

**Notice of Request for Proposal  
Door Access Controls for Harris-Lake Park CSD**

**Due Date for Proposals: 12:00 PM - April 14th**

Harris-Lake Park Community School District will consider all qualified responses to this RFP and score each response based on the evaluation criteria established in this RFP document. Sealed proposals are being solicited to replace Harris-Lake Park Community School District's various camera systems in each of its locations. In order to be considered, proposals must be submitted electronically to [ghiemstra@hlpcsd.org](mailto:ghiemstra@hlpcsd.org) by 12:00 PM on April 14th.

Attached [HERE](#) - Is a Map with the Scope of Work:

- Replacement - Two card readers to match new system
- New Secure Vestibule at MS/HS
- New Secure Vestibule at Elementary
- 8 Card Readers at elementary in addition to secure vestibule
- Separate quote for public library (outside organization)
- Library and two vestibules will have video monitoring for guests arriving at building

Harris-Lake Park is seeking two different proposals:

1. Door Access Controls in new vestibule at the MS/HS, undergoing renovation May - July of 2025. Replacing access controls in other doors in the building, which already have access control.
2. Door Access Controls in a new elementary addition, attached to the MS/HS. Vestibule security will be the same at the elementary as MS/HS entrance, as well as new access doors in conjunction with new construction.

**I. PROCUREMENT AND EVALUATION PROCESS**

<b>RFP Timeline</b>	
March, 21st, 2025	Solicitation issued
Please schedule with Greg Hiemstra - <a href="mailto:ghiemstra@hlpcsd.org">gheimstra@hlpcsd.org</a>	Site visit optional
April 7th, 2025	Last day for written questions

**II. Harris-Lake Park Community School District CONTACT INFORMATION**

Please contact Greg Hiemstra, MS/HS Principal for any questions, requests for clarification or interpretations. Responses will be handled as an addendum to this RFP and will be communicated to all potential vendors.

Contact Name: Greg Hiemstra  
Email: ghiemstra@hlpcsd.org  
Telephone: 712-832-3809  
Address: 905 South Market Street

### **III. SUBMISSION OF PROPOSALS**

All proposals are due by 12:00 PM on or before April 14th. Proposals can be emailed to ghiemstra@hlpcsd.org

#### **Coverage & Participation**

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all buildings within the Company and itemized below. Harris-Lake Park Community School District reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of coverage and participation at any time without prior written notification and without any liability or obligation of any kind or amount.

#### **Good Faith Statement**

All information provided by Harris-Lake Park Community School District in this RFP is offered in good faith. Individual items are subject to change at any time. Harris-Lake Park Community School District makes no certification that any item is without error. Harris-Lake Park Community School District is not responsible or liable for any use of the information or for any claims asserted there from.

### **IV. BACKGROUND**

Harris-Lake Park Community School District consists of two sites:

- MS/HS 905 South Market Street
  - Lake Park, IA 51347
- Future Site - Elementary Addition - Connected east of MS/HS
  - This proposal will need to be submitted with viewing plans

#### **Current Security Architecture**

*MS/HS Has door access control. During renovation this summer a new vestibule will be*

added on to the building, requiring new access control to fit modern security needs. All other doors with access control will be replaced with new access control to fit vestibule configurations.

## V. SCORING METHODOLOGY

Each proposal will be evaluated against the following three phases, in sequential order. If a proposal fails a given phase, they will not be considered for the next phase of evaluation.

- **Phase I: System Requirements**

*Bidder must meet the following system requirements:*

- Fob access for staff to enter buildings
- Ability to program which staff have access
- Ability to unlock and lock doors remotely
- Vestibules have two monitors each to monitor who is coming in and out of the building.

- **Phase II:**

*In this phase, the proposal will be evaluated against the following four pillars.*

- **Overall Proposal: 25%**
- **Firm and Vendor Qualifications: 25%**
- **Key Personnel Qualifications & Experience: 25%**
- **Project Timeline & Approach: 25%** (Work in conjunction with General Contractor over the summer of 2025 to complete project before August 15th of 2025.

- **Phase III: Cost**

*Total cost of proposals will be considered as a final phase in the evaluation process.*

## GENERAL TERMS

### **Consideration of Proposals**

Harris-Lake Park Community School District reserves the right to reject any and all proposals; to accept portions of bids and alternates in any order or combination; is not obligated to accept the lowest or any RFP; and may waive any informality or irregularity in submittal procedures.

**Proposal Binding Period**

Prices quoted in the Vendor's response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of the Vendor's response. Labor rates should remain in effect for the length of the project.

**Price Stability**

Contract prices and discounts shall be fixed at a not to exceed price at the time the contract is signed. In no case shall the price exceed the proposal price.

**Proposal Ownership**

All proposals shall remain the property of Harris-Lake Park Community School District

This RFP is not an offer to contract. Acceptance of a proposal neither commits Harris-Lake Park Community School District to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a supplier for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and on their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal. All suppliers who submit proposals will be notified of the results of the selection process.

Harris-Lake Park Community School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, Harris-Lake Park Community School District may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of Harris-Lake Park Community School District, bidder presentations may be requested before award of the contract. Harris-Lake Park Community School District may also request the opportunity to view a demonstration of the proposed technology.

**Debarred Bidders or Subcontractors**

A vendor who is currently subject to state or federal debarment order or determination shall not be considered for evaluation by the procurement team.

**Conflict of Interest**

A vendor may be disqualified on the basis of a real or apparent conflict of interest that is disclosed by the proposal or other data available to the Harris-Lake Park Community School District.

**Hold Harmless/Indemnification**

The Vendor shall assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the Vendor, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this contract. The Vendor shall hold harmless and indemnify the Harris-Lake Park Community School District and its agents, volunteers, servants, employees, and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with any and all such damage or injury, real or alleged resulting from any act or omission of the Vendor. The Vendor shall, upon written demand by the Harris-Lake Park Community School District, assume and defend at the Vendor's sole expense any and all such suits or defense of claims

**Information provided to Bidders**

The Vendor is deemed to have examined the Bid Documents and satisfied itself as to the sufficiency of the information provided and that its pricing summary covers the cost of complying with all of the requirements of the Bid documents and of all matters and things necessary for the due and proper performance and completion of professional services

**Pricing**

All Pricing should be submitted free of any sales tax. Harris-Lake Park Community School District is sales tax exempt.

**References**

Provide a list of at least three (3) current references where similar maintenance packages are successfully being performed. The reference list is to include: contact individuals, Harris-Lake Park Community School District name, current email address, and current telephone numbers. Harris-Lake Park Community School District reserves the right to contact any individuals that are listed for references regarding the technology, vendor, service, or any other factor.

**Oral Contracts**

Any alleged oral contracts or arrangements made by a respondent with any employee of

Harris-Lake Park Community School District will be superseded by the written contract.

### **Amending or Canceling Requests**

Harris-Lake Park Community School District reserves the right to amend or cancel this RFP, at any time, if it is in the best interest of Harris-Lake Park Community School District.

### **Rejection for Default or Misrepresentation**

Harris-Lake Park Community School District reserves the right to reject the proposal of any vendor that is in default of any prior contract or for misrepresentation.

### **Clerical Errors in Awards**

Harris-Lake Park Community School District reserves the right to reject inaccurate awards resulting from clerical errors.

### **Rejection of Qualified Proposals**

Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP. Please note that sealed bids received after the above stated deadline may be rejected and considered disqualified, and no faxed bids will be accepted.

### **Dispute Resolution**

Vendor disputes arising out of, or relating to, the contract must be submitted in writing to the Director of Business. The Director of Business will issue a decision within 10 business days. Vendors that wish to appeal the decision must do so by contacting the Superintendent within 5 business days of notification of the Director of Business. The Superintendent will issue a decision within 10 business days of receiving a written appeal of the Director of Business decision. The decision of the Superintendent is final.

### **Protest**

Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the Chief Procurement Officer within the time provided.

### **Presentation of Supporting Evidence**

If requested, respondent(s) shall present evidence of experience, ability and financial

standing necessary to satisfactorily meet the requirements set forth in the RFP or those implied in the proposals.

**Changes to Proposals**

No additions or other changes to the original proposal will be allowed after submission. While changes are not permitted, clarification at the request of (ORGANIZATION) may be required at the sole expense of the respondent.