



**Request for Information**  
**RFI-817-18I**  
**College-Wide Emergency Communications Solution**

**Due:**

09/21/2018  
2:00 p.m. MST

**Buyer:**

CMC Purchasing Department  
802 Grand Avenue / Glenwood Springs, CO 81601 / [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu)

**COLORADO MOUNTAIN LOCAL COLLEGE DISTRICT  
REQUEST FOR INFORMATION  
817-18I  
College-Wide Emergency Communications Solution**

Introduction.

Colorado Mountain College (“CMC”) is a statutory local college district established in 1965. The district and service area cover 12,000 square miles in all or part of nine counties. CMC offers 77 certificates, 54 associate degrees and 5 bachelor’s degrees.

The long-standing investment from our communities allows us to keep our quality high, our tuition affordable and our access wide open. Eleven world-class mountain locations in central Colorado enable big-school opportunities in small, personal settings. Our unusually strong local partnerships create rich experiences for real-world learning and careers. The result? Proven student success that makes Colorado Mountain College a choice that’s uniquely smart. For additional information please see [www.coloradomtn.edu](http://www.coloradomtn.edu).

All documents and Addendum are posted at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing). This site will have all subsequent documents and updates.

**RFI Purpose and Goal:**

Colorado Mountain College is seeking information for a college-wide emergency communications solution with the capability of providing urgent emergency communication to employees, students, and guests on campus in both audible and visual formats. CMC understands that there may be multiple ways to achieve this outcome and will consider solutions that meet this objective.

The desired solution will provide the following:

- The capability to deliver audible and visual notification to 100% of building occupants and nearby outdoor areas (parking lots and common areas between buildings, exact area TBD).
- One-touch, panic button initiation of pre-configured notification for the most urgent situations (i.e. active shooter scenario). Near immediate message deployment is essential.
- Dashboard interface for sending less urgent notification.
- Documentation of reliable implementation and use at other institutions of higher education.
- Easy and intuitive system administration and use.
- The ability to segment the system into separate zones for each CMC location is required, allowing for targeted emergency communication to only the impacted campus.
- Compliance with ADA, NFPA, and other applicable regulatory requirements.  
The following are examples of possible system attributes, provided only to add context and clarification to the desired goal described above. This should not be considered a complete or required list of features or specifications. Creative proposals that leverage existing technology and infrastructure (described below) to cost-effectively achieve the stated emergency communication goals are encouraged.
- Visual notification may include such things as electronic signage, computer screen takeover, strobes, personal device apps, or other means to deliver important safety notification and instructions.
- Audible notification may include text-to-speech speakers, prerecorded messages, alert tones, interior speakers or PA system, automated phone calls, outdoor speaker array, or other technologies to deliver an audible message.
- Integration with existing Rave Alert mass notification system and possible utilization of the Rave Alert audible and visual messaging capability to support the project goal.

- Integration with existing assets include access control technology (card swipe locks), speakers, VOIP phones and auxiliary speakers, digital signage, fire panel systems, network computers, and panic buttons and other infrastructure.
- Cost effective solutions designed for both new construction and retrofitting to existing buildings.
- Scalability and ability to phase in additional technology and options as resources allow.

### **Existing Technology and Infrastructure:**

CMC buildings already contain some infrastructure and technology that may be utilized to achieve the project goal. The following is a summary of known existing technology and infrastructure, and vendor should not assume that any other systems already exist.

- Respondents with higher education experience will find CMC's buildings to be typical of those found on any small college campus. Most academic buildings consist of classrooms, offices, meeting rooms, and in some cases, auditoriums. Commuter campuses mostly consist of single academic buildings and a parking lot. The three residential campuses include academic buildings, residence halls with approximately 125 rooms, cafeteria, facility maintenance shops, outbuildings, gymnasiums, and more outdoor space between buildings and parking lots.
- Internet service, Wi-Fi, and cabled networks exists at all locations, however additional POE cabling and related network equipment may be required depending on the solution.
- Cisco VOIP phone systems are in place at all locations. Cisco phones have limited volume PA system capability through the speakerphone and auxiliary speakers. CMC buildings DO NOT have dedicated public address systems in place.
- Rave Alert Mass Notification System.
- Standard fire detection systems and panels are in place at all locations, however CMC does not have or has not utilized any fire system notification capabilities that are beyond the typical fire alarm strobes and tones.
- All buildings have automatic locks with card swipe access. Main doors remain unlocked during business hours and can be automatically locked with existing wall-mounted panic buttons.

### **Emergency Communication Solution Description and Pricing**

The primary goal of this RFI is to identify potential solutions that meet the emergency communication goal previously described. As cost is an important factor in determining the feasibility of any project, respondents are asked to provide cost indications in a way that will allow CMC to calculate rough estimations to implement at both a single campus location and college-wide. CMC is not asking for a firm quote at this time.

CMC has 11 campuses and a central administration site consisting of buildings of various sizes and configurations. A list of CMC buildings with current use and square footages is attached for reference. A building floorplan for a "typical" CMC building is also attached.

Please provide a sample recommendation on implementation for the "typical" CMC building floorplan provided. Include notes explaining how pricing would or would not scale to a similarly used building of a different size. Respondents are not required to put pricing into a specific format, however the RFI review committee recommends providing cost indications that address the following points:

- Per unit cost for any hardware and guidelines for how much hardware is necessary or recommended (e.g. 1 unit per X number of square feet; 1 unit per Y number of rooms; or Z units per CMC location).
- One-time costs and ongoing recurring expenses should be clearly differentiated.
- Identify network cabling or other required components that may be outside of a procurement agreement with the respondent if they were ultimately selected.
- Volume pricing that may apply if implementing over the entire CMC building list (also attached).

**This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI.**

<b>TIMELINE</b>	<b>DATE</b>	<b>TIME</b>
<b>Issue date</b>	08/22/18	<b>4:00 p.m.</b>
<b>Questions and Clarifications Due (<a href="mailto:bids@coloradomtn.edu">bids@coloradomtn.edu</a>)</b>	08/30/18	<b>2:00 p.m.</b>
<b>Questions Answered</b>	9/07/18	<b>4:00 p.m.</b>
<b>Request for Proposals (RFI) Due (<a href="mailto:bids@coloradomtn.edu">bids@coloradomtn.edu</a>)</b>	<b>09/21/18</b>	<b>2:00 p.m.</b>

If you have any questions, please send them to [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu) by 2:00 PM Mountain Time per the above deadline. All questions will be answered in an Addendum posted to the CMC website by 4:00 pm Mountain Time on the date listed in the timeline above.

Please submit your information by emailing [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu) before 2:00pm Mountain Time by the date listed in the timeline above.

## Colorado Mountain College Insurance Requirements

All vendors/companies/groups (herein referred to as “Vendor”) providing services to or doing business with Colorado Mountain College, a Local College District (“CMC”) must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract. Please send these requirements to your insurance agent or broker and have them provide a compliant Certificate of Liability Insurance (preferably a standard Acord form) to CMC.

Certificates of Liability Insurance evidencing the coverage, limits and endorsements outlined below must be issued by the insurance agent or carrier at least (5) working days prior to contract execution or work commencing.

**Note:** Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Requests for exceptions to these requirements must be discussed with and approved by CMC Risk Management *prior* to contract execution or work commencing.

<b>Coverage</b>	<b>Minimum Limit</b>
<b>Commercial General Liability (CGL)</b>	<b>\$1,000,000 Occurrence/\$2,000,000 aggregate \$2,000,000 Products / Completed Operations aggregate</b>

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for CMC and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Colorado Mountain College, a Local College District and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of CMC.

<b>Automobile Liability</b>	<b>\$1,000,000 Combined Single Limit</b>
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If Vendor uses any type of motor vehicle to perform a service for CMC, Vendor shall provide Automobile Liability insurance covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicles owned, scheduled, hired or non-owned by vendor/company providing bodily injury, including death, and property damage coverage. Colorado Mountain College, a Local College District and its affiliates shall be listed as an additional insured. The insurance shall provide a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance maintained by the additional insureds. In addition, Waiver of Subrogation shall be issued in favor of CMC.

<b>Workers’ Compensation Statutory Limits</b>	<b>(\$100,000/\$500,000/\$100,000)</b>
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Vendor shall maintain the coverage required by the state for Workers’ Compensation / Employer’s Liability insurance. The policy shall contain a Waiver of Subrogation in favor of CMC. If Vendor is not required by the state to carry Workers’ Compensation / Employer’s Liability insurance and officers have rejected coverage, Vendor is required to complete a Declaration of Independent Contractor Status form.

### **Additional Provisions**

CMC requires insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A-.

Vendor shall require in all Vendor’s subcontracts, if any, the same limits and coverage required herein.

Each insurance policy shall state that CMC will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the Vendor’s insurance policies. Renewal certificates should be automatically sent to CMC.

**Certificate Holder:** Colorado Mountain College, a Local College District  
Risk Management Department  
802 Grand Avenue  
Glenwood Springs, CO 81601

Questions regarding CMC’s Insurance Requirements should be directed to:  
[gpedrck@coloradomtn.edu](mailto:gpedrck@coloradomtn.edu) Phone: 970-947-8375

Revised 04/2018