



**ADDENDUM NO. 1**

**July 3, 2012**

**REQUEST FOR PROPOSALS**

**BUILDING SECURITY, FIRE ALARM, VIDEO SURVEILLANCE & ACCESS CONTROL SYSTEMS**

**Indefinite Delivery Indefinite Quantity (IDIQ)**

**UNIVERSITY OF ARKANSAS, FAYETTEVILLE**

The following supplement is hereby made to the project referenced above:

**SECTION 00200 – INSTRUCTIONS FOR PROPOSERS:**

On Page 6, Paragraph 14:

The second sentence in Paragraph 14 states: “Questions must be submitted no later than five (5) calendar days prior to the schedule closing time for the receipt of Proposals.” For clarification, this deadline for receipt of questions is 2:00 pm local time on July 3.

On Page 8, replace Paragraph 24.F with the following:

F. Describe available training programs for the specified equipment, including pricing per person (not including any travel, hotel, or airfare costs.) Travel costs will be calculated by the UA.

**SECTION 00500 – PROPOSAL FORM:**

Under Item 1 Installed Equipment Unit Pricing, add the following sentence:

All costs shall also include programming and necessary software programming keys.

**APPENDIX 5 – EXCEL COST PROPOSAL SPREADSHEETS**

Replace the Excel Cost Proposal Spreadsheets with the attached revised versions (one .xlsx file.)  
Revised or added cells are highlighted in yellow.

## FOR INFORMATION ONLY: PRE-PROPOSAL CONFERENCE MINUTES

A non-mandatory pre-proposal conference was conducted on July 1, 2014. The meeting minutes are attached for information purposes only. The attached minutes do not change or imply changes to the Request for Proposals. All original provisions of the RFP will remain in effect unless specific changes are incorporated by addendum.

### **RESPONSES TO QUESTIONS SUBMITTED BY PROPOSERS (Other than during Pre-Proposal Conference):**

The following questions were received. Answers follow each question listed.

1. Can a substitute manufacturer (other than Lenel, Edwards, DSX, and Avigilon) be approved for this project?

***Answer: No. As stated in Paragraph 1 of Section 00200 of the RFP, The University of Arkansas has a significant investment in Lenel security and access control systems (including Facility Commander), DSX access control systems, Edwards fire and life safety systems, and Avigilon surveillance systems, and no substitutions will be allowed.***

2. There is no path for upgrade of the existing FCW NX to Onguard. This is a significant cost for the university. Will there be a line item for this cost?

***Answer: There is currently not a line item for this cost in the RFP. If the UA decides to upgrade the existing systems in the future, this item will be negotiated.***

3. Yearly SSA or software service agreement is required by LENEL. There is no line item for this cost.

***Answer: There is currently not a line item for this cost in the RFP. It is our understanding that the UA does not have a current SSA. If the UA decides to renew/acquire an SSA in the future, this item will be negotiated.***

4. DSX has an 8 door controller. There is no line item for this cost.

***Answer: We have added a line item cost for this item in the Excel Spreadsheet (See attachments.)***

5. There is no line item for programming of new fire alarm panels to the Campus Wide Fireworks package for every install both FAMA and Housing.

***Answer: There is currently no line item for programming. The UA expects programming to be provided as part of the cost for installation. Cost for programming shall be included in the unit prices for installed components. See also changes to Section 00500 described above.***

6. There is no line item cost for EST software programming key. One each will be needed for FAMA and Housing.

***Answer: There is currently no line item for EST software programming key. The UA expects necessary EST software programming keys to be provided at no charge as part of the IDIQ services. See also changes to Section 00500 described above.***

7. There is no line item cost for EST, LENEL, or Avigilon training.

***Answer: See changes to Section 00200 described above.***

8. There is no line item cost for plenum cable.

***Answer: We have added a line item cost for plenum cable in the Excel Spreadsheet (See attachments.)***

This addendum consists of three (3) pages of written documentation plus attachments. Except as modified by this addendum, the original proposal documents shall remain in effect.

This addendum must be acknowledged in the space provided on the Proposal Form.

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Georgeta Galbraith  
Construction Coordinator  
University of Arkansas  
Fayetteville, Arkansas

*PRE-PROPOSAL CONFERENCE*  
**BUILDING SECURITY, FIRE ALARM, VIDEO SURVEILLANCE & ACCESS  
CONTROL SYSTEMS**

IDIQ New and Existing Buildings  
University of Arkansas Campus in Fayetteville, Arkansas  
July 1st, 2014, 10:00AM

1. Introduction.

Bob Beeler welcomed everyone to the meeting at approximately 10:00 am. Introductions were made of those attending the conference. (See attached sign-in sheet.)

2. General Intent of IDIQ.

Brad Hammond reminded the group that IDIQ was an abbreviation for Indefinite Delivery Indefinite Quantity, which means that the future contract for the winning vendor would not guarantee when or how much product would be ordered. Mr. Hammond also stated that the initial contract term will be for one year, but the UA has the option to renew the contract for up to six (6) additional years under the current law. Mr. Beeler explained that the concept of IDIQ is good for the tax payer and produces consistency of product. The essentials of the IDIQ contract are 3-fold: parts consistency; remodeling projects; and construction of new buildings. On some projects, such as new building projects, the provision and installation of systems under IDIQ pricing may be added as an allowance for the general contractor.

3. Obtaining Contract Documents.

Copies of the Contract Documents can be downloaded from the University website shown in the RFP in Section 00100 Notice for Proposals. Please check back with the web site periodically because addenda will be posted on the web site. The minutes of the pre-proposal conference will be incorporated into the first addendum.

4. Process for Clarifications and Addenda.

All questions shall be submitted in writing to Brad Hammond at MWY. Any answers will be included by addendum. Brad's email address is included in the RFP for you to submit questions. No questions will be permitted later than five calendar days prior to the proposal opening.

5. Time and Place of Proposal Opening.

The proposal opening will be:

2:00 pm, July 8, 2014

Office of Business Affairs  
University of Arkansas  
Room 321, Administration Building  
Fayetteville, Arkansas 72701

Please make sure it goes to the right place. Any proposals received after 2:00 pm will not be considered.

6. Project Scope Overview.

See Item 2 above.

7. Overview of Proposal Requirements.

- a. *General Requirements.* Item 22 on page 7 of the RFP describes the form of proposal. Please submit eight (8) printed and one (1) digital copy of your Proposal.
- b. *Attachments to the RFP.* Proposal form Section 500 including the spreadsheet; Standard U of A forms: contract grant disclosure form; equal opportunity; illegal immigration form. In addition, submit descriptions and technical literature and complete specifications included in the list shown in Item 24 on Page 8 in a three ring binder. This is information that will be given to the selection committee for the qualitative criteria. There is a list in Section 700 of confidential information that is requested and should be submitted separately and marked “confidential”.
- c. *Proposal form and Spreadsheet.* The proposal form and spreadsheet was reviewed in detail.

The Excel spreadsheet was created for the convenience of the vendors and the selection committee. The shaded areas are cells where the Vendor will be required to provide input. Input tax rate, also the equipment model that you propose (if different from the one specified) to be provided for each system category. **Mr. Hammond stressed that intent of the space provided for input of different models was not for substitutions; instead, the space was provided in case the specified model number was not the most current, up-to-date model number for that piece of equipment. See Paragraph d below. Again,** The spreadsheet totals shall be reported in the appropriate spaces in the Proposal form, and the spreadsheet shall be delivered with the Proposal.

- d. *Standard of Quality.*

**The University of Arkansas has a significant investment in Lenel security and access control systems (including Facility Commander), DSX access control systems, Edwards fire and life safety systems, and Avigilon surveillance systems. Therefore, Lenel, Edwards, DSX, and Avigilon systems are required, and no substitutions will be allowed.**

8. Proposal Evaluation Criteria. (Page 9 of the RFP)

The evaluation criteria were read aloud.

## 9. Selection Process.

The proposals will be opened at 2:00 on July 8. The UA intends to announce the name of the proposer but not read aloud any information from the proposal. The proposals will be evaluated by a selection committee on a private basis. The selection committee will be made up of personnel picked by UA FAMA who are knowledgeable in these systems. They will evaluate each proposal based on the point criteria in the RFP. Once a selection is made, The UA will provide a table of the points awarded for each proposal upon request. Once the selection committee meets to establish preliminary points, some Proposers may be called for interviews, although the selection committee may reach a decision without the need for further information or interviews. At the end of that process, a proposal will be selected, and then the selected Proposer will be asked to negotiate with Mr. Beeler for an IDIQ contract.

## 10. Questions.

- *Can one vendor partner with another vendor in case neither can provide all specified systems?*

Answer: Mr. Beeler stressed that the university intends to issue a contract to one entity for all of the services/products requested. However, the contracted entity may subcontract with another entity or entities for specific products/services. These subcontracts are the responsibility of the Vendor and all costs associated shall be included in the line-item costs submitted in the Proposal form and spreadsheet.

It was noted that a space for percentage mark-up for subcontractors was provided in the Proposal form. This percentage mark-up is for overhead/profit/etc. on any subcontractors that are required for services that are not a part of the IDIQ standard systems and pricing defined in this RFP and listed in the Proposal Form.

- *If the UA orders an unexpectedly large quantity of products/services in a short amount of time, can the pricing change (e.g. overtime, additional personnel costs, etc.)?*

Answer: Mr. Beeler stressed that the intent of IDIQ is that any quantity can be ordered at any time, and the pricing submitted must cover any quantity at any time. However, if the Vendor is providing IDIQ services under a General Contractor's contract (e.g. a new large building), and the Vendor has additional costs associated with meeting the General Contractor's compressed schedule, any cost increases associated with meeting the schedule shall be worked out between the Vendor and the General Contractor.

- *When will the contract begin?*

Answer: Mr. Beeler indicated that it was anticipated that the contract will begin before September 1, 2014.

- *Is there a percentage multiplier for maximum annual cost escalations?*

Answer: No. It was discussed that if and when an annual contract renewal is negotiated, the university will expect any cost escalations to be within reason as compared to documented inflationary information, changes in construction cost index, etc. If the university believes that cost increases are not reasonable, the contract may not be renewed. See also Paragraph 8 on Page 5 of the RFP.

- *There appear to be several items missing on the proposal spreadsheets that may be required?*

Answer: Please email Mr. Hammond any suggestions before Thursday. Suggestions for additions will be considered. Any changes will be incorporated into a new spreadsheet issued by Addendum. Due to the holiday on Friday, all questions are requested as early as possible.

- *Is there a cost item to upgrade to Onguard software?*

Answer: Not currently. This question will be taken under advisement.

Response time for service calls was discussed. A maximum of 3 hours is required by the RFP. However, faster response times will receive more points by the selection committee. Vendors are encouraged to describe in detail their service, maintenance and response capabilities.

The meeting concluded at approximately 11:00 am.

**BUILDING SECURITY, FIRE ALARM, VIDEO SURVEILLANCE & ACCESS  
CONTROL SYSTEMS**

**Pre-Proposal Conference**

IDIQ New and Existing Buildings

University of Arkansas Campus in Fayetteville, Arkansas

July 1st, 2014, 10:00AM

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