

# REQUEST FOR PROPOSAL

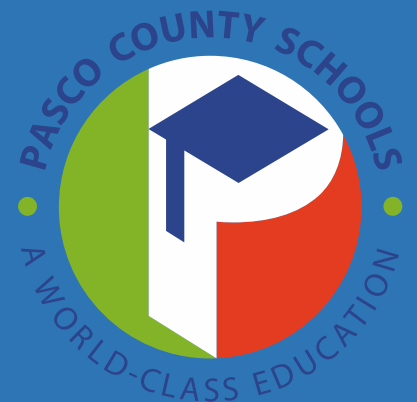
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## Emergency Lock and Key Services

**RFP # 26-028-SD**

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Purchasing Services  
7227 Land O' Lakes Blvd.  
Building 4  
Land O' Lakes, FL 34638





Purchasing Services  
James D. Class, Purchasing Director  
813-794-2221 727-774-2221 352-524-2221  
E-mail: jclass@pasco.k12.fl.us

## To All Interested Parties:

You are hereby invited by the District School Board of Pasco County to respond to the following:  
**RFP # 26-028-SD Emergency Lock and Key Services**

This document is intended to provide specific information regarding the solicitation. Information specific to this solicitation, not provided within this document can be located on Pasco County School's online bid system, IONWAVE, within the tabs identified below:

Tab	Description
<b>Event Details</b>	Question and submittal deadlines, as well as contact information.
<b>Messages</b>	Additional information distributed by the District after issue date, if applicable.
<b>Questions</b>	Vendor(s) will submit questions here, where all vendors will have access to review the questions and responses.
<b>Attachments</b>	Vendor(s) must read all attachments and return applicable documents with their submittal.
<b>Attributes</b>	Series of questions for vendor(s) to complete.
<b>Line Items</b>	Vendor(s) will input pricing, discounts and any other information requested.
<b>Response Attachments</b>	Vendor(s) will upload and attach all applicable documents here.
<b>Response Submission</b>	Vendor(s) will enter their name and email address, then submit their response once all other tabs have been completed.

It is the responsibility of the vendor(s) to ensure all information within IONWAVE is reviewed and completed prior to submitting a response.

The District School Board of Pasco County reserves the right to waive minor informalities in any proposal, to accept any proposal which they consider to be in the best public interest, and to reject any part of, or any and all proposals. Failure to read or comply with the terms and conditions in no way relieves vendor(s) from their liabilities arising hereunder. Solicitations cannot be withdrawn prior to Board approval without a valid written explanation from proposer and written consent of the Purchasing Director.

Respectfully,

*James D. Class*

James Class  
Purchasing Director

JC/sd  
Attachment

**Intent:** The intent of this Request for Proposal (RFP) is to establish a contract between the District and one Contractor to provide emergency lock and key services as specified herein on an as-needed basis during the term of this award.

**RFP Timeline:**

Issue Solicitation: December 19, 2025

**NOTE: The District will be closed for winter break from December 22, 2025 through January 2, 2026**

Questions due in IONWAVE: January 14, 2026, at 12:00 PM (ET)

Proposals Due: January 28, 2026, at 12:00 PM (ET)

Evaluation Period: January 28, 2026 – February 11, 2026

Anticipated Board Recommendation: February 24, 2026

Anticipated Board Award: March 3, 2026

**Questions:** Questions regarding this RFP should be submitted directly on IONWAVE, where the responses can be posted and viewed. The deadline for questions concerning this RFP is January 14, 2026, by 12:00 PM (ET).

**Addenda:** It is possible that an Addendum may be issued to this RFP. Any such Addenda will be posted at <https://pascok12.ionwave.net>.

**Award:** Award will be made to the Contractor with the highest evaluation score who is a responsive and responsible proposer meeting written specifications and evaluation criteria.

**Contract Term:** The initial term of this contract will commence upon Board Approval and shall remain in effect for five (5) years. It may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever is longer, at the mutual agreement of the parties, and if needed, up to six (6) months beyond the expiration date of the current contract period. Any project in progress (incomplete) on the expiration date of the contract term shall be completed by the awarded vendor.

**Anticipated Expenditures:** Anticipated annual expenditures for this RFP are \$250,000; however, this is an estimate only and there are no guarantees, expressed or implied, that any amount whatsoever will be expended.

**Specifications:**

The awarded Contractor shall provide all services, labor, materials, and equipment required to complete the work in accordance with the specifications and all applicable codes and regulations.

The majority of work performed under the provisions of this contract include emergency rekeying, but may also include related repair, standard lock cylinder servicing, key blank identification, key duplication, keys by code, lock-set servicing, lock-set installation, and related maintenance and replacement parts for Exit Hardware, Lever Tumbler Locks, Security Cylinders, Core Cylinders, Key Cylinders, Door Closures, Door Cylinders/Knob Sets and Intellikey Locks and Keys (purchase and replacement).

All rekeying shall be done to factory depths and spacing and must be performed on-site; shop work only if necessary. Blanks must be lock-manufacturer originals. Contractor shall remove all hardware unless otherwise specified by the Plant Manager or his/her designee.

All building keys stamp marked "DO NOT DUPLICATE" **shall not** be duplicated by Contractor unless pre-approved by the Plant Manager. All keys duplicated (or originated) by contractor **must** be stamp marked (i.e. impressed) with "DO NOT DUPLICATE." Keys will be stamped with building and room designations at the Plant Manager's discretion.

Should the need arise to replace any hardware, it shall be replaced with the same like item (manufacturer and/or lock keyway) unless different hardware is requested by the Plant Manager or his/her designee. No hardware shall be replaced without prior approval from the Plant Manager or his/her designee. Pricing for this service is listed under Item #7.

Door cylinder, rekeying and replacement thereof are restricted services provided under this contract. This service shall only be performed with the express written consent from the Plant Manager or his/her designee at the specific school. This service will be considered restrictive for the purposes of lock security control.

The Maintenance Services Department may, in some cases, furnish the Contractor the necessary hardware to complete a job. This option is at the sole discretion of the District.

District designees or the Maintenance Services Department will not be charged for requesting an estimate for a specific job.

**Contractor's Responsibility:**

Contractor shall furnish all equipment, parts and supplies necessary to perform the provisions of this contract, except when the Maintenance Services Department has requested the part to come from the District's parts inventory.

The Contractor shall be expected to stock "locally" sufficient key blanks as may be necessary to meet the District's needs.

Upon completion, Contractor shall supply an invoice of parts and services to the Plant Manager or his/her designee at the job site where work was performed. Invoices must include the name of the job site, address, name of requester, labor hours and pricing, material cost and a signature from the School Board designee.

Contractor will be responsible for informing the site designee (i.e., Plant Manager) of any incomplete work to the user entity and ensuring all incomplete work will not hinder the securing of any office or building.

**Invoicing:** An itemized invoice of all work performed **MUST** be supplied by the awarded vendor. Failure to do so may cause delay in payment.

**Scheduling Work:**

Regular working hours will be 7:00 AM until 5:00 PM, Monday through Friday, excluding holidays. Any work requested outside of these hours will be considered after-hours (i.e. non-regular). Locksmith services herein will be made available to the District 365 days per year on either a regular-hour or after-hour basis. In some instances, work may **NOT** be completed during school hours, arranged in advance with the Plant Manager, or his/her designee located at each school. Persons arriving at the work site **MUST** check in with the responsible person(s) (e.g. plant manager, site administrator, maintenance supervisor) before starting work.

**Delivery of Services:**

In the event the contracted vendors cannot provide and deliver needed services within the time frame determined by the District, or in the event of emergency condition, the DISTRICT reserves the right to purchase the services from a competing awarded vendor, or by obtaining three quotes from any vendor offering these services, without breaching this contract.

**Work Orders:**

Any work to be performed outside of what is listed on a work order **MUST** have prior approval from **Scott Moles or Roger Middleton at 727-774-7935.**

**License:**

It shall be the responsibility of the vendor to have, in effect at the time of this bid, all licenses required for the proper performance of this work. COPIES OF THESE LICENSES **MUST** BE SUBMITTED WITH THE BID DOCUMENT; failure to do so **MAY** result in disqualification.

1. Business license.
2. Any other applicable licenses, certifications, etc.
3. Proof of current membership in good standing with either A.L.O.A. or F.W.C.L.A.

**General Conditions:**

The successful bidder shall, at all times, guard against damage or loss to the property of the District School Board of Pasco County or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The District School Board of Pasco County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents. The successful bidder shall leave the job site clean during and after the job has been completed. The District will in no way be responsible for any belongings left behind.

**Vendor Credibility:**

Before the award of this contract, the successful Contractor may be required to show, to the satisfaction of The District School Board of Pasco County, that they have the necessary facilities, equipment, ability and financial resources to perform the work in a satisfactory manner and within the time specified. The vendor may also be required to show that they have had experience in work of the same or similar nature, and that they have references which will satisfy the District. Documented poor performance for previous or existing vendors may result in disqualification from this bidding process.

**RFP Process:** All proposals will be independently reviewed and scored by an **Evaluation Committee** consisting of three (3) members of the Maintenance Services Department. Should for any reason any member of the Evaluation Committee become unable to participate in the evaluation process, the District reserves the right to replace that member. Cost, References, and Location will be scored by the **Purchasing Services Department**. Criteria scores will be totaled and averaged to determine the respondents' scores which are then ranked highest to lowest.

In order to preserve the integrity and impartiality of the assessment process, proposers are strictly prohibited from discussing their proposals with members of the Evaluation Committee. All questions **MUST** be posted on IONWAVE so that they may be answered electronically.

**Evaluation Criteria:**

Category A. Cost (Max. Pts. 20)

Category B. Company Experience (Max. Pts. 30)

Category C. Expertise of Firm's Personnel: (Max. Pts. 30)

Category D. References (Max. Pts. 15)

Category E. Location (Max. Pts. 15)

Maximum points for Categories A thru E are 110 points.

**\*RFP responses for the categories below MUST be entered in the appropriate tab in IONWAVE\***

**Category A: Cost:** (max. 20 points)

**This is not a line-item bid.** Cost will be scored using a weighted ratio of costs to determine the number of points awarded. The formula is (low total price/proposed price) x 20 = number of points awarded for cumulative total of Line Items 1 through 4. (e.g. \$320,050/\$380,050 x 20 = 16.84 points awarded.)

1. **Re-keying:** Please enter pricing for re-keying
2. **Key:** Please provide pricing for the following major lock systems: **Russwin:** D, D-1, D-2, D-3, D1-R / **Schlage:** E, C, SC1 / **Sargent:** S, LL, LA, RF, LN, LE / **Yale:** G Series
3. **Exit Devices:** Please provide Rim and Mortise Installation price for the following commercial-duty manufacturers: Russwin, Sargent, Yale, and Von Duprin
4. **Door Lock/Cylinder Sets:** Please provide Cylinder Knob/Lever, Mortise, and Rim Installation price for the following commercial-duty manufacturers: Corbin, Schlage, Russwin, Sargent, and Yale
5. **Door Closures:** Please provide door closure installation price for the following commercial-duty manufacturers: Corbin, and LCN
6. **Parts:** Please provide the percentage discount you will extend to the District for all parts for each listed manufacturer.
7. Please enter hourly rates for items not covered in Package Line Items 1 through 5.

**\*East and West is divided by US 41\***

**Category B: Company Experience:** (max. 30 points)

The following must be uploaded in **PDF format** into the "Response Attachments" tab in IonWave:

- Company Overview
  - Years in business and primary services offered (emergency lockouts, rekeying, master key systems, electronic access control).
  - Service coverage area and ability to respond to all district locations.
- Relevant Project History
  - Examples of similar contracts for school districts or public institutions.
  - Scope of work, response times, and outcomes for each project.
- Licensing and Compliance
  - Proof of compliance with Florida regulations (e.g., locksmith licensing requirements, background checks, liability insurance).
  - Any certifications (e.g., security system installation, electronic access control).

- Capacity and Resources
  - Number of technicians, fleet vehicles, and tools available for emergency response.
  - Ability to provide 24/7 service and rapid response times.

**Category C: Expertise Of Firm’s Personnel:** (max. 30 points)

The following must be uploaded in **PDF format** into the “Response Attachments” tab in IonWave:

- Key Personnel Profiles
  - Names, titles, and roles of staff who will manage and perform the work.
- Qualifications and Certifications
  - Locksmith training credentials, security system certifications, and any specialized training (e.g., electronic access systems).
  - Compliance with background screening requirements for working in schools.
- Experience
  - Years of experience in locksmith services for educational or institutional settings.
  - Specific experience with emergency lockouts, rekeying, and high-security systems.
- Continuing Education and Training
  - Evidence of ongoing training programs to maintain compliance and stay current with technology.
- Emergency Response Capability
  - Personnel trained for rapid response and equipped for on-site repairs or replacements.

**Category D: References:** (max. 15 points)

All references will be scored on a 1 (lowest) to 5 (highest) scale. Each reference will earn an average score and the three (3) reference scores will be added to provide a total for this category up to the maximum fifteen (15) points. Email address is the preference for each reference given. If a phone number and email address are given, it will be at the discretion of the District which method of contact is used. It is the vendor’s responsibility to provide correct contact information. Only one attempt will be made to contact any reference; they will be provided a date and time to respond. The District will in no way be liable for any reference that does not respond and the vendor will receive a zero for that reference. The District also reserves the right to check references from others not identified by the vendor.

**Category E: Location:** (max. 15 points)

- 0 -50 miles away from the District office = 15 points
- 51 – 100 miles away from the District office = 10 points
- 101 or more miles away from District office = 5 points

Purchasing Services will calculate the distance from the vendor’s location that will be servicing the District to the District office at 7227 Land O Lakes Blvd., Land O Lakes, FL 34638.

**Submission Requirements:** Vendors will submit pricing in the “Line Items” tab in IonWave.

All vendors must upload the following into the “Response Attachments” tab in IonWave:

- Current W-9 Taxpayer Identification Certificate
- Business License
- All vendors must upload a copy of their Certificate of Liability Insurance (refer to the Standard Terms and Conditions for details of coverage). The awarded vendor will be required to supply

the District with an official certificate naming the District as a certificate holder within the time noted in the District's Standard Terms and Conditions.

**Delivery:** The awarded vendor MUST be able to deliver the needed services to any location within the District. All services are to be coordinated with Roger Middleton, Custodial Area Specialist, (727) 774-7957, Maintenance Services Department, District School Board of Pasco County, or his designee.

**Locations:** Directions to any District School Board of Pasco County site can be accessed via the District's Internet homepage at <http://www.pasco.k12.fl.us/>.

**New Locations:** Locations may be added to this contract at any time within the contract period. Written verification of addition will follow verbal notification within ten (10) working days.