



Ventura County Community College District

PURCHASING DEPARTMENT

Date: December 14, 2012
TO: All Bidders
FROM: Janice Kisch, Purchasing Specialist
SUBJECT: **Bid 449, Moorpark College Smart Key Hardware Procurement**

Enclosed is a bid packet for **Bid 449, Moorpark College Smart Key Hardware Procurement**. Moorpark College seeks to purchase this equipment for future installation into several building doorways throughout the campus. The equipment specifications are included in the bid packet along with the required bid forms. This bid packet includes the General Instructions to Bidders, Specifications, Bid Form, Drug-Free Workplace Certification, Non-Collusion Affidavit, and Affirmative Action form. The bid packet is available on the website by accessing the link below. The Purchasing Department will not fax bid packets or accept faxed bid submissions.
http://www.vcccd.edu/departments/purchasing/bids_and_agreements/index.shtml

All bid responses must be clearly marked with the bid number and title and returned in a sealed envelope to the Ventura County Community College District Office - Purchasing Department at 255 W Stanley Ave. Suite 150, Ventura, CA 93001.

The bid deadline is **Friday, January 4 at 3:00 p.m.** The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and Bidder.

It is the responsibility of the Bidder to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the listed Purchasing Specialist.

I hope you will be interested in submitting a proposal on this project. If, however, you choose not to participate in this particular bid, please sign and return the Bid Form stating "No Bid". Your company will remain on our active bid list. If you would like to have your company name removed from our list of prospective bidders, you may state so on the Bid Form.

Please contact the Purchasing Specialist if you have questions about downloading the document, or questions about this bid at 805-652-5561.

Janice Kisch

Janice Kisch
Purchasing Specialist
Ventura County Community College District



Ventura County Community College District

PURCHASING DEPARTMENT

TO: Ventura County Star / Legal Ads
FROM: Purchasing Department
DATE: December 10, 2012
RE: Advertising for Bid 449, MC Security Access Equipment

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT NOTICE INVITING BIDS

The Governing Board of the Ventura County Community College District will receive proposals for **Bid 449, Moorpark College Smart Key Hardware Procurement**, in accordance with specification standards and proposal requirements, copies of which may be obtained in PDF format at http://www.vccd.edu/departments/purchasing/bids_and_agreements/current.shtml or by contacting the Purchasing Specialist listed below. Each bid is to be completed on the forms that are included in the bid documents or issued addenda.

Bids must be returned sealed and marked with bid number and title, to Ventura County Community College District, Purchasing Department, 255 W Stanley, Suite 150, Ventura, CA 93001, on or before **3:00 PM, Friday, January 4, 2013**, at which time proposals will be opened.

In accordance with Section §1773 of the California Labor Code, if applicable, workers shall not be paid less than the specified prevailing rates of wages in execution of the contract.

Janice Kisch, Purchasing Specialist, 805-652-5561
Publish Dates: Thursday, December 13, and Tuesday, December 18, 2012

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT GENERAL INSTRUCTIONS TO BIDDERS

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
 - a. "Bid" means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
 - b. "Bidder" means a supplier who submits a bid to the District in response to a solicitation.
 - c. "Purchasing Specialist," means the Ventura County Community College District authorized contracting official.
 - d. "District" means Ventura County Community College District.
2. **Bid Packet:** This Bid Packet consists of the following: Cover Letter, General Instructions, Bidder Instructions (if applicable), Bid Specifications, Pricing Form Bid Form and Drug Free, Non-Collusion & Affirmative Action forms.
3. **Bid Proposal:** Bid proposals, to receive consideration, should be made in accordance with the following instructions:
 - a. All items on the Pricing Form should be filled out. Numbers should be stated in figures. All pages of the pricing forms are to be initialed and the signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the bid.
 - b. Should a Bidder find discrepancies and/or omissions from the drawings or documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Specialist listed in the Bid Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the bid. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of bids. Inquiries affecting bids will be answered in writing and distributed to all Bidders in the form of addenda to the bid.
 - c. All addenda or bulletins issued during the bidding period are to be considered part of the bid and be included in the bid proposal.
 - d. Bid proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 255 West Stanley Ave, Ventura, CA 93001, before the time stated in the Bid Packet. Each envelope shall bear the Number of the Bid, Title of the Bid and the Name of the Bidder. **No electronic (e-mail) or fax bids or amendments to bids shall be accepted.** All bid proposals must include a signed and dated Bid Form to be eligible for consideration. Bid Form must be signed by a responsible officer of the bidding company in order to be considered.
4. ***It is the responsibility of the Bidder to verify that their Bid has been received by the District's Purchasing Department prior to the bid opening. Verification of receipt can be made through the Purchasing Agent/ Buyer listed in the Bid Packet.***
5. **Specifications:** *The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other proposals are submitted must, in all cases be equal or exceed in every detail to the item specified. Bid must clearly state the brand, make or model number.* Alternative goods and materials are subject to review and must be approved prior to the date listed on the bid specifications. The District, for inspection and specification testing, may require samples of bid items. Samples furnished must be free of expense to the District. Samples furnished must also be identical in all respects to the products specified in the bid. Samples, if not destroyed by tests, and if requested, will be returned at the Bidder's expense. All goods furnished under this contract shall be newly manufactured goods. Used or reconditioned goods are prohibited, unless otherwise specified.

6. **Prices:** Prices shall be shown on the Pricing Form for each individual item. Appropriate sales tax shall be included at the correct rate at the time of order, unless otherwise specified. Pricing should be valid for the period as indicated in the bid proposal/pricing forms.
7. **Quantity:** All quantities are estimates and may vary upon actual ordering of units. The District reserves the right to increase or decrease quantities, all or part of the items may be awarded. Over shipments will be returned at the Bidder's expense.
8. **Delivery:** Time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery may be a factor in awarding the bid. Unless otherwise specified, the Bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight, packing and insurance costs for delivery FOB Destination as specified in the bid. Where specific authorization is granted to ship goods FOB Point of Origin, Bidder(s) agrees to prepay all shipping charges, routing the least expensive method. Each invoice will list shipping charges as a separate line item on the invoice and shall include the original or a copy of the freight bill (excluding postal charges). No COD shipments will be accepted.
9. **Contract Renewal:** The term of the contract as stated in bid documents and may be extended for additional periods. Per Education Code § 81644 contracts for goods and materials may not exceed three (3) years, contracts for services may not exceed five (5) years. Bidder and the Purchasing Specialist, representing the District, must mutually agree upon allowances for manufacturer price increases and decreases, which must be accepted prior to renewal of contract.
10. **Prevailing Wage:** In accordance with Section §1771 of the California Labor Code, except for public works projects of one thousand dollars (\$1,000) or less, as defined in Section §1720, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works. This section is applicable only to work performed under contract, and is not applicable to work carried out by a public agency with its own forces. This section is applicable to contracts let for maintenance work.

In accordance with Section §1773 of the California Labor Code, the Bidder shall post a copy of the determination prevailing rates of wages at each job site. A copy of these determinations, entitled "PREVAILING WAGE SCALE" is available to any interested party through the internet at: www.dir.ca.gov. The Bidder and any Subcontractor(s) shall not pay less than the specified prevailing rates of wages to all workers employed by them in execution of the contract when applicable.

11. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
12. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the bid.
13. **Withdrawal of Bid:** Bid proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchase Specialist listed in the Bid Packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a bid. If evaluation and award of the bid will be based on award of "all or none" of the items or services, the withdrawal must be for the entire bid. If the evaluation and award of the bid will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.
14. **Opening of Bid Proposals:** Bid proposals will be opened and read at or shortly after the time set in the advertised Notice Inviting Bids, unless otherwise stated in the Bid Packet. Bidders or their representatives, and other interested persons, may be present at the opening of bid proposals. Bid proposals that arrive after the time set for bid opening will be returned to the vendor unopened and considered non-responsive.
15. **Bidders Interested in More Than One Bid:** No person, firm or corporation shall be allowed to make, file, or be interested in more than one bid for the same work unless alternate bids are specifically stated.

16. **Award or Rejection of Bids:** The bid, if awarded, will be awarded to the lowest responsible Bidder(s) by section or by total bid in compliance with these instructions. All items in a section must be completed for a section to be considered for award, unless otherwise stated. In the event that this bid calls for the acquisition, procurement or maintenance of electronic systems, data processing, electronic telecommunication, supporting software, related materials, goods and/or services, a community college district may contract with one of the three lowest responsible competitive proposals or bids per Education Code § 81645. The competency and the responsibility of Bidder(s) will be considered in making the award of Bid. Prior to bid award, the District may require the Bidder(s) to furnish evidence satisfactory to the District that it has sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner. The District reserves the right to reject the bid of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District reserves the right to reject any or all bids or alternates and waive any informality or irregularity in the bid or in the bidding. All or part of the bid may be for one or more colleges.
17. **Form of Contract:** The form of contract which, the successful Bidder, will be awarded is a District Purchase Order referencing bid specifications and other contract documents.
18. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
19. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
20. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 255 West Stanley Ave, Ventura, CA 93001. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
21. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the bid or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
22. **Independence of Bid:** Unless the Bidder is furnishing a joint bid, by submitting this bid, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
23. **Participation by Other Public Entities:** Other Community Colleges and/or public entities in the State of California may procure items and /or services off this bid under the same terms and conditions stated in this bid.
24. **Warranty:** Unless otherwise specified, the warranties contained in this contract begin after acceptance of merchandise has occurred. Bidder will include all written information on any warranty provided by Bidder or the manufacturer.
25. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Specialist, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
26. **Rehabilitation Act of 1973:** Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor

agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services, which is brought to its attention. Vendor further agrees to indemnify and hold harmless the Ventura County Community College District, the Chancellor's Office of the California Community Colleges, and any California Community College using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

27. **In-kind Benefits of Donated Equipment:** Include with bid response any additional in-kind benefits or donated equipment. Any equipment and/or benefits listed in bid responses will not be considered in determining the award of bid.
28. **Technology Clause:** This request for bids seeks to address the rapid advances in technology. As technology advances, it is understood that the improved or enhanced components/products may supercede existing products in both price and performance and yet be essentially similar. By allowing functionally similar, upgraded or identical products that may be introduced in the future or during the term of this bid are included under the general umbrella of compatible product lines and are thus specifically included in this bid document.
29. **Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price, service of existing locations, and financial return to the District.
30. **Security/Bond:** The District reserves the right to request Bidders Security/Bond if stated in the bid documents.
31. **Artwork:** Any artwork produced for a project is the sole property of the District and shall be forwarded to the Purchasing Department at 255 West Stanley Ave, Ventura, CA 93001, upon completion of this project.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
BID FORM**

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **Bid 449, Moorpark College Smart Key Hardware Procurement** hereby proposes to furnish said materials and services in accordance with prices quoted on the attached form.

Bid prices must be valid for a minimum of a 6-month period after opening date of bid.

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____ FAX NO. _____

E-MAIL ADDRESS: _____

ACKNOWLEDGEMENT OF BID ADDENDA

In submitting this Bid Proposal, the Bidder acknowledges receipt of all Bid Addenda issued. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda.

_____ No Addenda Issued
(Initials)

_____ Addenda Number(s) _____ received, acknowledged and incorporated in this Bid Proposal.
(Initials)

PREPARED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Bid 449 Moorpark College Smart Key Hardware Procurement Pricing Sheet

Item & Description	Quantity	Unit Price	Extended Price
Large Format IC Core(s), Schlage Format, # CLLF01	590		
CyberKeys, # CK-IR7	500		
#CK-IR7C Control Keys (to install the CL-LF01 cylinders & Cyber-Audit)	10		
Enterprise 7.2 Software (Virtualized using VM ware and importing the existing data base into the new software.)	1		
		Shipping	
		Tax	
		Base Bid Price:	

Note: Items above must be compatible with the conditions specified below and as included in the Bid 449 documents.

- A. IC Cores and CyberKeys must be compatible with the existing Smart Key system currently in use at Moorpark College.
- B. CyberKeys shall be delivered no later than May 22, 2013. Cylinders shall be labeled and assigned to specified, individual doors corresponding to plans and door schedule provided by the District.
- C. Prior to delivery, CyberKeys shall be assigned to specified, individual, Moorpark College faculty and staff, and programmed into and by the enterprise software.

Company Name:	
Company Representative: (printed name)	
Company Representative : (Signature)	Date:

DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Bidder that a drug free workplace will be provided by Bidder by doing all of the following:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
 - B. Establishing a drug-free awareness program to inform employees about all of the following:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) Bidder's policy of maintaining a drug-free workplace;
 - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations;
 - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Bidder connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.
4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.
5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

PREPARED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

NON-COLLUSION AFFIDAVIT

In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District bid and will see that our company is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PREPARED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

In order to comply with legal requirements, the Ventura County Community College District is gathering and updating the affirmative action status of vendors. Please check your company's appropriate code as indicated below (see definitions).

- Minority-owned/Disadvantaged business
- Woman-owned business
- Small business concern
- Disabled Veteran enterprise
- Other
- None of the above

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT AFFIRMATIVE ACTION STATUS CODE DEFINITIONS

Minority-Owned/Disadvantaged Business

A small business concern which is at least fifty-one percent unconditionally owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least fifty-one percent (51% of the stock of which is owned by such individuals, and whose management and daily business operations are controlled by one or more of such individuals).

Business owners who certify that they are members of named groups (African American, Hispanic Americans, Native Americans, Asian-Pacific/Asian Indian Americans) are considered socially and economically disadvantaged.

Woman-Owned Business

A business concern that is at least fifty-one percent (51%) owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

Small Business Concern

An independently owned and operated concern certified, or certifiable, as a small business by the Federal Small Business Administration (SBA). Standard Industrial Classification (SIC) codes may be found in the Federal Acquisition Regulations, Section 19.01 or in the Federal Procurement Regulations, Section 1-1.701.

Disabled Veteran Enterprise

"Disabled Veteran" means a veteran of the military, naval or air service of the United States with a service-connected disability who is a resident of the State of California. To qualify under this category, certification must be obtained from the Office of Small & Minority Business (OSMB) by completing Form OSMB11 and receiving an approved certification letter from that office. Contact the OSMB at (916) 322-5478 for specific assistance. The District must receive this certification with the bid response.

Ethnic Groups Key

African Americans: United States citizens whose origins are in any of the Black racial groups of Africa.

Hispanic Americans: United States citizens whose origins are in Mexico, Puerto Rico, Cuba, Spain, Portugal, Central or South America.

Native Americans: United States citizens whose origins are in any of the original peoples of North America, i.e., American Indians, Eskimos, Aleuts, and Native Hawaiians.

Asian Pacific/Asian Indian Americans: United States citizens whose origins are in Japan, China, Korea, Okinawa, Thailand, Taiwan, Cambodia, Laos, Vietnam, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, the Northern Marianas, India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

Ventura County Community College District

Bid 449 – Moorpark College Smart Key Hardware

Specifications for Electronic Cylinder Access Control Solution

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PART 1 – GENERAL

SCOPE

Provide Five Hundred Ninety (590) Large Format IC Core(s), Schlage Format, item number CLLF01, and Five Hundred (500) CyberKeys, item number CK-IR7, 10 CK-IR7C control keys used to install the CL-LF01 cylinders and Cyber-Audit Enterprise 7.2 Software virtualized using VM ware and importing the existing data base into the new software. IC Cores and CyberKeys must be compatible with the existing Smart Key system currently in use at Moorpark College. CyberKeys shall be delivered no later than May 22, 2013. Cylinders shall be labeled and assigned to specified, individual doors corresponding to plans and door schedule provided by the District. Prior to delivery CyberKeys shall be assigned to specified, individual, Moorpark College faculty and staff, pre-programmed to operate specific doors within specified times.

1.1 SUMMARY

- A. The system shall provide a variety of integral functions to regulate access control.

1.2 GENERAL INCLUSIONS

- A. This technical specification shall encompass the following described components and services and define the aforementioned as the Electronic Cylinder Access Control System (ECACS).

1. Components

- a. Electro-mechanical Lock Cylinders and Padlocks
- b. Electronic Key
- c. Communication Stations
- d. Management Software

2. Services

- a. Physical Installation
- b. Setup, Configuration and Programming
- c. End-user Training and Instruction
- d. Technical Support

1.3 REFERENCES AND ABBREVIATIONS

- A. The following standards, technologies, methods, algorithms, systems, entities or other nomenclature listed shall hereinafter be referenced by the respective and associated abbreviation or acronym.

1. Electronic Cylinder Access Control System
 - a. ECACS
2. Electro-mechanical Lock Cylinder
 - a. eCylinder
3. Small Format Interchangeable Core
 - a. SFIC
4. Local Area Network
 - a. LAN
5. First-In First-Out
 - a. FIFO
6. Universal Serial Bus
 - a. USB
7. Hyper Text Transfer Protocol Secure
 - a. HTTPS

PART 2 – PRODUCT REQUIREMENTS

2.1 eCYLINDER

1. Shall be available in a wide range of form factors including, but not limited to, mortise locks, rim locks, core-in-knob trim locks, cabinet cam-type locks, interchangeable core cylinders, padlocks, and vending machine locks for future expansion purposes and should be compatible with other components of the ECACS.
2. Shall have a unique ID number integral to the management of the cylinder that cannot be changed or duplicated.
3. Shall contain no internal battery or other integral source of electrical power.
4. Shall operate using the power source of the Electronic Key.
5. Upon valid entry the eCylinder shall remain unlocked for an adjustable specified time within the following range:
 - a. 1 Seconds, Minimum Duration
 - b. 4 Seconds, Maximum Duration
6. Shall maintain an event log of one-thousand one-hundred (1100) events for the purpose of maintaining an audit trail history.
7. Shall retain and delete events upon reaching maximum log capacity utilizing a FIFO rule for the purpose of maintaining a chronologically rolling audit history.
8. Shall authenticate and establish secure encrypted communication with the Electronic Key for the purpose of exchanging information requisite for access decision logic.
9. Shall have no limit to the number of keys a lock can support.
10. Shall contain non-volatile memory, which does not require a source of power to retain information.
11. Housings and critical components shall be constructed of metals specifically chosen for the purpose of corrosion resistance, durability, strength, and security, such as nickel-plated brass or stainless steel.

12. Shall have fully encapsulated integral circuits to protect against environmental damage.
13. Shall have versions that are appropriate for outdoor applications.
14. Shall have an operating temperature range of: -40° to 160° F; -40° to 70° C.
15. Shall be pick and bump resistant and have no mechanical keyway or other area allowing insertion of foreign objects.
16. Shall have a variety of options available for initialization or programming, including, but not limited to, a regular Electronic Key and special programming key.
17. In applications requiring higher resistance to attack, cylinder choices shall include high security options such as drill resistance, tamper resistance, torque resistance, pull resistance, and stun gun resistance.
18. Shall contain a fail-secure mechanical sheer mechanism for the purpose of preventing forced entry by applying excessive torque to the exposed cylinder face.
19. Shall be able to withstand an electronic attack of up to 50,000 volts and still operate (i.e. a stun gun).

2.2 ELECTRONIC KEY

1. Shall have a unique ID number integral to the management of the key that cannot be changed or duplicated.
2. Shall come in both a rechargeable battery version and a replaceable battery version. Both types of electronic keys shall be interchangeable and compatible with the system.
3. The rechargeable battery version should use a lithium-ion polymer battery.
4. The rechargeable key, upon a full battery charge, shall be able to open an average of 500 eCylinders.
5. Key charging options for the rechargeable battery key shall include:
 - a. Stand alone recharging station for 1 key
 - b. Stand alone multi-key recharging station for 6 keys
 - c. Integrated Communication/recharging stations
6. In addition the integrated Communication/recharging stations shall be capable of being powered by using any one of following sources.
 - a. Standard USB port on a computer or other device
 - b. Standard 120VAC receptacle, using 120VAC USB adapter.
7. Replaceable battery version should use an off-the-shelf 3-volt lithium battery and be field replaceable.
8. The replaceable battery key, with a new battery, shall be able to open between 2000 and 5000 eCylinders without changing the battery.
9. Both key versions shall be constructed from high quality materials for the purpose of general durability when withstanding abusive applications.
10. Shall retain an event log of up to three thousand nine hundred (3900) events for the purpose

of maintaining a current audit trail history.

11. Shall retain and delete events upon reaching maximum log capacity utilizing a FIFO rule for the purpose of maintaining a chronologically rolling audit history.
12. Shall have an option to override this FIFO rule so that the electronic key, upon reaching maximum capacity, cannot be used until it is presented to a downloading station. This prevents the inadvertent loss of early audit trail data.
13. Shall contain non-volatile memory, which does not require a source of power to retain information.
14. Shall authenticate and establish secure encrypted communication with the eCylinder for the purpose of exchanging information requisite for access decision logic.
15. The rechargeable battery key shall contain an indicator for the purpose of visibly displaying the following:
 - a. Outcome of access attempt during user operation
 - b. Low-battery status during user operation
 - c. Battery status during charging
16. The replaceable battery key shall contain an audio alert for the purpose of indicating the following:
 - a. Outcome of access attempts during user operation
 - b. Low-battery status during user operation
17. Both rechargeable and replaceable battery keys shall have low cost replaceable tips available in the event of tip wear.
18. Shall be programmed using the Software to allow the following functions to be combined, as necessary, for the purpose of designing flexible time schedules, which collectively determine which eCylinders are accessible and when they may be accessed.
 - a. Activation and expiration date, specified as a date-time range, during which the Electronic Key is enabled access.
 - b. Hour and minute operation schedule, specified as a range up to seven (7) separate times in a given set of week days, during which the Electronic Key is enabled access.
 - c. Daily operation schedule, specified as days in a given seven (7) day week during which the Electronic Key is enabled access.
 - d. The holiday schedule, specified as for which the Electronic Key is enabled or denied access. Holiday schedules shall be capable of overriding normal schedules without requiring additional administrative effort. Holidays that fall on the same date every year can be scheduled one time and recur indefinitely without additional administrative effort.
19. For the purpose of supporting flexibility of system configuration and user satisfaction, shall be available in a variety of configurations, all of which offer identical system functionality but differ in operating features, such as the ability to update permissions wirelessly via a smart phone.
20. Standard user key shall be programmable using the Software to serve any of the following functions, as necessary, for any desired period of time, temporary or otherwise.
 - a. User Key
 - i. Functions as a typical access key issued to a system user. 'User' mode allows the unlocking of specified cylinders during specified days and times.
 - b. Audit Key

i. Functions as an electronic auditing device; audit mode allows a user to retrieve event history from one or more eCylinders, and then send that information to the software by synchronizing the Electronic Key at a Communication Station.

c. Programmer Key

i. Functions as an electronic carrier device; allows a user to collect programming jobs such as lost or black-listed keys from the Software by synchronizing the Electronic Key at a Communication Station. The key is then brought to one or more eCylinders and uploads the current information into the eCylinder.

21. Shall make available a “Control Key” that enables the installation of an SFIC, if this type of eCylinder is deployed.

2.3 COMMUNICATION STATIONS

1. A variety of devices must be available for communication between the keys, locks and software. These devices must facilitate both receiving program information from the management software to the key and sending access data stored in the key to the management software. The selection of devices must include:
 - a. Devices used at the computer that connect to a USB port.
 - b. Devices that connect to the software over a local network with or without a workstation (PC/Mac) present.
 - c. Devices that connect to the software over a secure connection to the Internet.
 - d. A Smartphone option that communicates via Bluetooth to a Bluetooth-enabled key and to the Software over a secure connection to the Internet or a private cellular network.
2. Smart Key Cabinets shall be made available with features including
 - a. Storage of electronic keys in a secured cabinet in an unprogrammed state.
 - b. Control over who may take a key through entry of authorized PIN or presentation of authorized RFID card.
 - c. Being capable of producing a log of cabinet events.
 - d. Being capable of producing a log of key usage.
 - e. Being able to recharge keys.
 - f. Being capable of programming keys for specific user permissions by receiving instructions from management software.

2.4 SOFTWARE

1. System Management Software
 - a. Shall accommodate systems of all sizes, including large or geographically widespread installations of up to 15,000 locks or more.
 - b. Access to the software shall be via a web browser and be platform and operating system independent.
 - c. Shall not require client software to be resident on any computer.
 - d. Shall utilize the secure HTTPS for the purpose of enhanced security.
 - e. Shall not require access to an off-site or third party system (unless client desires a hosted solution).

2. Server
 - a. Shall function as the system server.
 - b. Shall be capable of being located either on-site or remotely with no change in functionality, to allow for enhanced security and maintenance of data integrity.

3. System Interface
 - a. Shall be Web-based and interface with the Server using HTTPS protocol communication.
 - b. Shall be accessible via any device that has a network connection and a supported browser.
 - c. All software and ECACS functions, including those previously described, shall be accessible exclusively using the System Interface.
 - d. There shall not exist any application-based client which functions as the system interface.

4. Software Features
 - a. Shall allow setting of access schedules with the capability of grouping locks and/or keys for batch scheduling.
 - b. Shall allow email notification of selected access events.
 - c. Shall provide comprehensive audit trails of events with reporting capability.
 - d. Shall allow setting multiple key access requirements in locks and delay access requirement in locks.
 - e. Shall provide key battery information.
 - f. Shall allow management of communication devices.
 - g. Shall provide a record of all changes made in the software by each software administrator.
 - h. Optionally, software may:
 - i. Allow setting a hierarchy of software administrators.
 - ii. Manage applications over multiple time zones.
 - iii. Allow visual lock and communicator placement location graphics.
 - iv. Allow for automation and integration of the software through an SDK using the XML-RPC protocol.

PART 3 – EXPANSION OPTIONS

3.1 PLATFORM

The system should allow for an expansion platform that enables the use of modules that provide features including onsite secure electronic key storage as well as enabling the integration of a wired access control system. The expansion platform must be capable of providing onsite, secure, remote, weatherized key storage that can be accessed with a PIN, RFID card, or both.

1. Operating as a wired door access system that can be opened with Wiegand compatible devices.
2. Activating a variety of relay-based devices such as electric door strikes, security cameras, safety lights, and remote alarms that prompt security responses.
3. Receiving input from Request to Exit (RTE) and Wiegand™ compatible devices as well as from door sensors.

END OF SECTION