

**Request for Proposal (RFP):  
Door Security, Cameras, Phones and  
Public Address Systems**



Proposals are due April 28<sup>th</sup>, 2023 at 2:00 p.m.

Contact: **Greg Franseth**  
Executive Director of Information Services  
Butler Tech  
3603 Hamilton-Middletown Road  
Fairfield Township, OH 45011  
513-645-8263  
[fransethg@butlertech.org](mailto:fransethg@butlertech.org)

## General Info

### Contact Information

All communication regarding this RFP **must** be directed to:

**Mr. Greg Franseth**

Executive Director of Information Technology

3605 Hamilton-Middletown Rd.

Fairfield Township, OH 45011

513-645-8263

[fransethg@butlertech.org](mailto:fransethg@butlertech.org)

Please use this contact to arrange any necessary visits to Butler Tech property in addition to any requests about the RFP.

### Introduction

The Board of Education of the Butler Technology and Career Development Schools (“Board”) is seeking proposals from qualified suppliers (“Contractors”) for the maintenance, provision and installation of security equipment and software, including door security capable of scheduling and badge access, security cameras both interior and exterior, desktop telephones including programming, and Public Address systems (PAs), as well as to perform related services as specified herein.

### Background, Purpose, and Expectations

Butler Technology and Career Development Schools (Butler Tech) serves both youth and adult students operating on multiple campuses. Activity times vary based on campus and educational services provided. Butler Tech seeks to provide excellent and safe educational environments that leave students career-ready and college-prepared.

Butler Tech believes that the domains addressed in this RFP are common services which do not require any special knowledge or experience unique to Butler Tech staff. Therefore, Butler Tech wishes to reduce costs by contracting these services with a third-party provider who will maintain or exceed Butler Tech’s current level of internal service but at lower overall cost to Butler Tech.

Because there are multiple domains for this RFP, bidders are permitted to propose variances in service based on each area. However, bidders should bear in mind that one of the goals for Butler Tech is to minimize involvement of Butler Tech staff and any associated costs. Bidders are permitted to use subcontractors if they do not provide service for one or more of the given areas. However, the bidder must remain the point of contact for Butler Tech for subcontracted services in order to support the goal of minimizing the involvement of Butler Tech staff for these services.

Bidders are advised in developing their proposals to bear in mind the specific needs of a School District including the hours of operation and the presence of students which impact expected responsiveness. Butler Tech will take the ability of bidders to accommodate these needs into account as part of the evaluation process.

Butler Tech desires to maintain a preferred provider for all these services. This provider would be the initial and primary contact for delivering on all of these services. Butler Tech aims to have established pricing so as not to need to seek competitive pricing for the period of the award. However, Butler Tech reserves the right after the award to obtain these services from alternate sources if the award recipient cannot deliver the services to Butler Tech's satisfaction for any reason, which shall be in Butler Tech's sole determination.

## Scope

### Locations

Butler Tech operates five major campuses around Butler County. Additionally, Butler Tech operates a smaller building at the Middletown Airport. Butler Tech has smart hands available for all sites and campuses.

#### *Fairfield Campus*

D. Russel Lee High School and the School of the Arts share a 210,000 square foot building. D. Russel Lee has more than 900 students. The School of the Arts has almost 150 students. The Central Office building on the same campus is roughly 32,000 square feet and hosts over 50 administrative staff. SWOCA is on the same campus, but is not part of Butler Tech.

#### *Liberty Campus*

The Liberty campus hosts the Public Safety and Transportation adult programs. The main building is almost 60,000 square feet. There are also operations at small outbuildings and in the driving areas.

#### *LeSourdsville Campus*

LeSourdsville is the main campus for all other adult programs, with 45,000 square feet of buildings between the main building and neighboring warehouse.

#### *Monroe Campus*

The Monroe campus consists of our brand new 47,000 square foot Natural Science Center with almost 200 students as well as adjacent barn and riding arena.

#### *West Chester Campus*

The Bioscience building is over 37,000 square feet and has more than 330 students.

#### *Middletown*

Butler Tech has a small space of about 2300 square feet at the Middletown airport.

### Door Security

Butler Tech uses badge-operated door locks to control access to all of our buildings. Physical creation of those badges is **not** included in this RFP. Butler Tech will continue to manage creation of the badges. Physical maintenance of the doors and door locks themselves are **not** included in this RFP, though Contractor may need to coordinate services with Butler Tech in these instances. The primary management service needed for managing door security is the programming of the door access for group and time, including holiday schedules. Other services will be around the maintenance of the door scanners and issues related to failure to allow access correctly.

At present Butler Tech has two separate S2 systems with Monroe functioning separately from the other locations. Butler Tech intends to unify these systems.

	Fairfield	Liberty	Monroe	West Chester	LeSourdsville	Middletown
Doors	24	16	13	14	10	0

Table 1: Count of Managed Doors by Location

### Services

- Maintain building specific calendars for building access.
- Install new HID Readers as requested.
- Troubleshoot, repair and / or replace malfunctioning HID Readers.
- Troubleshoot, repair and / or replace malfunctioning two-way communications devices with door access.
- Respond to and evaluate users' inability to access buildings as expected.
- Adjust access on demand from approved Butler Tech personnel.

### Cameras

Butler Tech positions cameras across its campuses for both safety and security. There are a variety of models and purposes. These cameras require regular maintenance, cleaning and occasional redirection. The cameras also require service or replacement when they fail to operate correctly or at all. Management of the monitoring systems is via Milestone Version 2020 R2 and included in this RFP as well. Regular training of end-using administrative and security staff is also included.

	Fairfield	Liberty	Monroe	West Chester	LeSourdsville	Middletown
Cameras	146	21	37	35	39	3

Table 2: Count of Managed Cameras by Location

### Services

- Clean cameras annually and as needed.
- Install new cameras.
- Troubleshoot, repair and / or replace malfunctioning cameras.
- Aim cameras as needed by Butler Tech staff.

- Troubleshoot management software.
- Train Butler Tech staff on use of both cameras and management software.

### Phones

All Butler Tech phones are Yealink devices. For the most part these are models T22, T23, T42, T46g, T46S although there are a few cordless models. The portal for managing the phones is FreePBX provided by Butler Tech's current partner Comm-Core.

	Fairfield	Liberty	Monroe	West Chester	LeSourdsville	Middletown
Phones	270	30	36	25	33	2

*Table 3: Count of Managed Phones by Location*

### Services

- Install new phones.
- Reassign phones to new users including physical relocation and reprogramming.
- Troubleshoot, repair and/or replace malfunctioning phones.

### PA Systems

PAs serve the primary purpose of communicating both broadly and in a targeted manner in our buildings. As a School District, they also serve a critical security roll on reaching our student body in an emergency. Butler Tech is interested in maintaining both the functionality but also the usability of those systems through the quality of the sound they broadcast.

Fairfield and LeSourdsville use 70 Volt system with amps. SIP link is Audio Enhancement MS-250 and MS-450 box. The SIP Server is offsite.

Monroe is Digital Acoustics using IP7 endpoints and the TalkMaster Focus Software for paging.

West Chester uses a 70 Volt system with Amp and dedicated Microphone.

No PA system is in place for Liberty, Hamilton or Middletown

### Services

- Install or replace PA components as needed.
- Troubleshoot, repair and/or replace components.
- Test PAs at least twice a year.
- Train Butler Tech staff on use of PAs.

## Submission Information

### Submission Instructions

Proposals are to be submitted in a sealed envelope and clearly labeled as follows:

**Name of Proposal:** RFP for Door Security, Cameras, Phones and PAs  
**Due Date:** April 28<sup>th</sup>, 2023  
**Time:** 2:00 PM Local Time  
**Number of Copies:** (1) original  
**Address for Submission:** Butler Technology and Career Development Schools  
3605 Hamilton-Middletown Road  
Fairfield Township, OH 45011  
**Location of Delivery:** Receptionist desk in Main Lobby  
**Electronic Copy:** An electronic copy will also be sent as an email attachment in PDF format to [fransethg@butlertech.org](mailto:fransethg@butlertech.org).

### Submission Materials

The entire submission packet including the proposal and any and all sales, supporting materials, and other documentation submitted with the Proposal will become the property of Butler Tech unless stated otherwise in the Proposal at the time of submission.

Interested Contractors should be advised that the Board is subject to Ohio's public records laws. The Board cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Board. The Board may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information and for proposal submissions prior to acceptance. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Board in responding to any public records requests.

### Proposer Information

Proposals must include the following information about the company.

1. Legal name of company.
2. Number of years company has been in business.
3. Note if company is a subsidiary, affiliate, or franchise. If yes, what is the name of parent company?
4. Headquarters location, address and relevant phone numbers.
5. Address and description of any other relevant locations, offices or facilities.
6. Company ownership structure.
7. Geographical classification:
  - a. Local: (i.e., operates only one city)
  - b. Regional: (i.e., operates only in one geographical location)
  - c. Multi-Regional: (i.e., in more than one region but not national)
  - d. National: (i.e., provide services across the U.S. only)
  - e. International: (i.e., conducts business in U.S. and abroad)
8. Company's mission statement and/or core values.

9. Description of means and methods of providing services requested in this proposal, including Service Desk procedures, response times or SLAs, escalation paths both internally and with suppliers, and any relevant procedures.
10. Qualifications of personnel to be used in fulfilling services.
11. Description of ability to provide support and service for the devices used in fulfilling this proposal.
12. Details of parts stocking and fulfillment including approach to maintaining local inventories for immediate replacement of failed equipment.
13. List of suppliers to be used to fulfill this proposal, and relationship to bidder.
14. What differentiates bidder organization from the competition?
15. Three references in providing similar services. Ohio, Kentucky, Indiana references preferred. School District references preferred.
16. Any local contracts lost or not resigned in the past 12 months.
17. Ability to guarantee rectifying all billing issues in a timely manner, preferably 30 days or less.
18. Billing terms.

#### Subcontractor Info

If subcontractors are used in the fulfillment of any part of the Proposal, bidder is fully responsible in meeting the needs and expectations of Butler Tech. Nonetheless, the Proposal must include the following information about each subcontractor:

1. Legal name of company.
2. Number of years company has been in business.
3. Headquarters location, address and relevant phone numbers.
4. Address and description of any other relevant locations, office or facilities.
5. Company ownership structure.
6. Geographical classification:
  - a. Local: (i.e., operates only one city)
  - b. Regional: (i.e., operates only in one geographical location)
  - c. Multi-Regional: (i.e., in more than one region but not national)
  - d. National: (i.e., provide services across the U.S. only)
  - e. International: (i.e., conducts business in U.S. and abroad)
7. Company's mission statement and/or core values.
8. Relationship between bidder and subcontractor.
9. Details of which services are provided by subcontractor.

#### Pricing Info

Butler Tech is willing to entertain a variety of pricing structures. Bidders are free to establish costs on the basis of a monthly fee, a per request basis or other structures that fit with their modes of operation. The pricing schedule must, however, allow a mechanism for Butler Tech to clearly document or project the costs of selecting the bidder to fulfill the contract. Therefore, pricing must clearly indicate the unit of cost, the cost per unit, and any limitations associated with either.

*Example 1: Price by Term and Location*

Camera Servicing Maintenance for Liberty Campus per month.....\$XXX.XX

*Example 2: Price by Time*

Repair Non-Responsive Door Security at Liberty Campus (estimated 2 hours).....\$XXX.XX

*Example 3: Price by Activity*

Deploy and configure new employee phone.....\$XXX.XX

Regardless of the method proposed by the bidder, the pricing must be comprehensive of all services bidder can and will provide. General pricing for non-itemized services is permitted. Bidders should bear in mind the goals of Butler Tech. Pricing should enable Butler Tech to reduce its costs. Pricing should facilitate Butler Tech successfully projecting that the contract will reduce its costs.

As this proposal is requesting services only, Butler Tech assumes that no services will be provided where materials, parts or supplies must be purchased at Butler Tech's expense, without prior approval from authorized Butler Tech personnel. Pricing must not be altered or impacted by the need to access Butler Tech resources. Bidder may choose to include cost of materials in any services if it fits their mode of operation better and clearly allows Butler Tech to project its costs.

*Service Level Info*

Bidders must provide specific commitments with regard to acceptable service levels. Proposals may structure these service levels consistent with Bidder's current business practices. However, Butler Tech expects the proposed Service Level Agreements to address a number of conditions. Each SLA must define the maximum time to perform the service under normal conditions. SLAs must define higher service levels based on urgency and impact. Urgency is understood at a minimum to be situations where safety and security are endangered. This factor is particularly relevant as the RFP includes services which contribute to the safety and security of a student body. (e.g., PAs are needed for critical communication; door security is critical for preventing unauthorized access).

In addition to proposing service levels, the Bidder is expected to outline how they would address situations outside of the normal service level. The Proposal should make clear the escalation procedures when an SLA is not met. Additionally, the Proposal should outline remediation strategies for addressing missed SLAs including any costs to Butler Tech for missed SLAs.

*Evaluation Criteria*

Proposals will be evaluated based upon cost, but also, based upon the submitted information, consideration of which proposal best benefits the District in the following areas, including but not limited to:



- Demonstrated ability to deliver the necessary equipment and services including installation, configuration, maintenance and repair across all areas of service at the times and locations needed by Butler Tech.
- Clearly defined SLAs and evidence of appropriate responsiveness.
- Commitment to overall uptime of supported equipment and systems.
- Ability and willingness to provide orientation and/or training of staff as part of service.
- Incorporation of ongoing or monthly reporting as needed by Butler Tech or recommended by bidder.
- Commitment to proactively making recommendations for changes to equipment in accordance with Butler Tech's needs.
- Prior work performed with Butler Tech.
- References.

### Addenda

In the event that modifications or additions to the RFP become necessary, all contractors who have previously or subsequently reached out to the official contact will be notified of these changes.

### Schedule

The following schedule notes the major milestones and dates involved in the process of reaching an award for this RFP. Deadlines are by midnight of any scheduled date, other than the Submission date which is 2:00 pm. Any changes to deadlines will be communicated to any contractors who have previously contacted the RFP contact or at the time of subsequent contact. Under no conditions will a deadline be moved sooner in time than noted here. Any request for extension in deadline must be made in writing via e-mail. Granting of the extension is at the discretion of Butler Tech. Any grant of extensions would apply to all bidders. Butler Tech reserves the right to disqualify any bidder who does not comply with these deadlines.

<b>Deadline to:</b>	<b>By:</b>	<b>Date:</b>
Distribute RFP	Butler Tech	3/31
Perform On-Site Inspection	Bidders (with Butler Tech)	4/10 – 4/21
Submit Questions	Bidders	4/21
Respond to Questions	Butler Tech	4/24
Submit Final Proposal	Bidders	4/28
Conduct Post-Proposal Interviews	Butler Tech	5/1 - 5/5
Approve Award	Butler Tech Board of Education	5/16

### Award of Contract

The Board shall award the contract to the firm that represents the best value to the Board taking into consideration cost, as well as the responses to this RFP and the needs of the Board.

Butler Tech will negotiate a contract of at least one year with the contractor awarded the contract by the Board. Acceptance of all contracts and terms are subject to final approval by the Butler Tech Board of Education.

#### Interviews and Site Visits

At the sole discretion of Butler Tech, vendor presentations may be requested prior to the award of the contract. Butler Tech may also request the opportunity to conduct an on-site review of the Contractor's facility and/or other locations where these services may be provided.

**Mandatory Preliminary Site Inspection:** All those submitting proposals are to inspect the existing sites prior to submitting a proposal, and assume full responsibility for visual observation of existing conditions. Inspections are to be scheduled through the contact set forth above. The interested contractor is cautioned to familiarize themselves thoroughly with the RFP and to examine carefully the sites of the proposed work. The submittal of a proposal will be construed as an acknowledgement that the contractor fully and thoroughly understands the conditions and difficulties of the work and the requirements and provisions of the RFP.

#### Conditions

The following Conditions shall apply to this RFP and all Submitted Proposals:

Butler Tech may cancel this RFP or reject all proposals at any time prior to an award. Butler Tech is not required to furnish a statement of the reason why a particular proposal was deemed to be most qualified or not.

Butler Tech 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, without the imposition of any form of liability.

Proposals (including pricing) may not be withdrawn for a period of 90 days following the opening of the Proposals. Prices must also be free of federal, state, and local taxes unless otherwise imposed by a governmental body and applicable to the material on the Proposal. The Board is a political subdivision of the State of Ohio and is exempt from state sales and use taxes if the successful firm provides a properly completed sales tax exemption certificate, executed by the successful firm and the Board, to the vendors or suppliers when the materials are acquired. The Board will execute properly completed certificates on request. Proposal prices are firm prices for the designated item if contracted within the specified time.

This RFP is not an offer for a contract but is rather a solicitation inviting interested firms to provide a proposal for the work. Neither the Board nor its representatives will be liable for any expenses incurred in connection with the preparation of a response to this invitation.

The Board reserves the right to award a contract to more than one contractor.

Contractors whose proposals are not accepted will be notified after a binding agreement between the successful vendor and the Board of Education is executed, or upon the Board's rejection of all proposals.

The successful firm must comply with all Federal, State and local statutes and codes as may be applicable to the scope of work detailed herein, including all applicable labor laws

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