

**ADDENDUM**  
November 15, 2021

**ADDENDUM NO. 2 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP 22-1291: Access Control System Integrator Services & Support  
Date Issued: October 20, 2021  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Original Proposal Due Date & Time: Wednesday, November 17, 2021 by 2:00 PM EST

This addendum consists of four (4) pages.

**NEW** Proposal Due Date & Time: **Monday, November 22, 2021 by 2:00 PM EST**  
*\*If you have already shipped your proposal, you can retract it and resubmit a new proposal.*

D. Delivery Schedule: Proposals that are hand delivered shall be accepted during the following dates and times. If an earlier date and time is preferred, the Offeror shall contact the Contract Officer via email at [lfare@umw.edu](mailto:lfare@umw.edu) to schedule delivery.

Date	Time
November 18, 2021	Any time between 10:00 AM and 2:00 PM
November 22, 2021	Any time between 10:00 AM and 2:00 PM

Questions from Offerors:

**1. Will the vendor be required to keep equipment in stock?**

The contracted vendor should have the readers in stock, but we are not requiring them to keep stock of other equipment with a value over \$800.00. Anything under that price point should be in stock. It would be helpful to know lead times when equipment is needed due to the current supply chain issues.

**2. Are there any other systems being used on campus, or is the entire campus using AMAG?**

The entire campus is using the AMAG system.

**3. Do you see the potential to move away from AMAG?**

The budget for the next 5-10 years would probably not support a move from AMAG.

**4. What is the current key system?**

The current key system is card swipes.

**5. In regards to response times, how are calls initiated?**

The University works directly with the integrator.

**6. Is there any sort of frequency that you expect a service technician on campus?**

It would be best if a technician could come out about 8 hours a month.

**7. What type of warranty are you looking for as far as labor is concerned?**

We are looking for at least a one-year warranty.

**8. Do we have records of when equipment was installed?**

We have records of when equipment was replaced. For the key systems, we can always look those up by serial number if needed.

**9. What version of AMAG are we currently running?**

We are currently running 9.2 on the main campus. Dahlgren is running version 8.

**10. Are you currently experiencing any issues with the system?**

The original installation took place about 20 years ago. The issue we run into from time to time is that it is difficult to get replacement parts.

**11. What systems does AMAG currently integrate to at the University?**

Banner currently integrates to AMAG and AMAG to key systems.

**12. Are Dahlgren and the Main Campus connected?**

They are run on the same network but they are two completely different systems.

**13. Do you require integrators to be ASSA ABLOY certified?**

If the integrator is installing the hardware, then they should be certified.

**14. If a vendor has suggested technology, can they bring this on campus?**

Any hardware or software being suggested should be brought on campus to be tested.

**15. Is this RFP intended to be a single award or multiple award?**

The intention is that this will be a single award.

**16. At the pre-bid it was said that you are using Medeco and Corbin for hardware. Is the bidder of this RFP going to be the one that provides and installs these? If so, what certifications are you expecting? Who is responsible for the keying of these? If bidder is not the one providing these, who is?**

Medeco will supply and key all new construction. Corbin are primary, but we do have Sargent and other hardware. You will be required to install these only if the access control hardware has it integrated into the lock but keying will be done in house. Certifications would be required for all the hardware we currently have on campus. Example would be Aperio wireless locks in Jepson and IN locks that are installed in Virginia. All keying will be completed by our locksmith shop.

**17. In Section VII; Statement of Needs, it states that the contractor must provide an adequate number of spare parts to minimize downtime. What particular parts are we to make sure we have and what quantities are you expecting us to have on hand of these? Is there a threshold for what parts may cost that we must keep on hand? Is there a place on campus that these should be kept or are they to be kept at the contractor's shop? Do you have manufacture and part numbers for these? Say things under \$500.00?**

Currently we maintain attic stocks for most parts. What we are looking for in this situation is items that will fail and need to be replaced in an urgent manner. For example, if a reader fails in a critical location it needs to be replaced quickly. Most of the time we will have the part, but if we do not have it we will

need a short period of time. We do not expect the company awarded the contract to Maintain a stock 8DBC 2150 for example.

**18. For the Parts and Supplies portion of Attachment A on the bid, what items or manufactures would you like us to list and give the investment for? Do you have a list that we can use of these so we are all on the same page?**

The following would be a good guide:  
AM 820/830/840-CG S820 Proximity Reader  
Aperio IN 100 series locks  
Aperio Hubs AH-30  
Corbin Russwin IN 220  
Corbin Russwin IN 120

**19. With the current supply chain issues that are going on, how do we incorporate price increase from the manufacturers to us into the agreement? Many of our various manufacturers have already had two or more increases already. They have already said to expect more due to the longevity of the anticipated issues with shipping, chip sets and availability.**

Yes, we have been informed that we will be paying surcharges. In the event that this is the case, we would need something from the manufacturer so we know it is valid.

**20. Out of the original install of 20 years ago, how many boards would you say there are that are not currently compatible and will need replaced throughout the campuses? As the contractor for this RFP, are we the responsible party to obtain the new boards and install them? Who makes the decision to replace and with which boards?**

Probably 11 of the original AMAG 2 and 4 DBC. We are hoping to come up with funding to replace them at one time, but for now they will need to be replaced as they fail.

**21. At the pre-bid it was stated that Dahlgren campus is still on version 8 of AMAG. Are you going to migrate that to the most current version and when do you expect that will be needed to take place?**

We had planned on doing the summer after COVID hit. It is currently on hold until we get approval for funding. We are hoping next summer, but with the Director of Safety currently vacant any answer I give would be speculation.

**22. Are there any of the various AMAG Symmetry modules that are available that UMW does not use at this time? If so, what are they?**

We have a vanilla install. There are no extra modules like video etc. We do have integration with Banner that passes access groups and time codes.

**23. If our bid is accepted, when will the contract go into effect for the first year?**

Our current contract expires on April 5, 2022. We plan to award in the January/February timeframe with a contract start date of April 5, 2022.

**24. Is there a list of all of the attendees that were at the pre-bid that can be sent out or published?**

The list of attendees will be attached to the official addenda that will be posted by Friday, November 12<sup>th</sup>.

**25. Is the AMAG SSA up to date and or do I need to include annual pricing in my bid package?**

The AMAG SSA is current. The next date will be 10/1/2022. This will need to be included yearly.

**26. If I submit a bid do I include a (1) one-year pricing proposal and UMW will decide each additional year to renew with "said" integrator?**

A one-year pricing proposal will be fine.

**27. Who services the emergency phones on campus? Should it be included in the project or is that handled by life safety/ fire company?**

Currently this is serviced by the University.

**28. During the pre-bid someone did ask the question about the parts and supplies section of the pricing schedule Attachment A: what did you want to see there? Spare parts minus discount?**

We would like to see the expected cost. We do realize with the current circumstances these prices are changing as some companies are adding surcharges.

**29. Could you clarify the University's request to provide a cost for a "test" system? Exactly what do you want included in the test system?**

For the test system, we would envision a setup with a single server that would emulate each piece of the Access system including an Aperio setup, IN120/220 locks with DSR, and other AMAG pieces. Ideally it would be something sort of mobile to also be able to show off as required for what we have in place.

**END OF ADDENDUM NO. 2**

Lindsay Fare  
Contract Officer  
Procurement Services  
University of Mary Washington  
Phone: 540-654-1057

RFP 22-1291 Addendum No. 2 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: \_\_\_\_\_

NAME OF OFFEROR REPRESENTATIVE: \_\_\_\_\_

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_