



Facilities Department

REQUEST FOR PROPOSAL (RFP)

Rigby Middle School Interior Access Control

PROJECT#:

JSD 10-24

IMPORTANT: READ ALL CONDITIONS AND INSTRUCTIONS CAREFULLY.

PROPOSALS MUST BE SUBMITTED TO:

Jefferson Joint School School District #251

Eric Jensen

Facilities Director

ejensen@sd251.org

3850 E 300 N

Rigby, Idaho 83442

Due On:

November 6th, 2024, By 12:00pm MST



Facilities Department

TABLE OF CONTENTS

1.	SUMMARY AND BACKGROUND.....	3
2.	PROPOSAL GUIDELINES.....	3
3.	PROJECT PURPOSE AND DESCRIPTION.....	4
4.	PROJECT SCOPE	4
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE.....	4
6.	BUDGET	9
7.	BIDDER QUALIFICATIONS	10
8.	PROPOSAL EVALUATION CRITERIA	11
9.	Site List.....	12
10.	Questions and answers.....	12
11.	Bid Form.....	13
12.	Drawings.....	14



Facilities Department

1. SUMMARY AND BACKGROUND

Jefferson Joint School District #251 is looking to increase the safety and security of its schools, starting with Rigby Middle School. We are hoping to accomplish this by utilizing technology based systems to control door access on the interior of our school buildings. This stage of the project will be to implement electronic access hardware and controls for roughly 120 doors in Rigby Middle School with automatic and remote lockdown, HID Prox Card reader access, NFC and/or Bluetooth access, and a network based software management system.

We are a PreK-12 public school district with 11 school sites.

2. PROPOSAL GUIDELINES

Proposals must contain the following to be considered:

1. Company Name.
2. 3 references of projects completed.
3. Estimated time of completion.
4. Acknowledgment of after student hours work schedule 3:30-10:30 pm MST or non-student days.
5. Total overall cost for all services, materials, and hardware combined itemized with explanations.

This Request for Proposals represents the requirements for an open and competitive bid process. Proposals will be accepted until 12:00 PM on November 6th, 2024. Any proposals received after this date and time will not be considered for this project. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Jefferson Joint School District #251 and its legal counsel and will include scope, budget, schedule, and other necessary items related to this project.



Facilities Department

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Automate access to all classroom environment, offices, and common spaces. Bringing smart technology by way of automatic lock down features, access schedules, entry point status, and Card reader technology at these entry points.

Project Description:

120 doors will need to be equipped with automatic locking mechanisms and card reader access. There will need to be smart controls as well as real-time reports showing what doors have been accessed and by whom. With the ability to program specific doors to lock and unlock based on a daily schedule and also lock down all doors at the push of a button, both remotely and on-site, while still allowing specific credentials to access rooms. Management application software for this school site is required, as well as district level master control for this school site and up to 24 additional schools and district sites in one software application dashboard.

4. PROJECT SCOPE

1. Comprehensive assessment of this school site (both the Main Building and AG Shop, cable runs, panel mounting locations, card reader mounting locations(if not integrated into new door handle), door frames, electrified **Grade 1** door locks totaling 120 doors (90 cylindrical and 30 rim exit), network runs back to applicable IDF's.
2. Create hardware list of access control products broken down by building, with total cost per building and total cost overall.
3. Create labor/materials list broken down by building, with total cost per building and total cost overall.
4. Provide timeline of Installation and Testing broken down by building.
5. Perform all labors and services necessary to provide a turnkey solution, all 120 doors tested and verified functional within the online access control application. Provide online access control application training to SD251 designated staff.
6. Utilize before and after hours 3:30pm-7:00am MST or non-student days to complete installation.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12:00pm MST, November 6th, 2024. Any proposals received after this date and time will not be considered, unless a suitable bid was not received before the deadline. All proposals must be signed by an official agent or representative of the company submitting the proposal.



Facilities Department

Jobsite Walkthroughs Can Be Arranged For During Regular Business Hours

Between October 21st - October 31st from 8 AM to 4PM

To Schedule Call (208)745-6693 ext. 1140

Sealed Bids Accepted Until: November 6th, 2024, at 12:00 PM MST

Sealed Bids will be open in a public forum: November 6th, 2024, at 12:01 PM MST

Bids can be emailed to ejensen@sd251.org with the subject line: PROJECT# JSD 10-24 or delivered to 3850 E 300 N Rigby, Idaho 83442, in person or by Federal Express, UPS, or USPS. Emailed and Delivered Bids must be time stamped as received by no later than November 6th, 2024, 12:00 PM MST.

If Bidder to whom Contract is awarded fails or neglects to enter into Contract and submit required bonds, insurance certificates, and all other required documents, within SEVEN (7) calendar days after the date of the Notice of Award, District may deposit Bid Bond, cash, cashier's check, or certified check for collection, and the proceeds thereof may be retained by District as liquidated damages for failure of Bidder to enter into Contract, in the sole discretion of District. By submitting a bid, Bidder agrees that calculation of the damages District may suffer as a result of Bidder's failure to enter into the Contract would be extremely difficult and impractical to determine, and that the amount of the Bidder's required bid security shall be the agreed and conclusively presumed amount of damages.

Bidders must submit with the Bid the Designated Subcontractors List for those subcontractors who will perform any portion of work, including labor, rendering of service, or specially fabricating and installing a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in excess of one half of one percent (0.5%) of total Bid. Failure to submit this list when required by law shall result in Bid being deemed non-responsive and the Bid will not be considered.

Bidders shall submit the Non-Collusion Declaration with their Bids. Bids submitted without the Non-Collusion Declaration may be deemed non-responsive and may not be considered.

Bids shall be clearly written without erasure or deletions. District reserves the right to reject any Bid containing erasures or deletions.



Facilities Department

Bidders shall not modify the Bid Form and Proposal or qualify their Bids. Bidders shall either: 1) submit a bid on a filled-out Bid Form and Proposal in the form as provided by the District, or, 2) may submit a bid that is on a retyped, word-processed version of the Bid Form and Proposal so long as the retyped or word-processed Bid Form and Proposal (and other documents) do not materially deviate from the content of the District's forms and clearly set forth all required information in a format that is substantially identical to the format of the District Bid Form and Proposal. Bids submitted on a retyped or word-processed version of the Bid Form and Proposal that materially deviate from the content of the District's forms may be deemed non-responsive and may not be considered.

Submission of a Bid by Bidder signifies careful examination of Contract Documents and complete understanding of the nature, extent, and location of Work to be performed. Bidders must complete the tasks listed below as a condition to bidding, and submission of a Bid shall constitute the Bidder's express representation to District that Bidder has fully completed the following:

- a. Bidder thoroughly understands the nature and extent of the Contract, Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions and federal, state and local laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of Work or that relate to any aspect of the means, methods, techniques, sequences, or procedures of construction to be employed by Bidder and safety precautions and programs incident thereto;



Facilities Department

- b. Bidder has conducted or obtained and has understood all examinations, investigations, explorations, tests, reports, and studies that pertain to the subsurface conditions, as-built conditions, underground facilities, and all other physical conditions at or contiguous to the Site or otherwise that may affect the cost, progress, performance, or furnishing of Work, as Bidder considers necessary for the performance or furnishing of Work at the Contract Sum, within the Contract Time, and in accordance with the other terms and conditions of Contract Documents, including specifically the provisions of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, studies, or similar information or data are or will be required by Bidder for such purposes;
- c. Bidder has correlated its knowledge and the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
- d. Bidder has given the district prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the actual conditions, and the written resolution thereof by the district is acceptable to Bidder.
- e. Bidder has made a complete disclosure in writing to the district of all facts bearing upon any possible financial interest, direct or indirect, that Bidder believes any representative of the district or other officer, or employee of the district presently has or will have in this Contract or in the performance thereof or in any portion of the profits thereof.
- f. Bidder must, prior to bidding, perform the work, investigations, research, and analysis required by this document and that Bidder represented in its Bid that it performed prior to bidding. Contractor under this Contract is charged with all information and knowledge that a reasonable bidder would ascertain from having performed this required work, investigation, research, and analysis. Bid prices must include entire cost of all work "incidental" to completion of the Work.
- g. Conditions Shown on the Contract Documents: Information as to underground conditions, as-built conditions, or other conditions or obstructions, indicated in the Contract Documents, e.g., on Drawings or in Specifications, has been obtained with reasonable care, and has been recorded in good faith. However, District only warrants, and Contractor may only rely on, the accuracy of limited types of information.



Facilities Department

As to above-ground conditions or as-built conditions shown or indicated in the Contract Documents, there is no warranty, express or implied, or any representation express or implied, that such information is correctly shown or indicated. This information is verifiable by independent investigation and Bidder is required to make such verification as a condition to bidding. In submitting its Bid, Bidder shall rely on the results of its own independent investigation. In submitting its Bid, Bidder shall not rely on District-supplied information regarding above-ground conditions or as-built conditions.

i. Conditions Shown in Reports and Drawings Supplied only for Informational Purposes:

These reports and drawings are not Contract Documents and Bidder may not in any manner rely on the information in these reports and drawings. Subject to the foregoing, Bidder must make its own independent investigation of all conditions affecting the Work and must not rely on information provided by District. Winning bidder is responsible for verifying all locations and door hardware type

1. Bidders may examine any available “as-built” drawings of previous work by giving District reasonable advance notice. District will not be responsible for accuracy of “as- built” drawings. The document entitled Existing Conditions applies to all supplied “as- built” drawings.
2. Addenda may also be issued to modify other parts of the Contract Documents as deemed advisable by the District.
3. Each Bidder shall acknowledge each Addendum in its Bid Form and Proposal by number or its Bid shall be considered non-responsive. Each Addendum shall be part of the Contract Documents.
4. Bids shall be based on products and systems specified in Contract Documents or listed by name in Addenda. Whenever in the Specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name, or by name of manufacturer, that Specification shall be deemed to be followed by the words “or equal.” Bidder may, unless otherwise stated, offer any material, process, or article that shall be substantially equal or better in every respect to that so indicated or specified. The District is not responsible and/or liable



Facilities Department

in any way for the Bidder's damages and/or claims related, in any way, to that Bidder basing its bid on any requested substitution that the District has not approved. Contractor and materials suppliers who submit requests for substitutions prior to the award of the Contract must do so in writing and in compliance with Public Contract Code. All requests must comply with the following:

- a. District must receive any request for substitution a minimum of TEN (10) calendar days prior to bid opening.
- b. Requests for substitutions shall contain sufficient information to assess acceptability of product or system and impact on Project, including, without limitation, the requirements specified in the Special Conditions and the Specifications. Insufficient information shall be grounds for rejection of the substitutions.
- c. Approved substitutions shall be listed in Addenda. District reserves the right not to act upon submittals of substitutions until after bid opening.
- d. Substitutions may be requested after Contract has been awarded only if indicated in and in accordance with requirements specified in the Special Conditions and the Specifications.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project. All categories must include itemized breakdown and total overall cost per category.

Project Initiation and Planning
Research/ Assessment
Labor/ Construction
Installation Materials
Door Locking Hardware

NOTE: All costs and fees must be clearly described in each proposal.



Facilities Department

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience with access control, construction, and proposed door hardware products
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more large scale access control projects completed preferably in an educational K-12 school campus environment.
- Testimonials from past clients on successful installs
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full comprehensive testing plan
- Timeframe for completion of the project
- Project management methodology
- Proof of License and bonded with / comprehensive General liability insurance.

OTHER REQUIREMENTS:

Proposals should also include the following:

- **All contractors and sub-contractors MUST BE registered with the Idaho Division of Occupational and Professional Licenses @ <https://dopl.idaho.gov/pwc/>**
- **Proposals will be rejected if vendor is not registered with DOPL.**
- **Fingerprinting and Employee Background Checks:** In circumstances that may involve workers having more than limited contact with students, the District may require that all workers on the project (including without limitation, employees of the bidder and its subcontractors) undergo criminal- history background checks requiring submission of the fingerprints to the Department of Justice. The District may impose other requirements designed to protect the students regardless of whether it requires such criminal history background checks. The vendor to which the District awards a contract for the project shall be responsible for compliance with any and all such requirements of its own forces and by its subcontracted forces.



Facilities Department

- A reference list of at least three (3). Please also include the name and contact information for all references.
- Prior to contract, the winning vendor will be required to show evidence of insurance coverage.
- Information concerning any suits filed, judgments entered, or claims made against the vendor during the last five (5) years, with respect to any declaration of default or termination for cause against the vendor with respect to such services. In addition, state whether during the past five (5) years the vendor has been suspended from bidding or entering any public works contract.

All Bids must include Payment and Performance Bond (forms Attached)

8. PROPOSAL EVALUATION CRITERIA

Jefferson Joint School District will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to access control installation as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.
- Preference will be given to bids that propose utilizing PDK software as the operating/management software, but cost, performance, and quality will be the main criteria.



Facilities Department

9.Site Location

1. **Rigby Middle School 290 N 3800 E Rigby, ID 83442**

10. QUESTIONS AND ANSWERS:

Submittal Questions shall be submitted by email to:

ejensen@sd251.org by 12:00 PM on October 30th, 2024

ANSWERS WILL BE PUBLISHED ON THE DISTRICT WEBSITE UNDER THE MAINTENANCE DEPARTMENT'S PAGE BY 4 PM November 1st, 2024

BID FORM

Board of Trustees
School District No. 251
Rigby, Idaho

School Board Members:

The undersigned Bidder has carefully examined the Advertisement for Bids, Instructions to Bidders, Form of Contract Agreement, Bonds, General Conditions of the Contract, and the complete Drawings and Specifications, as well as the site and conditions affecting the work, and will provide all necessary machinery, tools, apparatus, and other means of construction, and do all work and furnish all materials and equipment called for by said Documents and Drawings, Interior Access Controls at Rigby Middle School in the manner prescribed therein and in said Contract for the sum of:

Base Proposal: _____ Dollars \$ _____.

Add Alternate No. 1: _____ Dollars \$ _____.

The undersigned agrees, if awarded the Contract, to execute and deliver to the Owner, within seven (7) days after having been given notice of the award, satisfactory Payment and Performance Bonds in an amount not less than one hundred percent (100%) of the Contract Price.

The projected timeline for the project will be Winter 2024 or Spring 2024, dependent upon materials and contractor availability.

The right is reserved to reject any or all bids, and to waive any informalities.

Bidder acknowledges receipt of the Addenda noted: # _____ # _____ # _____

The Undersigned certifies that they are of this date a qualified Idaho General Contractor and is domiciled in the State of _____

_____. Idaho Public Works Contractor's License No. _____.

Dated this _____ day of _____, _____
(date) (month) (year)

Respectfully submitted,

By: _____
(Company)

(Seal - if bid is by a corporation)

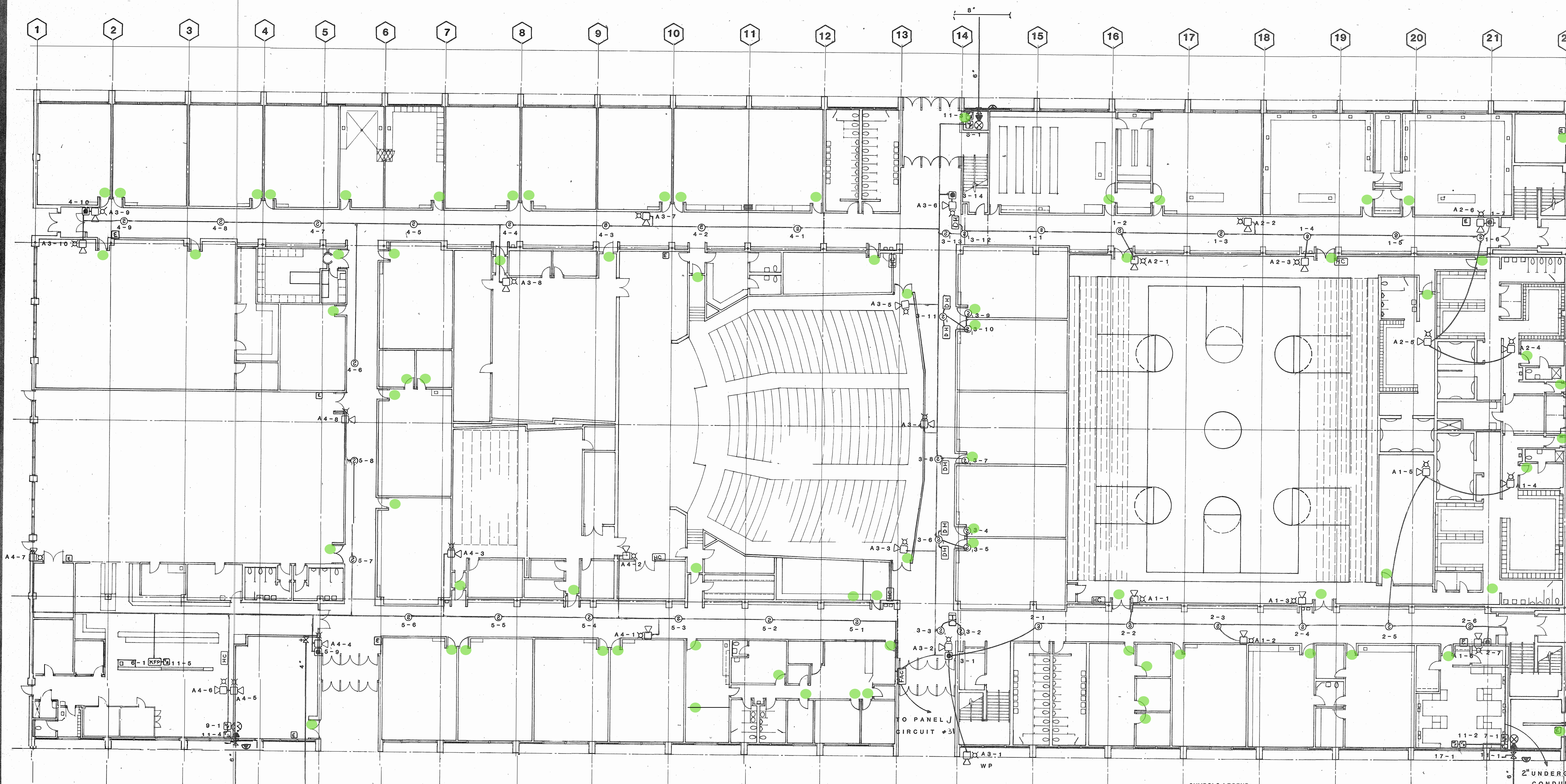
(Business Address)

(Authorized Signature and Title)

(Telephone Number)

(FAX Number)

END OF BID PROPOSAL



FIRST FLOOR PLAN

SCALE 1/16" TO 1"

SYMBOLS LEGEND

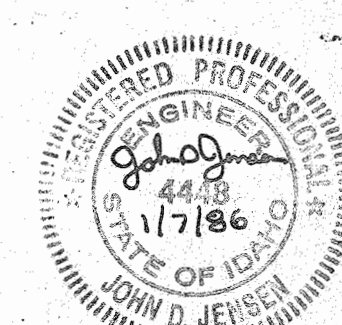
- ① FIRE ALARM CONTROL PANEL
- ② SMOKE DETECTOR
- ③ SMOKE DETECTOR WITH RELAY
- ④ DUST SMOKE DETECTOR
- ⑤ MANUAL FIRE ALARM STATION
- ⑥ AUDIBLE/VISUAL ALARM DEVICE
- ⑦ MAGNETIC DOOR HOLDER
- ⑧ FIRE SPRINKLER WATERFLOW
- ⑨ VALVE TAMPER SWITCH
- ⑩ KITCHEN HOOD WATERFLOW
- ⑪ 1 1/2" HOSE CONNECTION PLUS 10# ABC FIRE EXTINGUISHER
- ⑫ 10# FIRE EXTINGUISHER
- ⑬ WATERMOTOR BELL
- ⑭ WETPIPE FIRE SPRINKLER RISER WITH IBV & 4" FDC
- ⑮ DOMESTIC WATER CONNECTION WITH OSSY VALVE
- ⑯ FIRE HYDRANT WITH ISOLATION VALVE & 2-1/2" OUTLETS
- ⑰ PIV SECTIONAL VALVE
- ⑱ THRUST BLOCK

2" UNDERGROUND CONDUIT TO VOCATIONAL BUILDING

Addition See Page 4

Addition See Page 4

Addition See Page 4



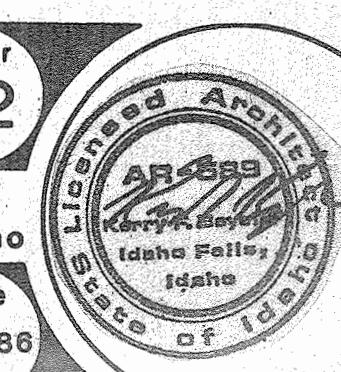
HIGH SCHOOL BUILDING
FIRST FLOOR PLAN

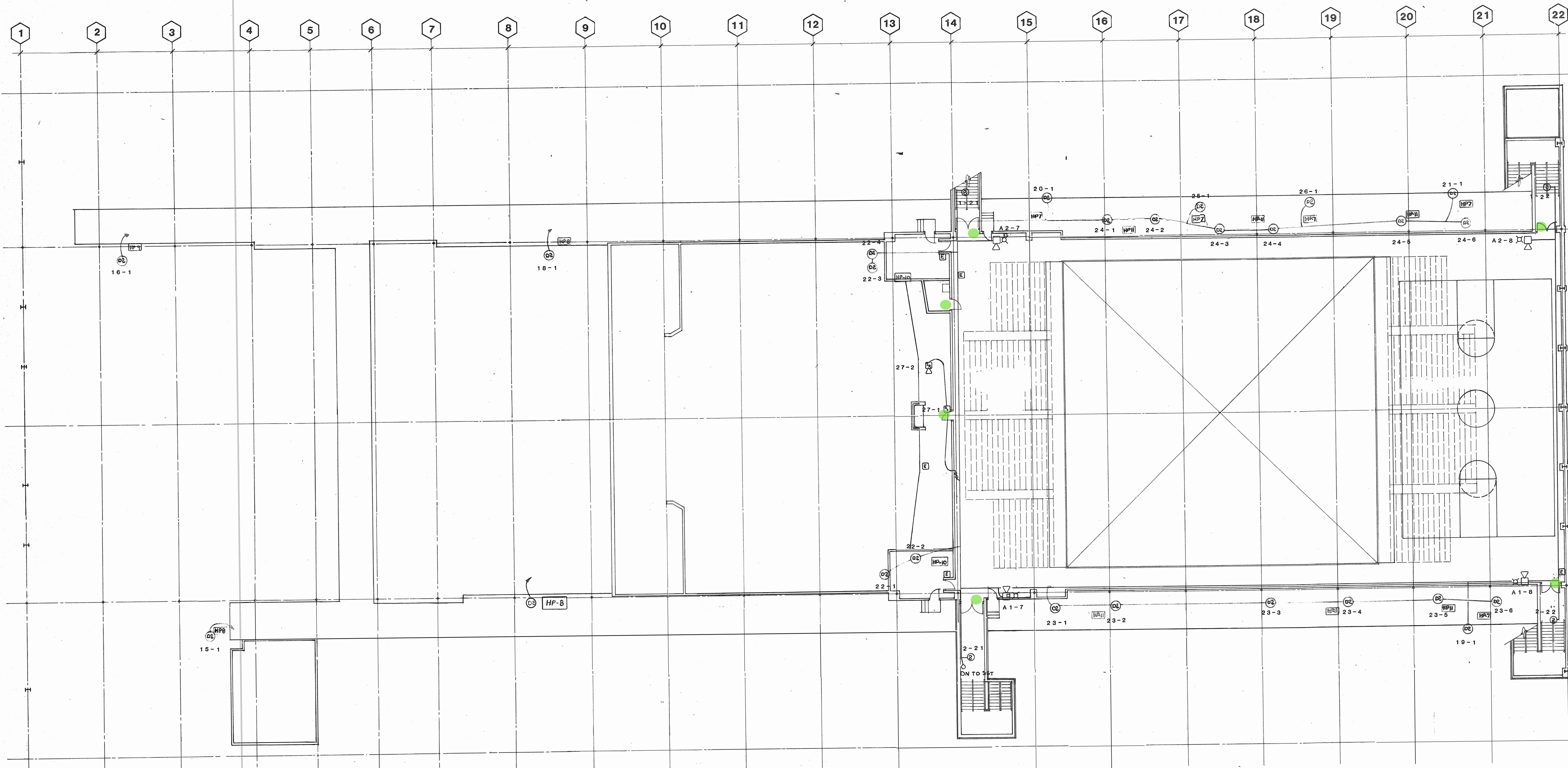
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Collard, Beyeler & Bentzen; architects p.a.
255 B Street, Suite 300
Idaho Falls, Idaho

SCHOOL DISTRICT NO. 251
HIGH SCHOOL

proj. no. 85-05 check KFB date 1/21/86





SYMBOLS LEGEND

- FIRE ALARM CONTROL PANEL
- SMOKE DETECTOR
- SMOKE DETECTOR WITH RELAY
- DUCT SMOKE DETECTOR
- MANUAL FIRE ALARM STATION
- AUDIBLE/VISUAL ALARM DEVICE
- MAGNETIC DOOR HOLDER
- FIRE SPRINKLER WATERFLOW
- VALVE TAMPER SWITCH
- KITCHEN HOOD WATERFLOW
- 1 1/2" HOSE CONNECTION PLUS 10 ABC FIRE EXTINGUISHER
- 10 ABC FIRE EXTINGUISHER
- WATERMOTOR BELL
- WETPIPE FIRE SPRINKLER RISER WITH 18V & 4" FDC
- DOMESTIC WATER CONNECTION WITH OS&Y VALVE
- FIRE HYDRANT WITH ISOLATION VALVE & 2-1/2" OUTLETS
- PIV SECTIONAL VALVE

SECOND FLOOR PLAN

SCALE 1/16" TO 1"

HIGH SCHOOL BUILDING
SECOND FLOOR PLAN

drawn
JDJ

sheet number
FP13-3

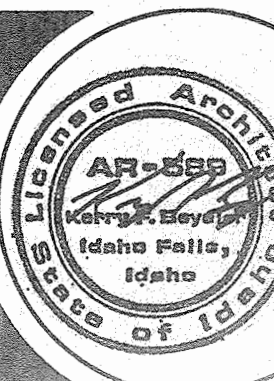
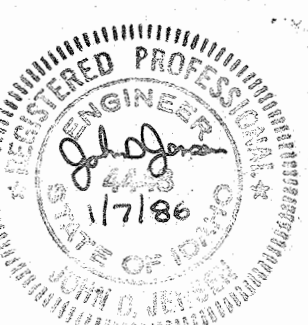
Collard, Beyeler & Bentzen; architects p.a. 255 B Street,
Suite 300
Idaho Falls, Idaho

SCHOOL DISTRICT NO. 251
HIGH SCHOOL

proj. no.
85-05

check
KFB

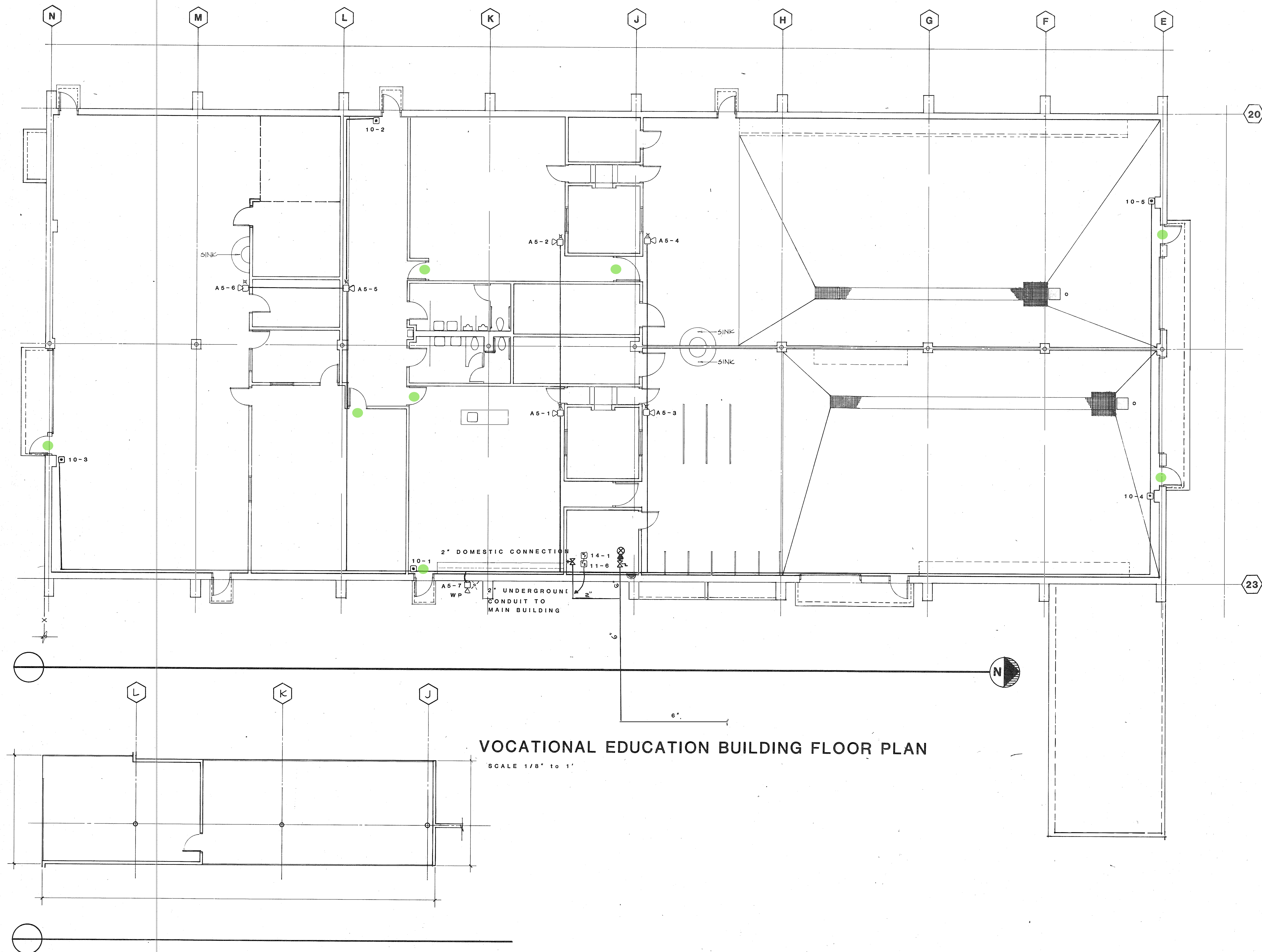
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1/21/86



Addition
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Page 4

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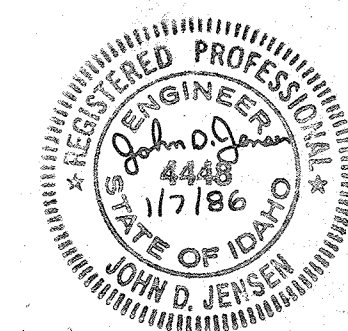


SYMBOLS LEGEND

- FIRE ALARM CONTROL PANEL
- SMOKE DETECTOR
- SMOKE DETECTOR WITH RELAY
- DUCT SMOKE DETECTOR
- MANUAL FIRE ALARM STATION
- AUDIBLE/VISUAL ALARM DEVICE
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- WETPIPE FIRE SPRINKLER RISER WITH 1BV & 4" FDC
- DOMESTIC WATER CONNECTION WITH ORAY VALVE
- FIRE HYDRANT WITH ISOLATION VALVE & 2-2 1/2" OUTLETS
- PIV SECTIONAL VALVE
- THRUST BLOCK

VOCATIONAL EDUCATION BUILDING FLOOR PLAN

SCALE 1/8" to 1"



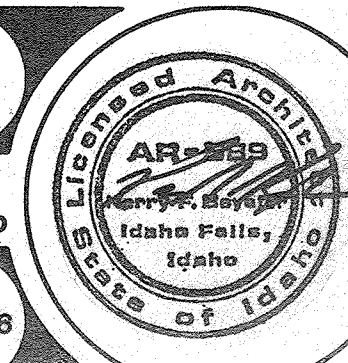
VOCATIONAL EDUCATION BUILDING
FLOOR PLAN

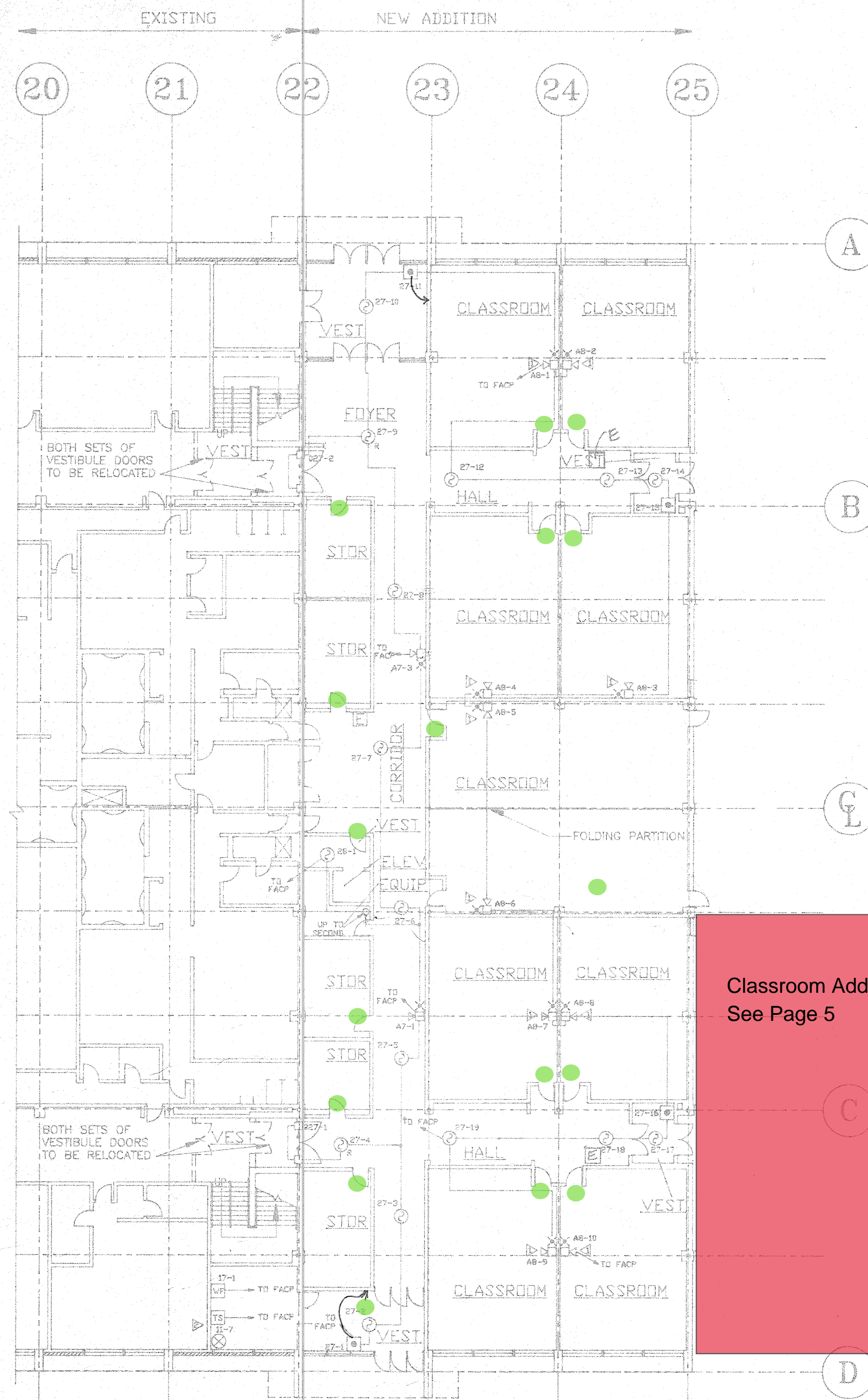
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Collard, Beyeler & Bentzen; architects p.a. 255 B Street,
Suite 300
Idaho Falls, Idaho

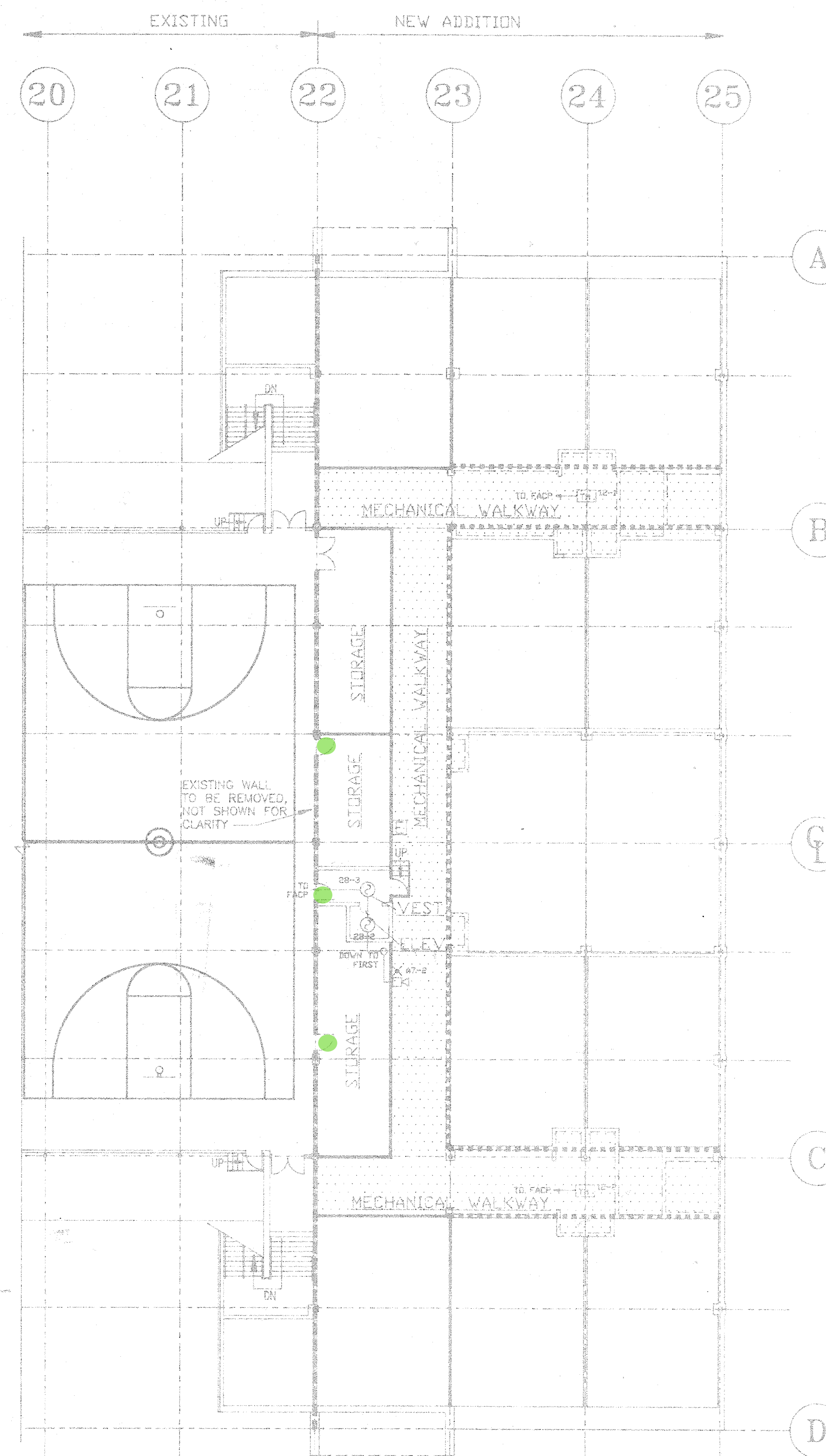
SCHOOL DISTRICT NO. 251
HIGH SCHOOL

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85-05 KFB 1/21/86





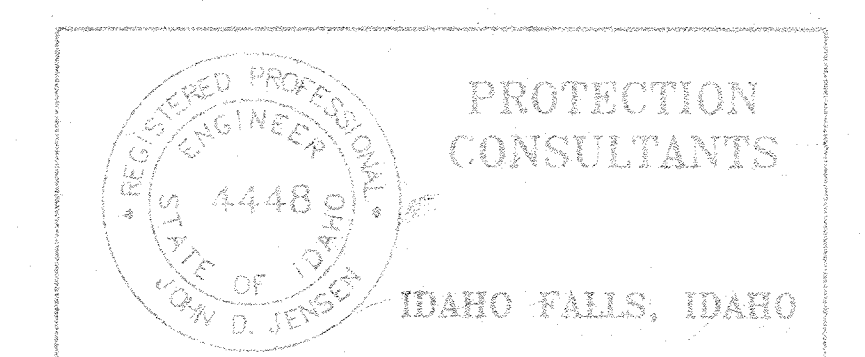
FIRST LEVEL FLOOR PLAN
SCALE: 1/16"=1'-0"



SECOND LEVEL FLOOR PLAN
SCALE: 1/16"=1'-0"

- DESIGN NOTES:
- 1. MINI-ALERT ELECTRONIC SOUNDER WITH STROBE.
 - 2. RELOCATE FUSE BOX ALONG THE WEST WALL TO THE NORTH SIDE OF THE JUNCTION BOX TO MAKE ROOM FOR THE NEW ADDITION SPRINKLER RISER.

SYMBOL LEGEND	
	SMOKE DETECTOR
	SMOKE DETECTOR WITH RELAY
	MANUAL FIRE ALARM STATION
	WATER FLOW
	TAMPER SWITCH
	MAGNETIC DOOR RELEASE
	AUDIBLE/VISUAL ALARMING DEVICE
	TEMPERATURE MONITOR
	FIRE SPRINKLER RISER
	PORTABLE FIRE EXTINGUISHER



PROTECTION
CONSULTANTS
IDAHO FALLS, IDAHO

FIRST & SECOND LEVEL
FIRE ALARM SYSTEM
PLANS

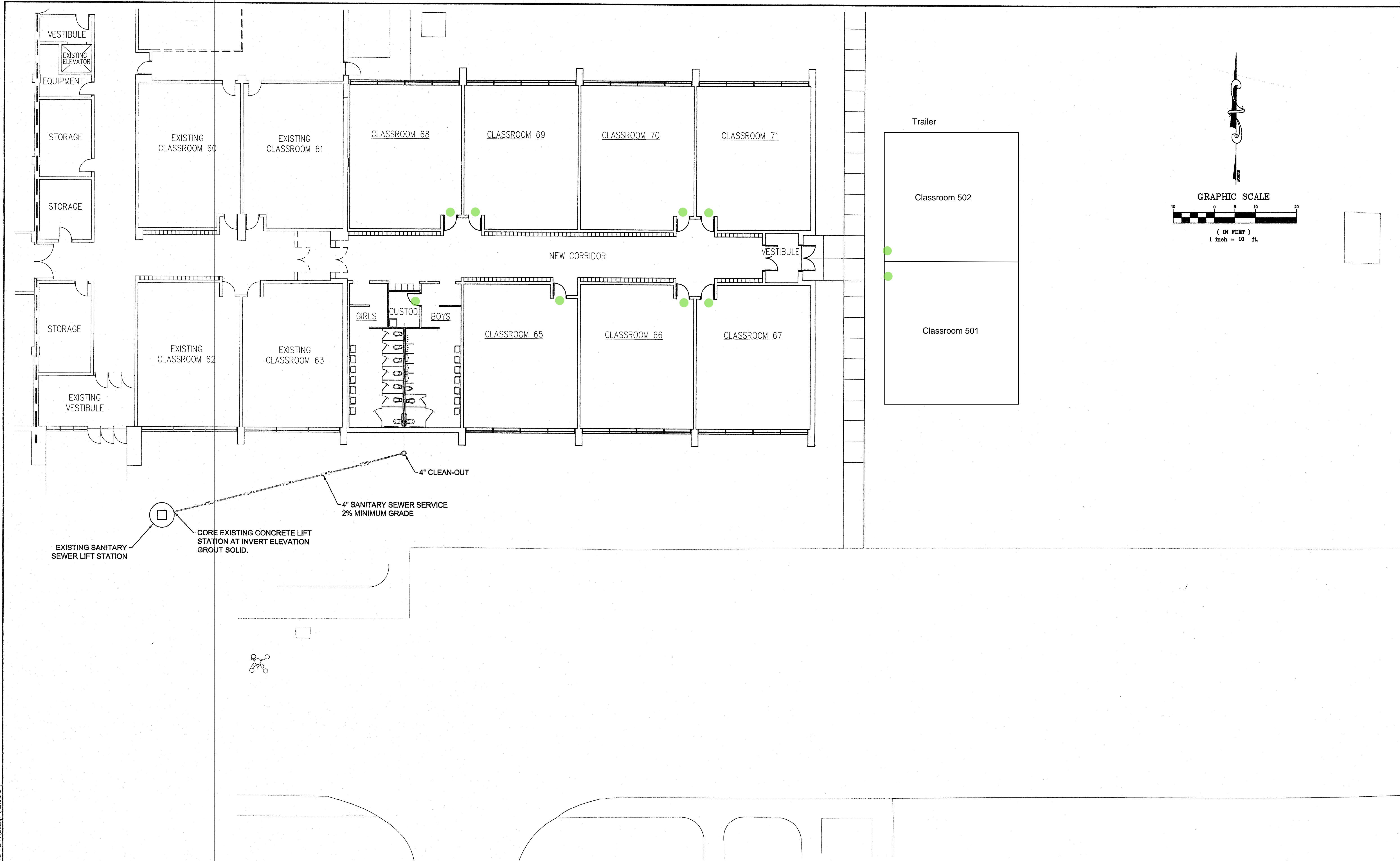
Collard, Beyeler & Bentzen; architects p.a.

Addition to Rigby High School
District 251 Rigby, Idaho

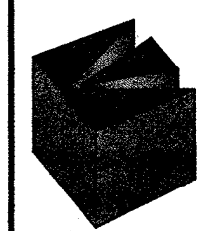
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255 B Street,
Suite 300
Idaho Falls, Idaho

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date



\\Projects\Rigby HS SITE PLAN\Design\AutoCAD\

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DESIGNED:	JJF	APPROVED:	JJF																																			
CAD NAME:	high school addition.dwg	SCALE:	1"=10'																																			
This document or any part thereof in detail or design concept is the personal property of Keller Associates, Inc. and shall not be copied in any form without the written authorization of Keller Associates, Inc.		SITE PLAN		SHEET NO. 1																																		