

MMI PREPARATORY SCHOOL
Notice of Request for Proposal
Access Control System

PLEASE NOTE:

During our walkthroughs, we discovered two things that all bidders will need to be aware of.

1. Network access in the gym – Currently some companies are planning on running cables across the gym, from our MDF in the chem-lab, to connect the access controls for the gym foyer doors to our network. We discovered the best way to give those controls network access is to install a switch in the maintenance space above the gym foyer. We already have ethernet cables ran to that space and we have an extra switch that can be installed there. That switch will be installed by us and ready to be used before the start of the access control installation. This will remove the need for a lift and decrease the work hours and length of cable needed for this piece of the project.
2. Code requirements for the Mag-Lock doors in the Coxe Commons – The two sets of entry doors in the Coxe Commons will need to be connected to our fire alarm system, in order to have them unlock when the fire alarm is triggered. There will also need to be a secondary way of unlocking those doors, in addition to the current sensor in place. This would be something like a button next to the door. This is a code requirement for Mag-Lock doors. To meet code requirements, they must be connected to the fire alarm system and have two ways of unlocking and allowing exit.
3. We can be flexible past the target installation dates, but no work can be done while School is in session. Any work going past our Holiday Break will have to be after-hours or on the weekend, when approved, and cannot be in areas where extracurricular activities are occurring.

Due Date for Proposals: Monday, October 20, 12:00 pm EST

I. GENERAL INFORMATION

MMI Preparatory School (“MMI”) will consider all qualified responses to this RFP. Sealed proposals are being solicited to install a new access control system. In order to be considered, proposals must be received in MMI’s Business Office by **12:00 pm EST on Monday, October 20, 2025**. See below for the full RFP timeline.

II. PROCUREMENT AND EVALUATION PROCESS

RFP Timeline	
Monday, September 29, 2025	Solicitation issued

Monday, October 6 – Wednesday, October 8, 2025	Site Visits Available Upon Request
Friday, October 10, 2025	Last day for written questions
Friday, October 17, 2025	Mailed bids must be postmarked
Monday, October 20, 2025 @ 12:00 pm EST	Bids are due
Monday, November 3, 2025	Awarded bid notice
Monday, December 22, 2025 – Friday, January 2, 2026	Date of installation
Monday, January 12, 2026	Latest expected date of full implementation

III. MMI CONTACT INFORMATION

Please contact Ryan Jastremsky, Director of Finance, for any questions, requests for site visits, clarification, or any interpretations.

Ryan Jastremsky
rjastremsky@mmiprep.org
Phone: 570-636-1108 x134

IV. SUBMISSION OF PROPOSALS

All proposals are due by 12:00 pm EST on or before Monday, October 20, 2025. Proposals may be dropped off at the School's Main Office or mailed to (postmarked by Friday, October 17, 2025):

Ryan Jastremsky
Director of Finance, MMI Preparatory School
RE: Access Control System Upgrade
154 Centre Street
Freeland, PA 18224

Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated for award. Electronic submissions will not be evaluated for award.

V. SCOPE OF PROPOSAL

A. Project Overview:

The Project is installation of a new building access control system at MMI. MMI has three floors, a courtyard, a gymnasium, and a library.

Current Access Control Architecture

MMI's network infrastructure includes an MDF and 3 IDF's, all containing Cisco Meraki PoE-enabled switches connected with fiber. The main entrance doors, located on the east and west sides of the Commons, are equipped with magnetic locks that can be controlled with physical buttons in the Administrative Office. Audio only intercoms are installed at both doors to communicate with individuals before allowing entry. The metal doors between the Commons and Cafeteria are also equipped with magnetic locks and are controlled with physical buttons in the Administrative Office. An audio only intercom is installed at the Dock doors to communicate with individuals making deliveries before allowing entry. Other than the main entry doors to the Commons and the doors between the Commons and Café, all doors utilize a physical lock and key with no way to remotely control or view locked/unlocked status.

Please see **Attachment A** for mandatory minimum system requirements. Please complete and provide comments where necessary.

B. Debarment & Conflicts:

1. A vendor who is currently subject to state or federal debarment order or determination shall not be considered for evaluation by the procurement team.
2. Proposals are to be made in good faith, without fraud, collusion, or connection of any kind with any other vendor or contractor for the same work. All vendors must complete in their own interest and on their own behalf. MMI reserves the right to request a conflict-of-interest statement from any vendor submitting a Proposal. A vendor may be disqualified for real or apparent conflict of interest that is disclosed in the Proposal or other data available to MMI.

C. Resellers: MMI requires that all resellers bidding on this RFP obtain a Letter of Authorization or equivalent from their vendor of choice.

D. Information provided to Vendors. The vendor is deemed to have examined all 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 the Project.

- E. **Pricing.** All Pricing should be submitted free of any sales tax. MMI is sales tax exempt and will provide vendor with necessary documentation.
- F. **References.** Provide a list of at least three (3) current references where similar maintenance packages were/are successfully performed. The reference list is to include: contact name, company name, current email address, and current telephone numbers. MMI reserves the right to contact any individuals that are listed for references.
- G. **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) days from the issuance date of the Vendor's response. Labor rates should remain in effect for the length of the project.
- H. **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.

V. GENERAL TERMS

- A. **Awarding.** MMI will award the Project to the lowest priced, responsive, and technically competent bidder in its sole and final discretion.
- B. **Definitive Agreement.** Any award subject to a Definitive Agreement between MMI and the Vendor. Any alleged oral contracts or arrangements made by a respondent with any employee of MMI will be superseded by the Definitive Agreement.
- C. **Consideration of Proposals.** MMI reserves the right to reject any and all proposals including late or incomplete Proposals.
- D. **Proposal Ownership.** All Proposals shall remain the sole and exclusive property of MMI. This RFP is not an offer to contract. Acceptance of a proposal neither commits MMI to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits MMI's right to negotiate in its best interest. A vendor subcontracting any portion of the work must identify the subcontractor(s) in the Proposal. All subcontractors must comply with the terms and requirements of this RFP.
- E. **Costs.** The vendor will absorb all costs incurred in the preparation and presentation of the Proposal. All vendors who submit Proposals will be notified of the results of the selection process.
- F. **No Exclusivity.** MMI may enter into negotiations with one or more entities simultaneously. At the sole discretion of MMI, vendor presentations may be requested before award of the contract. MMI may also request the opportunity to view a demonstration of the proposed technology.

- G. **Amending or Canceling Requests.** MMI reserves the right to amend or cancel this RFP at any time.
- H. **Rejection for Default or Misrepresentation.** MMI reserves the right to reject the Proposal of any vendor that is in default of any prior contract or for any misrepresentation.
- I. **Presentation of Supporting Evidence.** If requested, the vendor 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.
- J. **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 MMI may be required at the sole expense of the vendor.

Attachment A
Access Control Spec Sheet

Goal: To have access control on our 12 desired doors with the following capabilities; remotely lock and unlock, remotely view locked/unlocked status, and unlock using a keycard/NFC Chip (including the ability to use a cellphone as a temporary key if possible).

Doors included in project (12):

Outside -> Admin Office
Commons -> Office
Outside -> Commons West – Including means to control from the Main Office
Outside -> Commons East – Including means to control from the Main Office
Courtyard -> Gym
Commons -> Caf.
Dock -> Caf. Hall
Courtyard -> Art Room
Outside -> Old Main (the original doors)
Outside -> Library Vestibule East
Outside -> Library Vestibule West
Outside -> Gym Foyer

Expected Items Needed:

- Door Controllers – # TBD by # of doors each unit supports
- 12 Door contact sensors
- 12 Readers/Swipes
- Card Printer

Expected Labor Needed:

- Furnish and install TBD door controllers
- Furnish and install (12) Readers/Swipes
- Furnish and install (12) door contact sensors
- Furnish and run Cat cable from the door controllers to the switch
- Furnish and run composite cable for (12) Readers/Swipes