

IRVING INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT

2621 West Airport Freeway
PHONE: (972) 215-5440

IRVING, TX 75062
FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.

CSP #09-19 PHOTO IDENTIFICATION SYSTEM, PARTS, SERVICE AND ACCESSORIES

Please RESPOND on the following not later than 2:00 PM March 25, 2009."

SUBMIT ONE ORIGINAL AND TWO COPIES OF BID.

Mark sealed envelope "**CSP # 09-19 PHOTO IDENTIFICATION SYSTEM, PARTS, SERVICE AND ACCESSORIES**" This proposal will open at **2:00 PM March 25, 2009** and deliver to the Purchasing Office address at the top of this form or mail to:

MAIL TO:

Rick Powell, Director of Purchasing
Irving ISD
P.O. Box 152637
Irving, TX 75015-2637

OR DELIVER TO:

2621 West Airport Freeway
Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice.

In determining the award of contracts, the District shall consider factors in accordance with Section 44 Texas Education Code.

Any addenda to this document will be posted to the district website and it is the responsibility of the vendor to check for such addenda at <http://www.irvingisd.net/purchasing/bids.htm>

The right is reserved to accept or reject quotations on each item separately or as a whole.

IRVING INDEPENDENT SCHOOL DISTRICT

By: 

Richard Powell, Director of Purchasing
rpowell@irvingisd.net

Company Name: _____

Signature of authorized representative _____ Date _____

Printed name _____ Email _____

Phone () _____ Fax () _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034.
Notification of Criminal History of Contractor

a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Vendor response (initial): negative _____ or see attached information _____

b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

If awarded under this CSP # 09-19, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services for Irving ISD. yes _____ no _____

Signature below certifies accuracy of answers to all sections on this page.

Signature _____

Printed Name _____

Company Name _____

Telephone Number () _____ Date _____

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

EPCNT

Approximately 53 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). You may learn about EPCNT at <http://www.epcnt.com/>. Should any of these entities decide to participate in this bid, would you (the vendor) agree to extend your offer to all member school districts? Terms and conditions and pricing must be the same as for Irving ISD.

_____ NO, _____ YES

If vendor checks yes, the following will apply:

Terms and conditions and pricing will be the same as Irving ISD. Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order its own materials/services as needed.

Signature below certifies authorizes EPCNT participation for this offer by the responding vendor.

Signature _____

Printed Name _____

Company Name _____ Date _____

CSP #09-19 PHOTO IDENTIFICATION SYSTEM, PARTS, SERVICE, AND ACCESSORIES

SCOPE AND SPECIFICATIONS OF PROPOSAL REQUEST

Irving Independent School District (IISD) is located in Dallas County, Texas. Total student enrollment is approximately 33,000 students.

Irving Independent School District (IISD) is soliciting Competitive Sealed Proposals from vendors to supply the district **PHOTO IDENTIFICATION SYSTEM, PARTS, SERVICE, and ACCESSORIES**.

The following specifications and requirements are the bid specifications for purchase and implementation of a district-wide Student Photo ID system. This bid is illustrative of the Irving ISD needs. It is not meant to limit competition. This item will be bid as a package which includes the following components which can be purchased as needed. Components and accessories should be available to be purchased on an individual basis as needed throughout the life of the contract. It is anticipated that, at a minimum, there will be a complete package purchased for each of the 35 campuses. Additional packages are planned at the high school locations as well. Additional cameras and printers should be available for purchase for at least one year at the contract price after the bid is awarded.

An individual component price list should be included. Include the yearly maximum cost increase for components and accessories by percentage per year for year's two (2) through five (5). Pricing for each complete package must five years full service and maintenance.

The server for the software will be provided by customer. Loading the software will be the responsibility of the vendor awarded the software bid.

I. SOFTWARE –Student Web ID Software

Standard Features and Specifications (Required)

- A. Software must be web-based and work with Internet Explorer 7.0, Mozilla, and other web browsers.
- B. Software must be hosted within Irving ISD with access provided to vendor to update software and assist with technical issues as needed. Software must have the capability to be installed on district's web server for intranet access only.
- C. Software must support all photo ID printers within Irving ISD that are less than 7 years old. The printers currently in use are as follows: DataCard S Printer, Data Card S AIT Printer, DataCard S, Elite Printer, Fargo DTC510 Printer, Fargo DTC515 Printer, Data Card SP55 and Fargo DTC520 Printer.
- D. Software must allow for fully automatic, redundant backup of district-wide student, faculty, staff, volunteer, and other identification data.
- E. Software's web application must provide all ID system functionality. No local client software will need to be installed except for printer drivers and auto-cropping photo capture interface for certain digital cameras. The client auto-cropping camera interface cannot require a hardware dongle (software key) for licensing.
- F. ID data must be stored in a secured manner with access to authorized users only.
- G. Software must allow for multiple users simultaneously at one campus or multiple campuses through the district's intranet.
- H. Software must contain a database agent to synchronize the district's SIS Pentamation school information database to the ID card system database. This synchronization must be adjustable and able to be set for instantaneous or periodic updates at a minimum of once daily. A SIF agent would be preferred.
- I. Software must be able to service multiple tables, where student information and staff members are in different databases and / or tables to allow for separation of staff and student information.
- J. Software must allow for the addition of additional databases such as substitutes, regular volunteers, PIE people, etc. All non-student data records, such as staff, volunteers, etc. shall require a staff record to carry a title from an editable list to denote the person's function and or authorization.

- K. Software must allow for easy card design, update or modification by an approved user. A minimum of 10 different card layouts per school must be available and within the district's intranet. Editing and/or changing the card layout must be provided by the web application and will not require any additional design software to be installed. Generic card designs must be available and card layouts must be transferable between schools. Layouts must provide pre-print layout and personalization layout. It must be possible to incorporate school logo in the pre-printed layout of the card or in the personalization layout.
- L. Software must have the ability to store badge designs district wide in the web-based application. These badge designs must be available at any time from any ID station connected to the district's intranet.
- M. Software must have the ability to grant authorization levels for all different (main) functions of the system. These authorization levels must be able to be designated by campus, or other authorized district administrator. A user account must provide the user a language option (ex: one user can use English where another user can work in Spanish).
- N. Software must provide essential information fields for barcode, name, grade, school, homeroom, teacher, etc. as determined by district.
- O. Software must allow pictures to be uploaded from any digital camera or source file. The camera interface must support standard auto-capture and auto-cropping functionality. The system must provide the option for capturing a thumbprint and/or signature of the desired subject and upload the template to the system database for identification / verification.
- P. Software must provide a path to export pictures for use in other programs such as cafeteria (CyberSoft) and library (The Library Corporation—Library Solutions 4.0 and LS2WebCirc) programs.
- Q. Software must provide a print count that can be periodically modified by an authorized user.
- R. Software must provide a secure print-count feature for tracking cards printed, both district-wide and per school.
- S. Software's database manager must have the ability to automatically transpose names from the district's student information system, which may be in all caps, to names with upper and lower case.
- T. Software must have Admin functionality to produce reports and logging information of users, view and distribute personal notes from users, monitor card usage, statistical data and printing quantities. A student record snapshot (including photo) in .pdf format must be able to be produced.
- U. Software must allow unlimited concurrent licenses for users on client PCs. No limit shall be placed on the number of concurrent users accessing the web application. Local client PCs cannot require hardware dongle (software key) for licensing.
- V. Software must provide selectable generic alerts at each printing location. For example: A minimum card level must be set per school with automatic alert when card stock is low; or an alert to a central printing office when a large quantity exists to be printed.

II. PRINTER (Recommended for High Volume Locations) – High Schools

Note: It is anticipated that a high volume printer will be purchased for the five high school locations. A medium or low volume printer should be workable at the remaining campuses.

Standard Features and Specifications (Required)

GENERAL SPECIFICATIONS:

- High speed printing with a standard of 190 cards/hour **approximately** for color, single side (YMCKT) and 1000 cards/hour **approximately** for resin black (K)
- Print resolution of 300 dots per inch in 256 shades
- 16MB image memory standard
- Microsoft Vista, Windows 2000 and XP drivers
- Printer must be lightweight, easily transportable, and able to operate within system kiosk. Printer dimensions must not exceed 21.5 in. (length) X 7.78 in. (width) X 9.5 in. (height); printer must weigh less than 12 lbs
- Automatic card feed and auto-adjusting card thickness lever

- Single-sided, edge-to-edge printing
- Full-color or monochrome imaging
- Input hopper holds 200 .030 in. (.76mm) cards
- Output hopper holds 40 .030 in. (.76mm) cards
- Microsoft® Vista,®* Windows® 2000 and XP operating system printer driver
- Driver printer pooling on Microsoft® Windows®Vista, XP and 2000 operating system
- Bi-directional USB connectivity
- Printer Driver
 - User-adjustable image and color controls
 - User-defined print and topcoat panel blocking region
 - Stand-alone printer diagnostics
 - Color image preview and color preview sample card, provides the ability to load a custom bitmap for the color settings preview
 - Audio and visual message prompts
- Print ribbon features durable over-laminate (topcoat) to prevent card wear and tampering
- Automatic ribbon identification and validation
- Automatic printer settings and offsets
- Ribbon low warning – message generates on PC
- Operator-replaceable print heads
- Print Capabilities
 - Continuous-tone, full-color and black-and-white photos
 - Alphanumeric text, logos and digitized signatures
 - Variety of bar codes
 - Background patterns
- Electrical Requirements
 - 100/120V, 50/60 Hz
- Plastic Cards Accepted
 - Size: 3.375 in. x 2.125 in. (85.7mm x 54.0mm)
 - Type: PVC with glossy laminate surface; other core materials with PVC over-laminates are optional
 - Thickness:
 - .009 in. to .055 in. (.010 in. to .050 in. nominal)
 - .018 in. to .040 in. (.020 in. to .037 in. nominal) for magnetic stripe card options
 - .027 in. to .040 in. (.030 in. to .037 in. nominal) for contacted smart card options
 - .027 in. to .040 in. (.030 in. to .050 in. nominal) for contactless smart card options

REQUIREMENTS:

- Printer **MUST HAVE** the capability to be upgraded with HID and mifare smart card encoder that interfaces with student web ID soft ware to encode smart cards. HID/ mifare hardware must be a combined hardware unit. No others will be considered.
- Hardware Dongles (software key) – It is a requirement that the printer does not require a software key or dongle for use.
- Letter from manufacturer certifying length of warranty. Vendor's service palm will extend at least 5 years regardless of manufacturer warranty.

OPTIONS:

- Magnetic stripe encoding: IAT, dual high- and low-coercivity, tracks 1, 2 and 3
- RFID Supplies with enhanced features
- Smart card personalization
- Dual contact/contactless SCM reader
- Contact station
- Magnetic stripe encoding with smart card personalization
- Magnetic stripe and smart card field upgradeability
- Clear card monochrome printing
- Input Hopper Empty alert

III. PRINTER (Recommended for Low & Medium Volume Locations) – Elementary & Middle Schools
Standard Features and Specifications (Required)

GENERAL SPECIFICATIONS:

These will mirror that of the high speed printer except for the capacity of cards. See above for specifics.

IV. PRINTER SUPPLIES & ACCESSORIES
Standard Features and Specifications (Required)

- Print Ribbon Standardization – **IT IS A REQUIREMENT THAT ALL ID PRINTERS IN THIS BID USE THE SAME PRINT RIBBON.**
- Print Ribbons - OEM (Original Equipment Manufacturer) ribbons are required for use in printer
- Print Ribbons – should generate approximately 500 ID cards per roll full-color with topcoat
- All printer ribbons provided are to be of the highest quality available. They will be OEM manufacturer’s products designed for and recommended for use in the ID printer. Each ribbon will consist of a 4-panel section (YMCK to create the color image) plus a durable transparent topcoat to protect the ID card from tampering and wear.
- Cleaning Supplies – OEM (Original Equipment Manufacturer) cleaning supplies are required for printer
- Print Heads – OEM (Original Equipment Manufacturer) print heads are required for printer
- Print Heads – Must be user replaceable
- RFID Supplies with enhanced features
- Plastic Cards Accepted
 - Size: 3.375 in. x 2.125 in. (85.7mm x 54.0mm)
 - Type: PVC with glossy laminate surface; other core materials with PVC over-laminates are optional.
- Thickness:
 - .009 in. to .055 in. (.010 in. to .050 in. nominal)
 - .018 in. to .040 in. (.020 in. to .037 in. nominal) for magnetic stripe card options
 - .027 in. to .040 in. (.030 in. to .037 in. nominal) for contact smart card options
 - .027 in. to .040 in. (.030 in. to .050 in. nominal) for contactless smart card options

PHOTO ID CAMERA & ACCESSORIES
Standard Features and Specifications (Required)

- **1 camera –**
 - High Performance –5.0 minimum megapixel digital camera
 - Viewfinder: 3.0-inch low-temperature polycrystalline silicon TFT color LCD with wide viewing angle
 - ISO Sensitivity: Auto, High ISO Auto, ISO 80/100/200/400/800/1600 equivalent (Standard output sensitivity. Recommended exposure index)
 - Built-in Flash: Auto, Auto w/ Red-eye Reduction, Manual Flash On/Off w/ Red-eye Reduction
 - Computer Interface: USB 2.0 Hi-Speed
 - Power Source: battery and AC adapter options included.
 - Dimensions: 4.35 x 2.77 x 1.76 in./110.6 x 70.4 x 44.7mm
 - Configured to be compatible with Student Web ID Software
 - Student Web ID camera drivers – auto image download to ID software
 - Twain Compatible
 - Auto Focus
 - Auto Crop

Accessories: (available at an option cost—price given but will not necessarily be bought for each location; these components from the current system will be reused where possible)

- Blue photo ID backdrop
- Camera tripod

V. PHOTO ID KIOSK

(Work Station) – Requested for all schools—one per location

Standard Features and Specifications (Required)

- Kiosk shall be configured in such a way as to create a portable ID workstation
- Kiosk shall be on casters as to be portable for storage when not in use
- Kiosk shall be powered in a way that will accept all electrical components of ID system
- Each kiosk shall be capable of housing:
 - Housing laptop, or desktop computer
 - Photo ID printer
 - Photo ID camera and tripod
 - Card printer supplies and cleaning materials
- Kiosk will provide easy access to printer for changing supplies and performing maintenance
- Kiosk will include alarmed security cable connecting all components of ID system to kiosk
- Camera tripod will be securely mounted to kiosk to prevent loss or damage
- ID card printer will be securely mounted to kiosk to prevent loss or damage
- Kiosk will be sturdy enough to withstand transporting between campuses

Kiosk Options:

- Lockable sturdy cover for complete enclosure when ID system is not in use
- Soft cover for complete enclosure when ID system is not in use

VI. SERVER

The data storage server will be provided by the district to meet system requirements. Vendor is expected to load the software on this server. Include any cost for loading software or configuration in your proposal.

VI. COMPUTERS

Each campus will provide a laptop (preferable) or desktop which conforms to the vendor's current system standards for use with the program. Vendor is not being asked to quote required computer hardware, but the vendor will need to load any drivers or software needed to interface with badge ID software.

VII. SERVICE

- Maintenance on the program, printers, software, and cameras included in pricing for five years
- Service must be onsite within 4 hours of call by a dedicated factory-certified technician(s) located in the Dallas area.
- Vendor must have toll-free phone support available during normal school hours all year so as to cover summer school, registration, and regular school calendar times.
- Vendor must provide 2-4 hours of on-site training and installation for one site of equipment at each site verifying that computer can access the network. Irving ISD staff will coordinate with vendor on installation and access issues. Other computers hooked into the system will be added in cooperation with the vendor after the initial installation is completed.
- Service must be provided within 4 hours of initial service call.
- Instruction manuals will be provided for all equipment either in written form, on CD, or via a PDF file accessible through the Internet.

VIII. SUPPLIES

Supplies (cards, clips, and badge ribbons) for 70,000 badges should be included in the bid. Pricing for these should be stated individually for future purchases. The maximum annual percentage increase in prices should be noted on pricing sheet.

REFERENCES :

Vendors are required to submit a minimum of three customer references. It is preferred that all references be K-12 Educational Institutions. References should include; Client Name, Contact Name, Phone number and E-mail address if available.

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Evaluation Criteria:

Bids and Proposals are evaluated on a scale of 1 to 10, (may be divided using fractions to differentiate between close vendors) using the criteria specified in Subchapter B, Section 44.03(b), Texas Education Code specifically:

1. 20% - The purchase price;
Evaluation criteria -Cost of initial year purchase.
2. 10% - The reputation of the vendor and of the vendor's goods or services;
Evaluation criteria - District will check other districts for reputation.
Questions will include but not be limited to service of equipment, quality, life of badges, ease of use of equipment. Please include at least three references for districts with more than 20,000 students.
3. 10% - The quality of the vendor's goods or services;
Evaluation criteria - We will evaluate the equipment and the badge material. Our evaluation result is based on the opinion of our district staff.
4. 40% - The extent to which the goods or services meet the district's needs;
Evaluation criteria - We will evaluate the equipment and the badge material. Our evaluation result is based on the opinion of our district staff.
5. 15% - The vendor's past relationship with the district;
Evaluation criteria - We will evaluate the vendor relationship with Irving ISD over the last 3-5 years. Criteria that may be evaluated would be timely service, quality of goods received, billing issues, timely deliveries, ease of returns when required.
6. 0% - The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; not relevant to this project
7. 5% - The total long-term cost to the district to acquire the vendor's goods or services.
Evaluation criteria - Evaluation of initial cost, ongoing cost of supplies, licenses, warranty, service calls, cost of initial and subsequent training, ease of use (extensive training time for employees is a cost to the district)

**Irving Independent School District Purchasing Department
2621 West Airport Freeway - Irving, Texas 75062 972-215-5440**

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

CSP #09-19 Photo Identification System, Parts, Service and Accessories

Must Be Signed and Returned

Proposal/Bid Authorizing Signature Page

I affirm, to the best of my knowledge, this bid has been arrived at independently and is submitted without collusion with anyone.

I hereby certify that this bid is prepared and submitted in accordance with the terms and conditions specified in the Bid Document.

I agree that this document is an integral part of any contract formed as a result of the project.

Disclosure: Please list below any owner or employee who is an Irving ISD Board member, related to an Irving ISD Board member, or is an employee of Irving ISD. Attach a separate sheet if necessary.

Name _____ Relationship to IISD _____

Company _____

Authorized Company Official's Name (Printed/Typed) _____

Authorized Signature _____ Title _____

Mailing Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

Website address _____

Sales Representative Name _____

Address (if different from above) _____

Phone Number _____ Fax Number _____

Email Address _____

Questions regarding this bid should be directed in writing to:
Richard Powell, Director of Purchasing
2621 W. Airport Freeway
Irving, Texas 75062-6020
rpowell@irvingisd.net

CSP #09-10 PHOTO IDENTIFICATION SYSTEM, PARTS, SERVICE AND ACCESSORIES
PRICING

	Unit Price	Maximum cost increase by percentage per year
<hr/>		
Complete Package Cost each setup, including 5 years total service plan agreement		\$ _____
 Additional Component pricing for incremental incidental future purchases (Cameras, printers, etc.)		
Item(s) (Please list all applicable)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
 Additional Accessories & Supplies for incremental incidental future purchases (cards, clips, badge ribbons, backdrop, tripod)		
Item(s) (Please list all applicable) Please note printed card yield for each ribbon.	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____