



Request for Proposal:  
Security Equipment and Licenses

Request for Proposal Number:  
#CC606-25

Proposal Due Date and Time:  
5/22/2025 – 2:00 P.M. Mountain Time

Request for Proposal Opening:  
5/22/2025 – 2:00 P.M. Mountain Time

Question Deadline:  
5/15/2025 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE: Shane Pulliam  
E-MAIL ADDRESS: shane.pulliam@caspercollege.edu  
TELEPHONE NO.: (307) 268-2633

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## SECTION 1: Definitions and Terminology

Wherever used in this bid or other related procurement documents, the following terms have the meanings indicated. These definitions apply to both singular and plural forms and may be used interchangeably.

**Addendum:** Written or graphic instruments issued prior to the bid opening that clarify, correct, or change the bid or related procurement documents.

**Bid / Bid Form:** The pricing and/or documentation submitted to the College in response to the Request for Proposal (RFP).

**Bidder / Firm:** The company or vendor submitting a bid.

**Contract:** An agreement between Casper College and the successful bidder, including the written contract, RFP, any addenda, purchase order(s), terms and conditions, and the bidder's response to the RFP.

**Contractor:** The company awarded a contract or purchase order under this bid.

**Evaluation Committee / Stakeholders:** Casper College employees or contracted individuals with a vested interest in the project.

**Purchase Order / PO:** A contractual agreement outlining terms for the purchase of goods or services, including payment terms, delivery dates, quantities, item details, freight terms, and other conditions.

**Request for Proposal (RFP) / Proposal:** A formal, publicly released document that outlines a need and invites businesses to submit bids to meet that need.

**Specifications / Scope of Work:** Written or graphic descriptions outlining materials, equipment, standards, workmanship, services, and other administrative or technical details relevant to the proposal.

## SECTION 2: Instructions to Bidders and Bid Requirements

### 1. General Conditions

- 1.1. The Procurement Department will receive proposals for the provision of Security Equipment and Licenses. Proposals are due no later than **May 22, 2025 at 2:00 PM Mountain Time**.
- 1.2. Casper College reserves the right to waive irregularities or informalities, even those designated as mandatory, provided such waiver does not confer an unfair advantage or disadvantage.
- 1.3. Casper College may accept or reject any or all proposals. The College is not bound to accept the lowest bid, but rather the one deemed to be in the best interest of the institution. Pricing is important but not the sole criterion.
- 1.4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been or will be paid in connection with this proposal, and that no conflict of interest exists with any individual involved in the process.
- 1.5. Casper College is committed to equal opportunity. Minority business enterprises are encouraged to participate. The College will not discriminate on the basis of age, race, color, sex, creed, religion, national origin, or disability. The awarded bidder must comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.

- 1.6. The bidder certifies that its firm, including affiliates, subsidiaries, or subcontractors, provides equal employment opportunities regardless of protected status. Violation of this certification may result in termination of the contract.
- 1.7. All proposals are subject to public inspection in accordance with the Open Records Act. Proprietary or confidential information must be clearly marked and will be protected only to the extent allowed by law. Entire proposals cannot be marked as confidential.

## **2. Preparation of Proposals**

- 2.1. Bidders should thoroughly review all bid documents, specifications, scope of work, drawings, and any addenda. Failure to do so is at the bidder's own risk. Use only the RFP and referenced documents to prepare proposals.
- 2.2. All required documents (as outlined in **Section 5**) must be completed, signed by an authorized representative, and returned with the sealed bid.
- 2.3. Deviations or substitutions must be clearly noted and accompanied by complete specifications. Without a deviation statement, full compliance with the specifications is assumed.
- 2.4. Failure to provide a deviation statement and supporting documentation (if applicable) may result in bid rejection.
- 2.5. A proposal may be rejected if it modifies any specifications or minimum requirements outlined in the RFP.
- 2.6. Bid pricing must include all associated costs (materials, labor, installation, disposal, freight, insurance, etc.) on an FOB Casper College basis. In case of pricing discrepancies, unit pricing will prevail.
- 2.7. All preparation and submission costs are the responsibility of the bidder and will not be reimbursed.
- 2.8. Bid documents are available free of charge at:
  - [caspercollege.edu/offices-services/purchasing](http://caspercollege.edu/offices-services/purchasing)
  - [rockymountainbidsystem.com](http://rockymountainbidsystem.com)

## **3. Submission, Modifications, Withdrawals, and Late Bids**

- 3.1. Proposals must be sealed, include the attached Bid Form, and be signed by an authorized official. Late or unsealed proposals will not be accepted.
- 3.2. The Total Lump Sum Price must include all associated costs: labor, materials, operations, inspections, permits, bonds, insurance, incidentals, taxes, lodging, and proper disposal of existing materials.
- 3.3. Mail or hand-deliver sealed proposals to:  
**Attention:** Procurement Department GW #311  
Casper College  
125 College Drive  
Casper, WY 82601

3.4. Clearly label the outside of the proposal: **"SECURITY EQUIPMENT AND LICENSES – RFP #CC605-25"**

3.5. Proposals may be modified or withdrawn prior to the deadline via signed email, fax, or letter from an authorized representative.

3.6. Modifications must be initialed by the authorized signatory.

3.7. Revised pricing must be submitted in a new sealed envelope and received before the proposal deadline.

3.8. Verbal or telephone modifications or withdrawals are not accepted.

3.9. A bidder who fails to fulfill awarded services may be excluded from future consideration.

3.10. Fax, telephone, or electronic submissions will not be accepted.

#### **4. Questions and Addenda**

4.1. Direct all questions or clarifications to:

**Shane Pulliam, Director of Procurement**  
125 College Drive  
Casper, WY 82601  
Phone: (307) 268-2633  
Email: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)

4.2. Submit all inquiries no later than **May 15, 2025 at 3:00 PM Mountain Time**. Late inquiries will not be accepted. Addenda will be posted within one business day of that deadline when possible.

4.3. Only the Procurement Department may issue official addenda. Oral interpretations will not be binding.

4.4. Bidders are responsible for checking the bid sites for addenda prior to submission. All addenda must be acknowledged on the Bid Form.

#### **5. Bid Opening**

5.1. A public bid opening will take place on **May 22, 2025 at 2:00 PM Mountain Time** in **Room 310 of the Gateway Building** on the Casper College campus. All interested parties may attend.

5.2. All bids must remain valid for a minimum of **sixty (60) calendar days** from the proposal closing date.

#### **6. Award and Contract Information**

6.1. The bidder affirms that it has the necessary expertise, capacity, and legal credentials to execute the contract to the highest professional standards.

6.2. The awarded contractor may not assign, subcontract, or transfer the contract or any interest therein without prior written consent from Casper College.

- 6.3. If the awarded bidder declines the contract, Casper College reserves the right to award the contract to the next qualified bidder, reissue the RFP, or cancel the solicitation.

### **SECTION 3: Specifications**

1. Casper College intends to award each section of this bid independently.
2. Bidders may choose to submit bids for one or more sections.
3. Itemized products and quantities are listed on the Individual Pricing Sheet located on pages 9-11.
4. In addition to the completed bid form, bidders must also fill out and submit the Individual Pricing Sheet.
5. Substitutions will not be considered due to the need for standardization of these items across campus.
6. All pricing must include delivery.
7. Bids must be submitted in accordance with the instructions outlined in this document and received by the specified deadline to be considered.

### **SECTION 4: Evaluation Methodology**

#### **1. Overview**

- 1.1. Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of all proposals received in response to this Request for Proposal (RFP).
- 1.2. Proposals will be reviewed by all relevant stakeholders at Casper College. The Evaluation Committee will consist of individuals with subject-matter expertise related to this project.

#### **2. Evaluation Criteria**

- 2.1. Proposals will be evaluated based on, but not limited to, the following criteria (not necessarily listed in order of priority):
  - **Pricing:** While cost is a consideration, the lowest bid may not necessarily be awarded the contract. The College will award based on what is determined to be the best overall value.
  - **Specifications & Qualifications:** Compliance with the terms, conditions, and minimum requirements outlined in the RFP. Bidders must demonstrate that their offerings meet or exceed required qualifications and technical criteria.
  - **Quality of Materials:** Assessment of the overall quality, durability, and suitability of the proposed products.
  - **Reputation:** Evaluation of the bidder's performance history, references, and any prior experience with Casper College, if applicable.

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- **Experience:** Demonstrated relevant experience and qualifications of the company and personnel assigned to the project.
- **Timeliness:** The bidder's ability to meet the proposed project schedule and completion deadlines.
- **Warranty:** Coverage, duration, and comprehensiveness of warranties for both materials and labor.
- **Additional Considerations:** Other relevant factors, such as value-added services, customer support, environmental impact, or proposed innovations.

Shane Pulliam

A handwritten signature in blue ink, appearing to read "Shane Pulliam", with a stylized, cursive script.

Casper College  
Director of Procurement

**SECTION 5: BID FORM**

(Please submit any warranty information, samples, specification, photos, brochures, or any other pertinent information along with your bid form.)

<b>Casper College - Bid Form</b>			
<b>Security Equipment and Licenses RFP #CC606-25</b>			
<b>Qty</b>	<b>UOM</b>	<b>Description</b>	<b>Grand Total(s)</b>
1	LOT	SECTION - AXIS CAMERAS	
1	LOT	SECTION - RANCH CAMPUS / UPS	
1	LOT	SECTION – EXAQ VISION	
1	LOT	SECTION – NETWORK CABLE	
1	LOT	SECTION - EAC	
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)			
<b>Bidder Information:</b>		<b>Comments:</b>	
Bidder Name:		Mailing Address:	
City:	State:	Zip:	
Phone Number:		Fax:	
Bidders Name (print):		Title:	
Signature:		Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.			



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QTY ▼	SECTION - Axis Cameras ▼	Price Per Each ▼	Line Total ▼
1	P3818-PVE 02060-001		
14	P3819-PVE 01819-001		
1	Q1808-LE		
2	Q1700-LE 01782-001		
16	P3738-PLV 02635-001		
5	P1388-LE		
2	P3268-LVE 02332-001		
6	P3737-PLV 02634-001		
6	P4708-PLVE		
2	Camera Lens 1029625 9-50MM		
3	P3735-PLV 02633-001		
6	P4705-PLVE Z4-02415001		
8	P3265 LV 02327-001 3.4-9MM		
3	P3265-LVE Z4-02328001 3.4-9mm		
3	P3265-LVE 02333-001 9-22mm		
1	Axis License ELICENSE LICENSE PLATE 01574-001		
50	T8061 5801-641 Surge arresters		
10	T91B47 01164-001 Pole Mount		
2	T91A64 5017-641 Corner Bracket		
8	T91D61 Wall mount		
5	T91E61 wall mount		
14	T94N01D Pendant kit		
4	TP3103-E 02548-001 Pendant kit		
3	T91D62 Parapet mount		
1	T94N01L Recess Mount		
2	T94R01B small corner bracket		
2	AXIS T91B50 Telescopic Ceiling Mount - 5507-451		
		<b>GRAND TOTAL</b>	
		=	

QTY ▼	SECTION - Ranch Campus - UPS ▼	Price Per Each ▼	Line Total ▼
2	N1C.LR2000 N1c lithium ion 2000w UPS		
4	N1C.A800		
		<b>GRAND TOTAL</b>	
		=	

QTY ▼	SECTION - Exaq Vision ▼	Price Per Each ▼	Line Total ▼
1.00	Exaqvision NVR Linux Ranch		
	A-Series exacqVision NVR with 18 IP Enterprise licenses (64 max), 72TB. 2-4 bay drive available for expansion, Linux Os		
1.00	Exaqvision NVR Replacement for Reshall		
	80TB Storage, 100 enterprise Licenses for cameras 2-4 drives bays available for expansion. 10g nic or able to add one. 150 streams LINUX Current player(ip04-20t-F2AL-E) We have Upgraded memory to 12gb, Storage to 60tb and processor to a i7-7700T-CPU at 2.9 ghz 10gb nic card		
1.00	Exaqvision Player Replacement for Werner Wildlife Museum		
	12tb storage +expansion capable. We do not need built in switch like current NVR. Curent player PE16-08T-LC 16 enterprise license 8tb drive space		
1.00	Renewal license for LH NVR 70 licenses		
10.00	Additional Enterprise License for LH Centralized Server		
1.00	Renewal License for UU building 25 Licenses		
1.00	Renewal License for VA Building 28 licenses		
		<b>GRAND TOTAL=</b>	

QTY ▼	SECTION - NetWork Cable ▼	Price Per Each ▼	Line Total ▼
2000'	Cable CAT6 UNSHIELDED GAMECHANGER PLENUM CABLE 6M-258300310		
8000'	Cable CAT6 OSP SHIELDED GAMECHANGER CABLE 258340804		
	If standard rj45 connectors don't work, we need appropraite rj45 ends and tool for game changer cable.		
6000'	Cat 6e		
3000'	OUTDOOR RATED CAT6E		
1000'	24 Strand fiber singlemode		
30' X 10	LC to LC single mode fiber jumpers		
		<b>GRAND TOTAL=</b>	

QTY ▼	SECTION - EAC ▼	Price Per Each ▼	Line Total ▼
80	Door Contact N1178CB/ST		
2	Reader 40KNKS-00-000000		
7	Reader 20NKS-00-000000		
20	Access Control MR52-S3B		
10000'	Cable Combination 18-4+22-2+22-4+22-3P		
14	Wireless Lock ES100ES100-15-L-M-BIPS-630 (with Bluetooth and our mobkey pre installed. Must also include licensing for rs2 accessit)		
30	Electric Strike HES7501-630		
10	Cylindrical Lockset D80LD RHO 626 Schlage NICKLE finish CLX3357 NZD 626 RH LC		
1	Cylindrical Lockset CLX33905 NZD 626 CLX33905 NZD 626 RH M92 LC		
1	Mortise Lockset ML20906 NSM RHR 626 ML20906 NSM 626 RHR 24AD SEC M92		
4	aperio r100 readers stand alone		
4	id Face Max Comes out after ISC West show.		
6	IN100 - CLX33134-NZD-626-RH-LRK		
8	CL33134 NZ D 626 Aperio Lock set		
		<b>GRAND TOTAL</b>	<b>=</b>