

1. **DUTIES** The successful bidder agrees to provide electronic door locks and master keys for Three Rivers College River Ridge Apartments located on the Poplar Bluff Three Rivers College campus on the terms and conditions set forth in this agreement as follows:
2. **SUCCESSFUL BIDDER RESPONSIBILITIES** The successful bidder agrees to the following responsibilities:
  - A. Acquire and maintain all necessary licenses applicable to the duties to be performed.
  - B. Provide delivery.
  - C. Provide remote programming support to connect the doors to Engage lock control software for Schlage locks.
3. **THREE RIVERS COLLEGE RESPONSIBILITIES** The College will install the locks and our maintenance and IT departments will service them over the life of the product.
4. **SPECIFICATIONS** The successful bidder agrees to provide electronic door locks and master keys meeting the requirements listed below:
  - A. Electronic door locks – Schlage LE Mobile enabled wireless mortise lock or equivalent quality, function and physical footprint (must fit existing doors without modification).
  - B. Locks to be self-powered with no wiring or other equipment being installed in or around the door/door frame to become operational.
  - C. Locks to have a physical key by-pass for emergency entrance.
  - D. Provide System management software that can be hosted by the College or cloud hosted.
5. **EQUAL EMPLOYMENT OPPORTUNITY** The successful bidder agrees to adhere to the provision for equal employment opportunity and payment of not less than the minimum prevailing wage specific to construction jobs over \$75,000.00 and the area based on current prevailing wage determination. Certified payrolls will be required by the College prior to release of any payment to the successful bidder if applicable.
6. **NONDISCRIMINATION AND EQUAL OPPORTUNITY** The College commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.
7. **SECURITY** The successful bidder agrees to adhere to the following security requirements:
  - A. The successful bidder will be responsible for being knowledgeable of the security requirements of the College and for enforcing the security rules of the College as they apply to the successful bidder and any agents or employees thereof.

- B. In addition to any other security rules and regulations, the successful bidder shall inform their employees or agents of the following:
  - I. No guns, knives, or other dangerous weapons are allowed on campus.
  - II. No dangerous drugs, or other prohibited substances, including alcohol, are allowed on campus.
  - III. All keys to the building will be furnished by Public Safety to the successful bidder or their employees, if applicable. All keys shall be returned to Public Safety upon request. A charge will be assessed for each key not returned.
  - IV. The successful bidder will be responsible for the cost of key replacement, re-keying, or lock replacement when the successful bidder or employees of the successful bidder are negligent in this regard.
  
- 8. **INSURANCE REQUIREMENTS** The successful bidder is required to supply the College with a Certificate of Insurance issued by an insurance company that is licensed to do business in the State of Missouri and acceptable to the College.
  - A. All insurance will be written through an insurance company that is licensed to do business in the State of Missouri and acceptable to the College.
  - B. The successful bidder will furnish the College with a Certificate of Insurance upon request.
  
- 9. **CONTRACTOR** It is mutually understood and agreed that, where applicable to the terms and conditions set forth in this agreement, an independent contractor relationship is being established between the successful bidder and the College.
  - A. The employees of the successful bidder are not, nor shall be deemed to be, employees of the College.
  - B. The employees of the College are not, nor shall be deemed to be, employees of the successful bidder.
  - C. The successful bidder acknowledges that they are an independent contractor and are not an agent, partner, joint venture nor employee of the College.
  - D. The successful bidder shall have no authority to bind or otherwise obligate the College in any manner nor shall the successful bidder represent to anyone that they have a right to do so.
  
- 10. **DAMAGE TO COLLEGE PROPERTY** The successful bidder shall be respectful of the College's property and shall report any damage as follows:

- A. The successful bidder shall be responsible for the repair and replacement of any damage to college property caused by the misuse or negligence of the successful bidder or their employees.
- B. The successful bidder is responsible for reporting, in writing, within 72 hours the occurrence of damage to college property.
- C. Failure to report the damage within the specified time may be cause for termination of this contract.

11. **BID ACCEPTANCE** The College reserves the right to accept or reject the successful bid in part or in entirety.

- A. The successful bidder agrees to grant the College the right to accept or reject their proposal in part or in entirety.
- B. If the successful bidder's proposal is to be accepted or rejected only in its entirety, the successful bidder must notate "entirety" in the top right corner of the first page of their proposal.

12. **PROPOSAL** The successful bidder shall supply the College with their proposal meeting the requirements included in this agreement. The proposal must include the following:

- A. A brief introduction and summary of your company.
- B. If applicable, a notation of "entirety" if the bid is not to be accepted or rejected in part.
- C. A list of any applicable certifications that your company holds.
- D. Three references from upstanding businesses with similar needs to those of the College.
- E. A certificate of insurance listing at least the required insurance minimums.
- F. Price proposal outlining the cost of the services defined in this agreement broken down as follows:

I. Cost for locks x 48	\$ _____
II. Cost for master keys x 4	\$ _____
III. Cost for 500 key fobs	\$ _____
IV. Shipping/Delivery	\$ _____
V. Total project cost	\$ _____