

Region 16 Education Service Center / TexBuy Purchasing Cooperative

5800 Bell Street
Amarillo, Texas 79109

REQUEST FOR PROPOSAL

SECURITY AND SAFETY SUPPLIES, EQUIPMENT & SOLUTIONS

TEXBUY RFP #023-003

1/10/2023

Region 16 Education Service Center is accepting proposals on behalf of TexBuy Purchasing Cooperative (“TexBuy”) in response to this **Request for Proposal for SECURITY AND SAFETY SUPPLIES, EQUIPMENT & SOLUTIONS.**

Proposals must be submitted electronically through Ion Wave, a web-based online bidding process at <https://texbuy.ionwave.net>.

Proposals, including all information required herein, must be received **no later than 2/21/2023 at 2:00 p.m.**, at which time the proposals will be opened and read. The opening will take place in the Region 16 Education Service Center Business Office.

Any and all deviations from these specifications and this RFP must be clearly stated in the proposal. Any significant limitations of coverage, restrictive conditions, etc., must be clearly described.

THESE SPECIFICATIONS ARE NOT INTENDED TO BE RESTRICTIVE WITH RESPECT TO BRAND NAMES IF A DISTINCT ADVANTAGE CAN BE DEMONSTRATED. PROPOSALS FAILING TO MEET ALL SPECIFICATIONS WILL NOT NECESSARILY BE REJECTED, BUT ANY DEVIATIONS MUST BE CLEARLY NOTED TO BE CONSIDERED.

Region 16 Education Service Center reserves the right to accept or reject any or all proposals in the best interest of Region 16 ESC, the TexBuy Purchasing Cooperative and its TexBuy Members, and to waive any formalities or irregularities in the process. The term of any resulting contract will begin upon execution of a contract by Region 16 ESC. The initial contract term will be for one (1) year. Region 16 ESC reserves the right to renew the contract for up to three (3) additional one (1) year terms. The maximum term of the contract is four (4) years.

INTRODUCTION

➤ **Background on Region 16 Education Service Center and the TexBuy Purchasing Cooperative**

Region 16 Education Service Center (herein refers to "Region 16 ESC) will be the Lead Public Agency on behalf of itself, its TexBuy Purchasing Cooperative, and all state agencies, local governments, public school districts, private schools, and higher education institutions in the State of Texas, and other government agencies and non-profit organizations who are members of the TexBuy Purchasing Cooperative ("TexBuy Members" or "Members"). Region 16 ESC solicits proposals from offerors to evaluate and potentially award a vendor contract ("contract") for the goods and/or services solicited in this proposal.

Contracts are approved and awarded by a single governmental entity, Region 16 ESC, and are available for use and benefit of all TexBuy members in order to comply with state procurement laws and regulations.

➤ **The Role of TexBuy Purchasing Cooperative**

Region 16 ESC's purchasing cooperative, TexBuy, was established as a means to increase its economic and operational efficiency for other government and public entities when procuring goods and services.

The TexBuy Purchasing Cooperative assists Region 16 ESC in helping TexBuy members reap the benefits of national leveraged pricing, at no cost to the Member. TexBuy leverages one of the largest pools of purchasing potential. This is accomplished by competitively soliciting bids and proposals and awarding contracts for commonly purchased products and/or services. Through the TexBuy solicitation process, Region 16 ESC awards contracts covering facilities, furniture, office supplies & equipment, security systems, technology, and other goods and services.

➤ **Purpose of TexBuy**

- Provide governmental, public, and nonprofit entities opportunities for greater efficiency and economy in procuring goods and services.
- Take advantage of state-of-the-art purchasing procedures to help obtain the most competitive contracts.
- Provide competitive price and bulk purchasing for multiple entities that yields economic benefits that are difficult to obtain by the individual entity.
- Provide quick and efficient delivery of goods and services.
- Equalize purchasing power for smaller entities that may be unable to command the best contracts for themselves.
- Assist with use of best business practices.

SECTION I
GENERAL INFORMATION

➤ **SCOPE**

Region 16 ESC is accepting proposals on behalf of the TexBuy Purchasing Cooperative for SECURITY AND SAFETY SUPPLIES, EQUIPMENT & SOLUTIONS.

Interested offerors are requested to submit a proposal that offers a wide variety of supplies including, but not limited to:

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|---|--------------------------------|
| 1) Door Access Control Systems | 8) Bullet Shields |
| 2) Visitor Identification Systems | 9) Body Armor |
| 3) Emergency Panic Alert Systems | 10) Metal and Weapon Detectors |
| 4) Building Security Alarm Systems | 11) Active Shooter Training |
| 5) Security and Body Cameras | 12) Guardian Training |
| 6) Bullet Proof Glass | 13) Communication Systems |
| 7) Forced-Entry Window and Door Security Film | 14) Two-way Radios |

It is the intent of Region 16 ESC to award one or more cooperative purchasing contract(s) to meet the needs of its participating TexBuy Members. Members are eligible to voluntarily purchase on an “as needed” basis from the awarded contract.

Offeror shall be able to perform the services or provide the goods as specified in this solicitation. The submitted proposal shall include all products and services that Offeror desires to make available and the appropriate pricing structure for each. Products shall be priced as a discount from a manufacturer’s price list or catalog. Services shall be offered as a fixed unit price. The pricing shall be specified on the attached Proposal Form. If proposing as a discount, an electronic version of the current catalog of items and the applicable price list /or price lists must accompany the proposal. Multiple percentage discounts are acceptable.

Offerors are not obligated to respond to all line items and may choose to respond only for those items they so desire. Region 16 ESC shall make an award for each line item thus resulting in one or more contracts to be awarded. If applicable, any item excluded from the catalog pricing must be clearly identified as “Not Offered”.

➤ **SOLICITATION SCHEDULE**

Request for Proposal Released	January 10, 2023
Opening Date for Proposals	February 21, 2023, 2:00 PM CST
Evaluate and Rank Proposals	February 21 – March 3, 2023
Region 16 ESC Board Approval	March 31, 2023

Note: With the exception of the time and date to open Proposals, the above schedule is an estimate. The estimated schedule may be modified as schedules and conditions warrant.

➤ **INQUIRIES**

Any and all questions regarding this RFP must be submitted via the Ion Wave portal no later than Monday February 13, 2023.

➤ **TERMS OF CONTRACT**

The term of any resulting contract will begin upon execution of a contract by Region 16 ESC. The initial term will be for one (1) year. Region 16 ESC reserves the right to renew the contract for up to three (3) additional one (1) year terms. The maximum term of the contract is four (4) years. Either party may terminate the contract on the anniversary date, without cause, with thirty (30) days written notice and vendor's fulfillment of all outstanding purchase orders received prior to the termination date.

➤ **ESTIMATED QUANTITY**

The attached Proposal Form may contain estimated annual purchase quantities based on best estimates from the TexBuy Members. However, Region 16 ESC does not guarantee any quantity to be ordered. No minimum order may be required by the vendor. Orders will be placed by the TexBuy Members on an as-needed basis.

➤ **PRE-PROPOSAL CONFERENCE**

None.

➤ **PROPOSAL SUBMITTAL**

Paper, Oral, telegraphic, telephonic, e-mailed, or facsimile responses will NOT be accepted.

Failure to submit all required documents may result in disqualification of the proposal. By submittal of its proposal, Offeror certifies, to the best of his/her knowledge, that all information provided is true and correct

Proposals must be submitted electronically through Ion Wave, a web-based online bidding process at <https://texbuy.ionwave.net>.

➤ **EVALUATION CRITERIA**

Pursuant to Section 44.031 of the Texas Education Code, Region 16 ESC will consider the following criteria in evaluating the proposals:

1. The purchase price; 50%
2. The reputation of the vendor and of the vendor's goods or services; 15%
3. The quality of the vendor's goods or services; 10%
4. The extent to which the goods or services meet its needs; 10%
5. The vendor's past relationship with Region 16 ESC; 5%
6. The impact on the ability of Region 16 ESC to comply with laws and rules relating to Historically Underutilized Businesses (HUB); 10% [some TexBuy Members have specific policies regarding HUBs, therefore, please indicate on your proposal whether or not your company is a HUB].

➤ **SUBMISSION OF POST-PROPOSAL INFORMATION**

Upon request by the Region 16 ESC, each offeror shall, within the time frame requested, submit any additional information required by Region 16 ESC to evaluate a proposal.

➤ **CONTRACT AWARD**

By submitting a proposal in response to this solicitation, Offeror understands that it has submitted an offer to contract with Region 16 ESC and agrees to all of the Standard Terms and Conditions, contained herein.

All awards, if any, will be made by Region 16 ESC within ninety (90) days after opening the proposals. Notification of award will be sent to all successful offerors and posted on TexBuy's website.

Upon award, a Region 16 ESC representative will countersign the solicitation signature page thus formally completing the contract execution process. No other contract documents will be executed, between Offeror and Region 16 ESC, except as an amendment.

TexBuy Members may require Contractors to enter into separate agreements, in addition to these terms and conditions, to address the Member's specific contractual needs.

SPECIFICATIONS

Please prepare your proposal based on the following information:

➤ **PROPOSED PRODUCTS AND SERVICES**

Region 16 ESC is accepting proposals for Security and Safety Supplies, Equipment & Solutions and related items.

The products and services shall include but not be limited to the following areas:

- | | |
|--|--------------------------------|
| 1) Door Access Control Systems | 8) Bullet Shields |
| 2) Visitor Identification Systems | 9) Body Armor |
| 3) Emergency Panic Alert Systems | 10) Metal and Weapon Detectors |
| 4) Building Security Alarm Systems | 11) Active Shooter Training |
| 5) Security and Body Cameras | 12) Guardian Training |
| 6) Bullet Proof Glass | 13) Communication Systems |
| 7) Forced-Entry Window and Door Security
Film | 14) Two-way Radios |

Region 16 ESC desires to contract with one vendor for all items listed above. However, Region 16 ESC reserves the right to award contracts by section if determined to be in the best interest of its TexBuy Members.

Offeror shall have the ability to provide a large selection of Security and Safety supplies and equipment with ample inventory to provide prompt and swift delivery and shall include the number of items available in inventory in its proposal.

All items offered shall be new, however refilled or remanufactured items may be offered as alternate items and clearly marked as such in the catalog and on the product packaging.

Use of your primary catalog is preferred. Alternate catalogs are acceptable, subject to Region 16 ESC's approval, and must be comparable in variety of manufacturers, products, and services offered. Offeror shall indicate availability of online shopping from the proposed catalog and such availability may be a consideration when evaluating proposals. Offerors who do not provide online shopping shall explain an alternative ordering method that shall provide simplicity in ease of ordering and pricing for consideration by Region 16 ESC as acceptable in evaluating proposals.

Delivery of all orders of items in stock shall be made within two business days after receipt of order. Delivery and freight shall be included in pricing proposed. Assembly may be offered as an extra service at an additional charge. Notification of backorders or inability to deliver within the two-business day requirement must be made within the same time period. Upon receipt of such notification, the ordering TexBuy Member reserves the right to cancel order without penalty or restocking fee. Delivery when promised is paramount to successful performance of an awarded contract.

Orders are expected to be filled at a 95% rate on a monthly average. Maintaining this fill rate is paramount to successful performance of an awarded contract. Contractor will maintain a minimum monthly average fill rate of 95%.

Unless otherwise clearly specified in the offeror's proposal, it shall be considered that there is no minimum order amount to a single delivery address.

All order deliveries shall contain a packing slip which shall include the TexBuy Member's purchase order if one is used.

Backorders and partial fill of orders shall be noted on packing list delivered with order. Delivery tickets shall indicate the number of cartons or packages delivered.

Offeror shall indicate in the proposal as to whether installation and or assembly (at extra charge) is offered on any applicable machine or item. Such extra charge shall be quoted to the TexBuy Member prior to accepting the order.

An offeror who maintains a retail store shall explain in the proposal how TexBuy Members may use the retail store for orders made from contracts awarded from this RFP.

In addition, your response should include the following information for each proposed product or service category:

1) Description:

Provide names of manufacturers and models offered within each category offered. Include any ordering stock numbers or other information that is to be used for placing orders. This information may be submitted as a catalog in electronic form.

2) Catalog pricing or rate structure:

For each category, provide a reference name for the catalog pricing supplied so that pricelists can easily be matched with category descriptions. Provide the suggested list price, discount offered, net price to TexBuy Members, and deeper discount(s) offered.

3) Freight:

All pricing shall be priced FOB Destination with inside delivery.

4) Exceptions:

List any exceptions to this RFP in detail.

➤ **QUALIFICATIONS AND EXPERIENCE**

Describe your firm's qualifications and experience providing the proposed products or services. Provide a list of the last five contracts your company has entered into providing similar size and scope projects for other government entities.

➤ **REFERENCES**

Questionnaire references to whom you have provided or are currently providing the proposed products or services, please provide: 1) Name of Agency 2) Contact person with Phone number and email address