing all tamper-resistant hardware.
7. **Electronic Equipment Enclosures:** All enclosures containing pertinent control system components located in secured and nonsecure areas must have keyed locking mechanisms. All enclosures shall be equipped with electronic tamper switches. Tamper switch activation will subsequently trigger an alarm point in the monitoring system with the appropriate date, time and location information specified for the alarm event.
8. **Field AC Power:** Directly hardwire all field components that require external AC power from identified building sources as required for the correct operation of the equipment. Source for AC Power will be identified and approved for Contractor prior to installation.
9. Contractor to include cost associated with the patching and repairing of holes in hollow metal doors and frames as a result of the installation of all electrified hardware and security components.
10. All wiring shall be in accordance with the manufacturer's requirements and all applicable codes and standards.
11. Tie-wrap all cabling and cleanly route to termination points. Additionally, systematically and logically number and mark all cabling using vinyl wire marker tags.

12. Document all cabling runs, distribution, and terminations on the CAD generated "As-Built" drawings.
13. **Identification Nameplates:** The contractor shall label all control panels, terminal boxes, and major items of the installed system. The contractor shall provide Lamacoid (1/8" thick plastic) labels with characters sized not less than 1/4" and with a nameplate's minimum size limited to 1" x 3". The name plates shall be affixed to the outside of the control panel door with tamper-resistant screws. The labels shall include device identification and device name.

Note: Final nameplate titles will be approved by Owner.

14. Contractor to use appropriate existing cable tray and raceways where applicable.
15. In the cases where the installation of control cabling will be above an existing ceiling grid system, the Contractor will be responsible for removal, storage, protection, and re-installation of those ceiling tiles upon completion of the work. Damaged tiles shall be replaced at contractors cost.
16. Contractor to conceal all cabling in ceilings, walls, doors, and side light frames where possible. All routing of surface applied raceway must be approved by the Owner and painted to match surroundings.
17. Contractor shall remove only amounts of sprayed fire proofing as necessary to install hangers and supports to complete their scope of work. Patching of fireproofing shall be the responsibility of the Contractor. Contractor shall use an installer certified in the use of sprayed fireproof resistive materials. All plans that call for disturbing fireproof material must have prior approval by WCCCD before commencement. All cost associated with this effort to be included in Contractors bid quotation.
18. Contractor shall be responsible for all hoisting and scaffolding to complete their scope of work.
19. Contractor shall furnish and install access doors where required. All costs associated with this activity must be included in Contractor's bid submittal.
20. Contractor shall be responsible for their own clean-up costs and shall at all times maintain a clean and safe jobsite. Dumpsters will be provided by WCCCD.
21. Contractor shall, as deemed necessary by the Owner, provide an up to date status on submittals, lead times, and expected delivery dates of the material/equipment to complete their scope of work.

22. Contractor shall provide the Owner seven (7) calendar days' notice of any system tie-ins and/or any associated work on any existing WCCCD system to complete this scope of work. Contractor shall further abide by all Owners procedures when working on existing systems. Contractor shall complete work at WCCCD's convenience.
26. Provide and maintain an effective safety program that will be in agreement and conform to the policies in the OSHA / MIOSHA Contractors Health & Safety Manual.
27. Contractor will promptly process the submittals to ensure timely submittal of the items in this scope of work and ordering of the same.
28. This Contractor is responsible to review the site and be familiar with all existing conditions within and around the project including local conditions and requirements.
29. The Contractor shall be responsible to coordinate all required on-site testing, inspection, and quality assurance requirements. The Contractor shall be responsible for conformance to all federal and local codes, regulations, testing, and inspection requirements as required for beneficial occupancy by the Owner.
30. The Contractor shall secure and provide all inspections and permits required for a timely completion of the work, and complete all certification of items as specified by the contract specifications, and the code and governing bodies.
31. All EDAS managed door controls and control panels will be installed in the designated areas as identified on the Reference Documents of Section 5 of this document.
32. All EDAS door control field wiring from the identified control panel locations to the individually designated doors has been prewired. All field wiring has been identified and individually labeled for appropriate control panel termination according to Tables 3 through Table 5 which are located in the Reference Documents of Section 5 of this document.

### **2.3 FIELD TESTING, COMMISSIONING & CERTIFICATION**

**Testing & Commissioning:** The completed EDAC system, in conjunction with the Fire Alarm monitoring and reporting system shall be tested in accordance with the following:

- a. Conduct a complete inspection and test of all installed EDACS control equipment.
- b. Operate EDACS systems, including controls, through all modes of operation and make final adjustments as necessary to ensure proper functioning.

- c. Test system in a fashion to demonstrate all alarm conditions, i.e. door held open, key pad tampering, etc. and system response including notification and reporting.
- d. Provide staff to test all devices and all operational features of the System for witness by the Owner's representative and authorities having jurisdiction as applicable.
- e. Create commissioning document for acceptance of all individual doors for this project by WCCCD project representative.
- f. Correct deficiencies until satisfactory results as determined by the Owner are obtained.
- g. Submit written copies of test results.

#### **2.4 ADJUSTMENTS, CLEANING, FINISHING AND PROTECTION**

Clean, exposed, and semi-exposed surfaces: Touch-up all finished areas or components restoring damaged or soiled areas to Owner acceptable condition.

### **SECTION 3 REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS**

**3.1 Schedule of Work:** Describe your scheduling methodology and approach to schedule management. Provide a typical detailed schedule (*Microsoft Project or equivalent*), for all phases of a given project for this general scope of work and Proposer's services, including key milestones, time for reviews, and approvals.

**3.2 References:** Provide a list of all projects and public sector work completed within the last three (3) years. This should include, if applicable; Colleges, Universities, Educational Institutions, State or local Governments, or other public sector entities. For each project, provide the name and type of project, budget vs. completion cost, completion date, client name, address and client's project representative's phone number.

**3.3 Permit and Code Inspections:** Permit and code inspections are performed by other agencies; therefore, the requesting entity cannot control these inspection schedules. The Contactor is expected to meet all code requirements and be present for all schedule inspections. If permit or code violations are found with work performed by the Contractor, the Contractor must correct all violations at no additional charge to WCCCD. Failure to do so may affect the Contractor's performance and/or safety record.

**3.4 Certification Requirements:** Where a manufacturers' certification to service and install equipment managed by WCCCD, or their designee is required, the Contractor will supply certification documentation and agree to maintain certification.

Where additional manufacturers' certification requirements arise, the Contractor will gain certification as soon as possible, preferably within 30 days. Certification will be gained before installation and/or servicing systems that require certification.

## **SECTION 4 PROJECT CLOSEOUT**

### **4.1 OPERATING AND MAINTENANCE DATA**

Prepare and furnish to the WCCCD three (3) bound copies of "**Operating and Maintenance Manual**" on all equipment installed under this Contract.

Manual shall include copies of all Manufacturers' "**Operating and Service Instructions**", including Parts List, Control Diagrams, Description of Control Systems Operation and Maintenance, Electrical Wiring, and any other information needed to understand, operate and maintain the equipment.

The names and addresses of all subcontractors shall be included. These instructions shall be specifically prepared for this job. Catalog cut sheets alone will **not** be accepted as substitutes for detailed written work. All installed equipment shall be cross-referenced in tabular form to drawing numbers showing location and system connectivity.

### **4.2 AS BUILT DOCUMENTATION**

Assemble three (3) as-built job binders, indexed with the following as built information:

**4.2.1:** "Project Schedule": Copy of project schedule similar to proposed schedule, but revised to indicate as-built material listing.

**4.2.2:** "Wiring Schematic Diagrams": Copy of wiring diagrams showing all devices in the system with point-to-point wiring between every device and applicable control panel.

**4.2.3:** "Floor Plans": Copy of facility floor plans similar to the submittal floor plans, but revised to indicate as-built conditions with all major devices depicted.

**4.2.4:** "Riser Diagrams": Copy of riser diagrams similar to submittal riser diagrams, but revised to indicate as-built conditions with all major devices depicted.

**4.2.5:** "Data Sheets / Manuals": Copy of all data sheets and / or manuals for all devices listed in device schedule including:

- a. Manufacturer's data sheets on each product to be used, including:
- b. Preparation instructions and recommendations.
- c. Storage and handling requirements and recommendations.
- d. Installation methods

**4.2.6:** "Configuration Sheets": Copy of configuration sheets showing all system program information relative to this project.

### **4.3 FINAL INSPECTION**

Secure final inspections from the State of Michigan as soon as the work is completed and immediately submit such Certificates to WCCCD.

#### **4.4 TRAINING**

- a. The Contractor shall include two (2) four (4) hour training sessions for the Owner's personnel on the operation and maintenance of the Electronic Door Access And Control Systems with a mutually agreed upon date and time.
- b. The training courses shall be taught by a qualified representative at the Owner's location.
- c. The Contractor is responsible for providing all training materials.

The Owner will be responsible for providing the training room facilities at the Owner's location.

#### **4.5 MAINTENANCE SERVICE AGREEMENT**

It is anticipated that the awarded Contractor will work with WCCCD to develop a hardware maintenance plan that will be mutually agreed upon between both parties. In preparation for this, submit a sample copy of the manufacturer's maintenance service agreement, including cost and services for a two-year period for Owner's review. In addition provide the following detail on the proposed maintenance agreement.

1. Describe offering and scope of support
2. Describe options of support available
3. Describe levels of support
4. Describe response times
5. Describe trouble ticketing process

#### **4.6 SPARE PARTS**

Contractor shall provide two (2) complete sets of suggested spare parts as part of the overall bid price. Contractor will review and obtain approval from the WCCCD project representative for the contents of the spare parts list prior to delivery of these components and prior to completion of the project. These parts are to represent the critical components of the system. These suggested parts will be listed with a per-unit price indicated.

#### **4.7 WARRANTY**

- a. The Contractor shall warrant the completed system wiring and equipment to be free from inherent mechanical and electrical defects for a period of one (1) year from the date of final acceptance by the Owner. The guarantee shall cover all costs for warranty service, including parts, labor, prompt field service, pick-up, transportation, and delivery.
- b. All proposed warranties shall be provided, as a minimum, from 8:00 AM – 4:30 PM Monday through Friday with response provided within four (4) business hours from



the time of notification.

#### **4.8 DELIVERY, STORAGE, AND HANDLING**

Store products in manufacturer's unopened packaging until ready for installation.

#### **SECTION 5: Reference Documents:**

1. A201-FIRST-FLOOR---COMPOSITE-PLAN-Rev.3
2. A201A-FIRST-FLOOR---PARTIAL-PLAN-AREA-A-Rev.4
3. A201B-FIRST-FLOOR---PARTIAL-PLAN-AREA-B-Rev.7
4. A202-SECOND-FLOOR---COMPOSITE-PLAN-Rev.3
5. A202A-SECOND-FLOOR---PARTIAL-PLAN-AREA-A-Rev.5
6. A202B-SECOND-FLOOR---PARTIAL-PLAN-AREA-B-Rev.9
7. A602\_ STAIR PLANS AND SECTIONS Rev.2 markup
8. A920-DOOR-SCHEDULE-Rev.3
  
9. E301A-LEVEL-1---POWER-&-AUXILIARY-PLAN---AREA-A-Rev.2
10. E301B-LEVEL-1---POWER-&-AUXILIARY-PLAN---AREA-B-Rev.3
11. E302A-LEVEL-2---POWER-&-AUXILIARY-PLAN---AREA-A-Rev.1
12. E302B-LEVEL-2---POWER-&-AUXILIARY-PLAN---AREA-B-Rev.3
13. E601\_ ELECTRICAL ENLARGED PLANS Rev.2 markup
  
14. LaForce Wood & Hollow Metal Door Hardware Submittal – 078-081113-0.
15. Edwards Glass Company Aluminum Door Hardware Submittal – 153-087100-00.

<b>DOOR CONTROL PANEL TERMINATION SCHEDULE</b>				
<b>FLR</b>	<b>ITEM</b>	<b>DOOR #</b>	<b>HDW. SET</b>	<b>Access Control Panel Number</b>
<b>EXTERIOR DOORS</b>	<b>1</b>	<b>101C</b>	<b>4</b>	<b>5</b>
	<b>2</b>	<b>101D</b>	<b>3</b>	<b>5</b>
	<b>3</b>	<b>102C</b>	<b>3</b>	<b>2</b>
	<b>4</b>	<b>102D</b>	<b>4</b>	<b>2</b>
	<b>5</b>	<b>103</b>	<b>5</b>	<b>5</b>
	<b>6</b>	<b>104</b>	<b>5.1</b>	<b>5</b>
	<b>7</b>	<b>118A</b>	<b>6</b>	<b>5</b>
	<b>8</b>	<b>119A</b>	<b>7</b>	<b>2</b>
	<b>9</b>	<b>121</b>	<b>8</b>	<b>2</b>
	<b>10</b>	<b>122A</b>	<b>9</b>	<b>2</b>
	<b>11</b>	<b>156A</b>	<b>6</b>	<b>5</b>
	<b>12</b>	<b>160A</b>	<b>10</b>	<b>5</b>
	<b>13</b>	<b>160B</b>	<b>40</b>	<b>5</b>
	<b>14</b>	<b>160C</b>	<b>10</b>	<b>5</b>
	<b>15</b>	<b>160D</b>	<b>10</b>	<b>5</b>
	<b>16</b>	<b>316</b>	<b>13</b>	<b>2</b>

Table 3 - Exterior Door Controls Panel Termination Schedule

D O O R C O N T R O L P A N E L T E R M I N A T I O N S C H E D U L E				
FLR	ITEM	DOOR #	HDW. SET	Access Control Panel Number
FIRST FLOOR DOORS	17	106	14	2
	18	107A	15	2
	19	107B	15	2
	20	108	14	2
	21	109	16	2
	22	110	17	3
	23	111	16	4
	24	114	18	4
	25	115	16	4
	26	120A	26	4
	27	120B	27	2
	28	122B	27	2
	29	127A	32	3
	30	127B	32	3
	31	128	16	3
	32	129	16	3
	33	130	16	3
	34	131	16	3
	35	132	16	3
	36	133	16	3
	37	134	16	3
	38	135	16	3
	39	136	16	3
	40	138	19	4
	41	140	14	4
	42	142	19	4
	43	144	14	4
	44	148A	16	3
	45	148B	16	3
46	149	20	3	
47	150	16	3	
48	157A	17	5	
49	157B	17	5	
50	157C	21	5	
51	158A	17	5	
52	158B	17	5	
53	159A	22	5	
54	159B	23	5	
55	160F	28	5	
56	160G	29	5	
57	161A	24	5	
58	161B	17	5	
59	162	25	5	

Table 4 - First Floor Door Controls  
Panel Termination Schedule

D O O R C O N T R O L P A N E L T E R M I N A T I O N S C H E D U L E				
FLR	ITEM	DOOR #	HDW. SET	Access Control Panel Number
SECOND FLOOR	60	203	16	2
	61	204	16	1
	62	207	25	1
	63	208A	25	1
	64	208B	25	1
	65	209A	25	1
	66	209B	25	1
	67	210	14	1
	68	211	25	1
	69	212	16	1
	70	213	16	1
	71	215	16	1
	72	216	16	1
	73	219	16	1
	74	220	11	1
	75	221	11	5
	76	223	11	5
	77	225	30	1
	78	118B	12	2
79	119B	12	1	
80	156B	12	5	

Table 5 - Second Floor Door Controls  
Panel Termination Schedule