



REQUEST FOR PROPOSALS

DOOR ACCESS CONTROL SYSTEM

RESPONSE DATE Tuesday, February 21, 2012 @ 2:00 pm (local time)

Newport Utilities (NU) is soliciting proposals to upgrade our existing door access control system at NU's Main Office located at 170 Cope Boulevard, Newport, Tennessee. NU will receive proposals for the following item(s) until the date and time shown above, at which time they will be opened. **All proposals must be mailed or delivered, at the vendor's sole risk, to the address shown in this request for proposal.**

NU is not obligated to accept proposals received after the date and time stated above.

This proprietary information is for the expressed purpose of providing information for prospective vendors to prepare their proposal for NU. Any other use of this information is expressly prohibited.

Exceptions, if any, will be considered in the proposal evaluation in determining the successful vendor. Vendor must provide supporting documentation with its proposals for any exceptions.

NU reserves the right to reject any or all proposals, to waive any and all informalities and/or irregularities in the proposal, to negotiate and/or renegotiate with any vendor the terms of its proposal, and to accept any proposal which in its opinion may be in the best interest of NU.

Proposals may be held by NU for a period of time not to exceed sixty (60) days from the due date of the proposals for the purpose of evaluating the proposals or investigating the qualifications of the vendors, prior to awarding of the order. All proposals shall remain effective for at least sixty (60) days after the due date of the proposals.

Each vendor's proposal shall constitute an offer to sell the goods or services sought by this Request for proposals. The award shall be made by execution of a contract mutually agreed upon by both parties.

Questions regarding this request for proposal should be submitted in writing to the person listed below. Questions may be faxed or emailed.

BY: Donna Cureton
TITLE: Purchasing Agent
Email: dcureton@newportutilities.com
PHONE: (423) 625-2843 FAX: (423) 613-9786

OVERVIEW

Newport Utilities is a municipal electric, water and wastewater service provider providing services in Newport (Cocke County), TN and parts of surrounding counties. Newport's service area is approximately 600 square miles.

REQUEST FOR VENDOR QUALIFICATIONS

Newport Utilities (NU) is in the process of evaluating vendor proposals to upgrade our existing door access control system at NU's Main Office located at 170 Cope Boulevard, Newport, Tennessee. Your firm is one of the organizations from which qualifications and proposals are being requested.

Three (3) copies of your response must be submitted no later than _2:00 p.m. (local time) February 21, 2012, to:

Via U S Postal Service:

Donna Cureton
Purchasing Agent
Newport Utilities
P. O. Box 519
Newport, TN 37822

Via overnight delivery service or hand delivery:

Donna Cureton
Purchasing Agent
Newport Utilities
170 Cope Blvd.
Newport, TN 37821

**All bids shall be clearly labeled on outside of envelope – SEALED BID –
DOOR ACCESS CONTROL SYSTEM-DUE FEBRUARY 21, 2012 AT 2:00 PM**

SCOPE OF PROJECT

OVERVIEW

This project consists of upgrading our existing door access control system as follows:

- 8 doors units will be upgraded or replaced to use prox readers. The readers must be compatible with the electric door strikes that are currently installed on these doors.
- 3 new complete installed door access units
- 1 prox reader for elevator door access
- 1 badge printer (must include badge software to print pictures and info)
- 100 prox cards (graphics capable)

CONTROL UNIT

The control unit must be capable of future expansion such as adding more door units at a later date.

SOFTWARE

- Main control software/hardware must be IP based
- Must be able to run in a virtualized environment
- Must be GUI based
- Minimum of 2 client license
- Have the ability to program doors to remain open during preset parameters. For example program a particular door to remain open from 10:30 am – 11:30 am on the fourth Tuesday of each month.
- Software should have the ability to log time, date, door location and user when access is granted

INSTALLATION/TRAINING

Bid price is to include all installation of equipment, and wiring and rewiring if necessary (turn key solution). The bid price shall also include basic training of the software and software manuals.

PROPOSAL MEETING

Proposers are invited to a pre-proposal meeting at the NU main office located at 170 Cope Boulevard on Wednesday, February 8, 2012 at 2:00 p.m.(local time). **Attendance is required for proposal to be accepted.**

FEES

Proposals must include all applicable fees including shipping charges to work site. NU is exempt from all federal, state, and local taxes.

PAYMENT

Payment will be made within thirty (30) days of the completion of delivery and installation of all items or service, in acceptable condition, to Newport Utilities and receipt of invoice, whichever is later.

OTHER INFORMATION

Proposers shall include any other information about your firm and equipment including brochures, etc. that might be pertinent to selection. Also include any warranties provided with the equipment being installed.

SEALED proposals will be received by Newport Utilities by one of the above methods until Tuesday, February 21, 2012 at 2:00 pm local time and immediately thereafter will be opened, and publicly read. Bids will then be evaluated and submitted for NU Board approval on Tuesday, February 28, 2012 at 10:30 am local time. The Newport Utilities Board shall have the final and

binding authority to accept or reject any and all bids. **Proposals that are faxed or emailed will not be accepted.**

Proposals should include contact information for at least three customers served by proposer that have systems similar to that being proposed to NU in bid documents.

PROPOSED EVALUATION

Proposals will be evaluated based on the following criteria:

- a) Thoroughness of response to proposal
- b) Thoroughness of recommended devices
- c) Installation Cost
- d) Work quality based on references

The planned schedule is as follows:

	ACTIVITY	DATE
1.	Issue RFP	January 25, 2012
2.	Pre Proposal Meeting	February 8, 2012
3.	Proposals Due	February 21, 2012
4.	Selection of Vendor	February 28, 2012

BID PROPOSAL SHEET

February, 2012

To: Newport Utilities

Attention Purchasing:

The undersigned, hereinafter called the "Company", hereby proposes to sell, deliver and install to Newport Utilities hereinafter called "NU" upon the terms and conditions herein stated, the labor, equipment, and material necessary to furnish install, test, and place in operation items required for the upgrade to our existing door access control system.

Bid Amount: _____

Expected Completion Date: _____

Terms: _____

Company: _____

By/Phone#: _____

Title: _____

Date: _____

EXCEPTIONS: _____

