

Building Security Request for Proposal



City of Pewaukee
W240 N3065 Pewaukee Rd
Pewaukee, WI 53072

Contact: Robert Kewan
Director of Information Technology
262-691-6001
kewan@pewaukee.wi.us

PROPOSALS DUE
Friday, July 29, 2016
NO LATER THAN 4:30 P.M.

Executive Summary:

The City of Pewaukee invites prospective respondents to submit proposals for the upgrade of the building security at City Hall and two Fire Stations. The respondents will provide a turnkey solution that includes all labor, mechanical, electrical work, software setup and ongoing maintenance associated with the installation of this system. Preferably, the proposed system will work with existing card readers and security badges (City Hall), however if all new equipment is suggested and that proposal comes under budget, the City will consider that.

Respondents who meet the criteria set forth herein shall submit a proposal that meets all of the requirements set forth in this RFP. The City is appreciative of your time and effort in preparing a proposal.

The City's Common Council approved up to \$88,000 for this project. Bids that are over this amount will not be considered.

Pre-bid Walkthrough A pre-bid walkthrough will be held at City Hall (W240 N3065 Pewaukee Road). Please call 262-691-6001 or email kewan@pewaukee.wi.us by **July 8, 2016** for details. The scope of the project will be covered and will include a walkthrough of all three (3) locations. Bidders are welcome to ask questions at that time.

I. Building Security (see attached maps)

- 1) Provide, install and support (ongoing) building access security systems at City Hall, Fire Station 1 and Fire Station 2.
 - a) City Hall: Work with 23 existing HID card readers, two existing remote lock releases, install seven new card readers and one new remote lock release.
 - b) Fire Station 1: install seven new card readers, two key pads and doorbell.
 - c) Fire Station 2: install six new card readers, two key pads and doorbell.
 - d) All card readers should work with existing HID security cards.
 - e) Software for the proposed system should provide options for security groups, individual scheduled door locks, holiday schedules, temporary schedules and historical reporting on individual doors and security badges.
 - f) The proposed solution should include the equipment/software to create cards.
 - g) If the proposed system can incorporate timekeeping for hourly staff, or integrate with a timekeeping system, please include that option.

II. SERVICE AND ANNUAL MAINTENANCE

- 1) Bidders will include warranty information on all equipment and services including length of warranty and available extensions (include annual costs).
- 2) Cost of Annual Ongoing Maintenance shall be included in the bid.
- 3) Listing of Service Rates
 - a) Standard Rates
 - b) Emergency/After Hours Rates
- 4) Any other certain and potential costs must be provided as well.

III. REQUIRED CONTENT OF PROPOSAL

a. General Requirements

- i. The City has limited funding allocated for the completion of this project. Consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP.
- ii. All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the consultant.
- iii. Proposals shall not exceed ten (10) pages.

b. Proposals shall contain the following

i. Cover Sheet

1. List the official name, address, phone number, fax number, email address of the vendor, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

ii. Vendor's Qualifications

1. A description of the experience and qualifications of the proposed staff member(s) who will be performing the services. This information shall be in sufficient detail to allow analysis of the proposed individual's qualifications and must, at a minimum, include number of years with the firm, education, major projects worked on or completed within the past five years, and related experience. Individuals identified in the RFP shall not be removed from this project team for the duration of

the contract without the express written permission of the City of Pewaukee.

2. Experience with public sector entities in Wisconsin is Preferred. Include a description of the organization and experience the firm has had.
3. Total number of Employees.
4. Total number of Clients
5. Total number of Clients in Wisconsin
6. A list of three (3) recent public sector client references, including contact person, telephone and fax numbers, and email and mailing addresses.

IV. Proposed Methodology and Related Information

1. Provide a detailed description of the services and methods by which the work will be performed. This description shall include the following
 - a. Consultant's understanding of the services to be provided;
 - b. Description of how the consultant proposes to implement the application. Include descriptions and documentation of proposed methodology. Describe and outline the tasks that the vendor believes are necessary to complete the project;
 - c. Estimated time the project will take from beginning to completion, including a proposed timeline, dates, and milestones. Be sure to include time in the project schedule for review and feedback by the City's review team, as well as a presentation of the final recommendations to the Common Council;
 - d. Explanation of what work, if any, City staff will be required to perform;
 - e. Proposed employee communication plan for educating employees during the project.

V. Proposed Cost of the Project

- a. Provide a detailed project budget. The associated costs must be identified for each phase.

- b. Any incidental expenses, such as copying, mailing, travel type charges must be clearly stated in the proposal.
- c. Prices quoted shall be firm and not subject to increases during the term of any contract that the vendor and City may enter into as a result of the proposal, unless the additional costs are associated with **written** modifications to the original bid/proposal and the City's agreement to the modification(s) is evidenced by the signature of its authorized representative. . The proposal must clearly specify the expiration date of the quoted price.

VI. EVALUATION CRITERIA

- a. A review team will evaluate the proposal.
- b. The following will be considered in the selection of a vendor. The relative importance of each factor is a management judgment and will include both objective and subjective factors.
 - i. The proposed solution meets the technical specifications.
 - ii. The total cost of the proposed solution is within the City's budget.
 - iii. Relevant qualifications/experience for similar-sized municipalities/clients and qualifications/experience of assigned staff.
 - iv. Feedback from references.
 - v. Proposed plan for the project.
 - vi. Vendor's ability to complete the project in a timely manner.
 - vii. Vendor's ability to complete the project within budget.
 - viii. Accessibility of the assigned staff.

VII. GENERAL CONDITIONS

- a. All proposals must conform to the requirements of this RFP and must be submitted according to the outline set forth in Section II.
- b. The City of Pewaukee reserves the right to reject any or all proposals, to waive any defects in the proposals received, and to select the consultant considered the most advantageous to the City.

- c. Proposals received after the deadline and/or received unsigned shall be considered void and will NOT be considered.
- d. All proposals, responses, inquiries, correspondence or other documents relating to this RFP will become the property of the City when received. The City reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.

VIII. TERMS AND CONDITIONS

- a. The selected vendor will be required to sign a contract with the City, the form and substance of which must be acceptable to the City. The City most likely will not agree to execute the vendor's standard contract.
- b. The contract to be signed between the City and the vendor may include the following terms and conditions –
 - i. The vendor selected must be an independent contractor.
 - ii. All work product shall become the City's property.
 - iii. A timeline for performance objectives.
 - iv. Provisions for termination in the event of non-performance, *force majeure*, or by either party upon ten (10) days written notice prior to cancellation.
 - v. Prohibition against assigning or transferring the awarded contract without prior written consent of the City.
 - vi. Requirement that the vendor abide by the City's Ethics Code to the extent it is applicable.
 - vii. Contractor will be required to carry, maintain and furnish proof of insurance coverage, including worker's compensation coverage.
 - viii. Contract shall include an indemnity provision by contractor to the City covering damages, losses, expenses, attorney's fees, etc. against the City for claims involving patent, copyright infringement or related claims, negligent performance, or any tortious conduct by contractor, its employees, agents, representatives, or anyone else associated with contractor.

- ix. City of Pewaukee is exempt from payment of the Wisconsin Sales Tax and Federal Excise Tax. Its taxpayer identification number is 39-6008531.
- x. Completed work product will be due from contractor one hundred and twenty (120) days following execution of a contract between the City and the contractor.
- xi. Any and all other provisions deemed necessary by the City.

IX. REQUESTED RESPONSES

Proposal Due Date: Friday, July 29, 2016 no later than 4:30 PM

Place: City of Pewaukee
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

Accepted Forms: Hard Copy delivered via mail, delivery service or in person. One original and four (4) copies are mandatory. Proposals shall be typed. Proposals must be submitted in a sealed envelope addressed to the City, and with the name and address of the firm on the outside of the envelope.

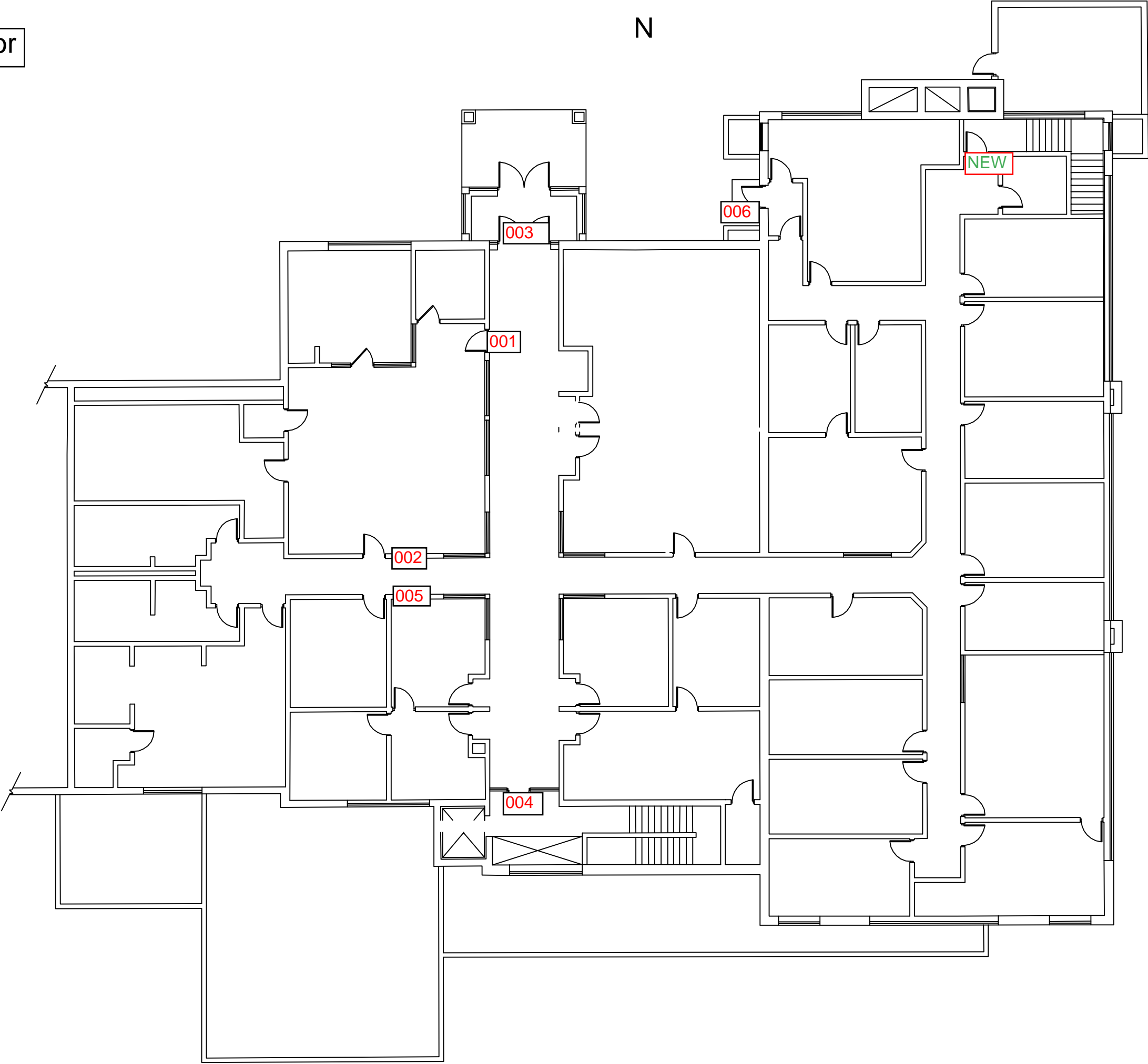
X. PRE-PROPOSAL ASSISTANCE

Questions regarding this RFP or a proposal should be directed to Director of Information Technology, Robert Kewan at 262-691-6001 or via email at kewan@pewaukee.wi.us. The questions and answers may be shared with all bidders. It is an explicit provision of this RFP that any oral communication is not binding on the City.

The City of Pewaukee is an equal opportunity employer and any mandated Federal and State laws and requirements will be followed.

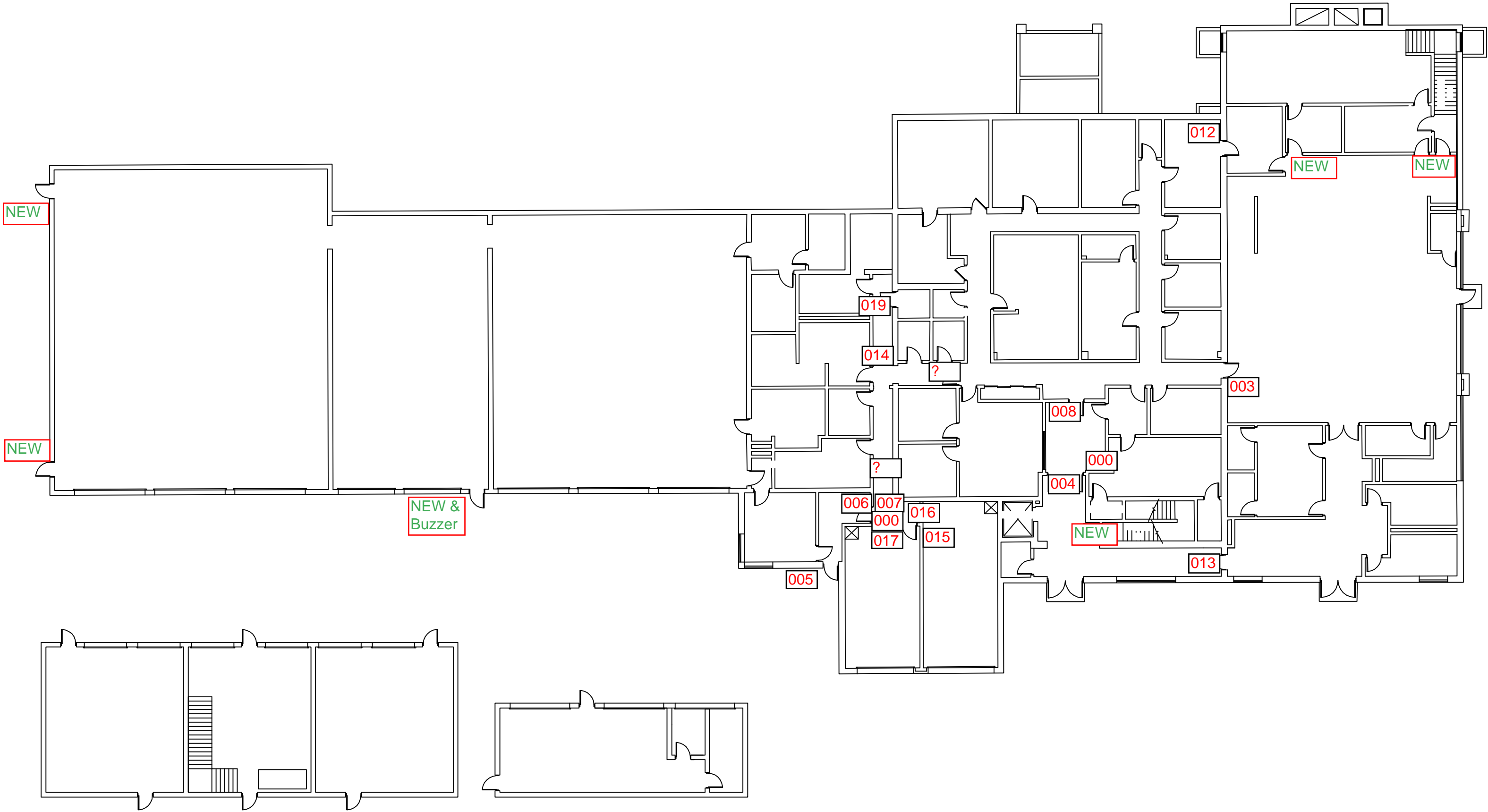
City Hall - First Floor

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City Hall Second Floor /
Lower Level

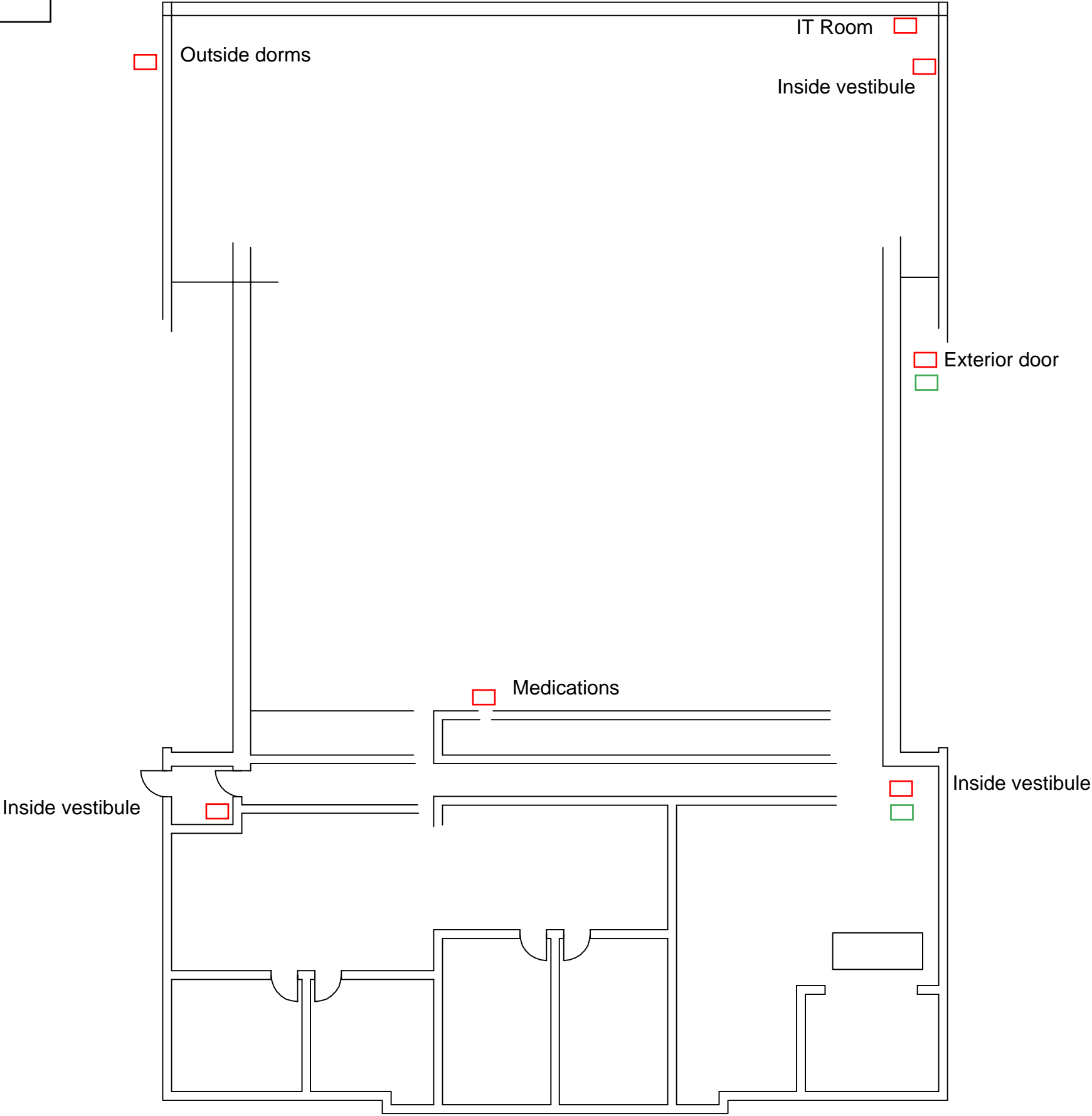
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Station 1

- Card Reader
- Key Pad



Station 2

- Card Reader
- Key Pad

E

