

REQUEST FOR PROPOSALS

Municipal Building Card Access System

City of Bonney Lake, Washington



Proposals are due **November 22**, 2017 at 12:00 p.m.

www.citybonneylake.org

Questions – Contact in writing:

Don Morrison, City Administrator

City of Bonney Lake

morrisond@ci.bonney-lake.wa.us

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SECTION I: REQUEST FOR PROPOSALS

Through this Request for Proposals ("RFP"), the City of Bonney Lake, Washington ("City"), requests proposals from qualified contractors for the purchase, installation, and operational training of a centrally managed card access system at the Justice & Municipal Center with the possibility of future expansion at other City-owned buildings. The purpose of this RFP is to obtain information from qualified contractors about the available hardware, software and functionality so the city can best determine a solution that will meet its goals and objectives.

The selected proposer will be invited to enter into an agreement with the City, in a form to be provided by the City ("Agreement"). The City Council has the ultimate authority to approve any proposal and to authorize execution of the Agreement.

SECTION II: KEY DATES

- Release of RFP October 13, 2017
- Written Questions Due from Proposers November 1
- Written Responses to Questions Posted on City Website November 8
- Proposal Due Date November 22
- Notification of Interviews (if needed) December 1
- Interviews December 8
- Preliminary Selection of Contractor December 15
- Draft Agreement Finalized December 29
- Award of Contract by City Council January 23
- Contractor to Commence Work As Agreed/TBD

SECTION III: PROJECT SCOPE & REQUIREMENTS

The City invites qualified contractors to submit proposals for the purchase, installation and operational training of a building card access system at the Bonney Lake Justice & Municipal Center with the possibility of future expansion at other City buildings.

A. TECHNICAL SPECIFICATIONS OF BUILDING ACCESS SYSTEM

The contractor must purchase and install the centrally managed card access system in accordance with the following standards and requirements:

1. A centrally managed software solution capable of managing the configuration, hardware, user access, events, alarms, tracking and reporting. The building being outfitted with card entry contain a variety of door hardware, crash bars, locks, etc. that may need to be replaced or retrofitted. Interested responders will be provided the opportunity to visit the site prior to submitting a bid and should include all labor and materials in their proposal to retrofit these doors as necessary.
2. The installation of card entry door access hardware and readers at the Justice & Municipal Center in the following locations and as outlined in Exhibit A. Doors must be operable by card entry or key.
 - A. East main entrance
 - B. Additional Option: West main entrance**
 - C. 1st floor court administration
 - D. 1st floor administrative services
 - E. 2nd floor executive main
 - F. 2nd floor executive back
 - G. 2nd floor finance main
 - H. 3rd floor public services main
 - I. 3rd floor public services back
 - J. Additional Option: Public Service stair
 - K. Additional Option: 1st floor stairwell entrance
 - L. Additional Option: 1st floor Court entrance
3. All equipment offered in response to these specifications shall meet or exceed the latest applicable standards of the FCC, EIA, NEMA, TIA, IEEE, and UL which are current at the time of the submittal.
4. The software component of the card entry system shall include a set of logon/password or other security features to prevent unauthorized access to the system.
5. The proposed system shall only include items which are currently in production. The exact system being proposed shall have been in production and continuous service in similar customer settings for a period of not less than 12 months. Prototype systems or systems with less than a 12 month proven track record of satisfactory commercial performance are not acceptable.
6. The proposed system shall include a reporting component which reports card entry use at each endpoint.
7. The proposed system must include the scalability to accommodate future expansion into additional city buildings.
8. The proposed system must include all data and electrical cabling necessary to provide a fully operational card entry system for the doors specified.

9. The proposed system must be capable to disabling the need for card access during certain days and/or hours. For examples, some of the doors within Justice & Municipal Center need to automatically unlock and provide access during business hours without the need for a card to open them.
10. Train designated staff members on the system use and management. Training must be held at the City of Bonney Lake offices.

B. WARRANTIES

1. Notwithstanding any manufactures' warranties, the proposer must provide at an initial period of full warranty including all parts, labor and software maintenance, support and updates for a period of no less than one year from the completion of the installation and accepted by the city.
2. Proposers must detail and provide pricing for any additional warranties that may be available to the City.
3. Proposers must provide details and pricing for a minimum 1-year, and maximum 3-year, renewable agreement for the performance of support and maintenance services that the City may purchase for card entry system.

SECTION IV: MINIMUM QUALIFICATIONS

The City encourages proposals from any proposers meeting the following minimum qualifications:

1. At least five years of experience providing and performing work and services similar to the work and services necessary to meet the requirements of this RFP;
2. Experience working with governmental agencies, includes school districts.

In addition, proposers should:

1. Have an ability to meet the goals and objectives of this RFP;
2. Have the resources available to meet the training and maintenance requirements;
3. Demonstrate an ability to provide detailed and accurate information concerning project activities, measure success, and report progress and outcomes on an ongoing basis.

SECTION V: SUBMITTAL REQUIREMENTS

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, conditional quotes, or that contain irregularities of any kind may be rejected.

The proposal should contain, without limitation, the following information at a minimum:

A. Contact Information

1. Name of firm and designated sales representative, including direct telephone number, cellular phone number and email; and
2. Office address, main telephone and fax numbers, and website address.

B. List of Qualifications, Certifications, and Required Licensing. The proposer shall describe its ability to satisfy the minimum requirements set forth in Section IV of this RFP.

C. Proposal

1. Submit a thorough written plan for the purchase and installation of the new card access system in accordance with this RFP. If any part of your proposal does not satisfy the requirements of this RFP, identify and explain the reason for the deviation.
2. Proposals shall be clear, straightforward, and not exceed 10 pages in length, excluding company brochures. Company brochures may be provided as attachments to the 10 pages referenced above.
3. Proposals should address the following questions:

C.1 General Specifications:

1. Does the system you are proposing meet all requirements listed under Section III “Project Scopes and Requirements” above?
2. Describe the scalability of the proposed system.
3. Will the proposed system accommodate future expansion into other city buildings?
4. Does the proposed solution include an initial period of full warranty including all parts, labor and software maintenance, support and updates for a period of no less than one year from the completion of the installation?

C.2 Hardware Specifications

1. What brands of hardware will be used for endpoints, door mechanisms, controllers, network equipment, etc.?
2. Does the system require proprietary or brand specific computer hardware to function?
3. Describe in detail the hardware architecture, components, cabling, etc.
4. Provide a diagram as an attachment of a typical installation of the proposed hardware including user interface, door controllers, network cabling, etc.
5. Have the hardware components of the system being proposed been in production and continuous service in similar customer settings for a period of not less than 12 months?
6. Describe the proposed system's ability to interface with a motorized gate.
7. Describe any special considerations needed to connect the card entry system to a motorized gate in the future.
8. Describe any differences between the hardware components used in various doors (IE internal doors, external doors, court doors).
9. Describe all the end user access hardware options (IE: ID card, key fob, proximity card, etc.)
10. How close must the end user card or fob be placed to the reader to activate the door hardware?
11. Describe for each type of door (internal, external, court) how entry and exit can be made during a power outage or malfunction of the card entry system.
12. For exterior doors, describe the process involved in existing the building.
13. For exterior doors, describe the ability to manually lock and unlock the doors using a key.
14. The proposed system should include any data and/or electrical installation and upgrades as necessary. Describe any data and electrical cabling and or upgrades necessary to complete the installation to the specified endpoints.
15. Does all the equipment offered in your specification meet or exceed the latest applicable standards of the FCC, EIA, NEMA, TIA, IEEE and UL.
16. Does all the equipment and proposed installation offered in your specifications meet or exceed the latest applicable building and fire codes.

C.3 Software and System Specifications

1. What brands and versions of software will be used for control of the access points and software databases?
2. What type of databases does the proposed system utilize?
3. Is there a server based component to the proposed system for housing the databases?
If server hardware is included in the proposed solution, please detail make and model.

- If server hardware is not included, please detail recommended make and model. Please list all servers which will be required for the proposed solution. For each server, please provide the minimum and recommended hardware configurations for each component that will function as a server with respect to number and type of processors, hard drivers, memory, etc.
4. If server hardware is included in the proposed solution, can it be mounted in a standard four post cabinet or is it necessary to mount it in a proprietary or nonstandard cabinet? How many rack units of cabinet space will it occupy?
 5. Does the software component of the proposed system only include items which are currently in production?
 6. Has the software component of the system being proposed been in production and continuous service in similar customer settings for a period of not less than 12 months?
 7. Does the proposed system require a dedicated external IP address?
 8. Describe any requirements for open ports or firewall specific system needs.
 9. Does the system require a dedicated VLAN?
 10. Describe the internal IP address requirements of the proposed system.
 11. Our city currently utilizes two subnets on separate networks, one for the Police Department and another for the rest of the city buildings. Can the system operate across multiple subnets or would the proposed solution require two separately managed card entry systems?
 12. Is there a “cloud” component either proposed or available that would allow for maintenance and/or control of the system from outside the city network?
 13. Does the proposed system integrate with Microsoft Active Directory to enable the synchronization of information from the Active Directory server (users, groups, etc.) to the card entry system?
 14. Does the software component of the card entry system include a set of logon/password or other security features to prevent unauthorized access to the system?
 15. Describe the licensing for any software components including any limits on number of licenses the city will be allowed to use.
 16. Describe the reporting capabilities of the software components of the proposed system.
 17. Please provide both the minimum required and recommended configurations for user workstations that will allow for proper performance of all proposed application functionality.

User Workstation		
	Minimum	Recommended
Operating Systems		
CPU		
Hard disk space		
Memory		
Additional Applications / Software		

C.4 Implementation and Installations

1. What amount of elapsed time in weeks is typically required to implement a project of this size and complexity?
2. Describe the hardware and software installation services included in your proposal.
3. Describe all customer installation responsibilities.
4. Define the required city staff and related training during implementation, testing and recurring support of the proposed solution.
5. In summary, describe the training included with the proposed system as well as a brief description of training materials provided.
6. How many hours and/or days of training are typically required for a comparable sized customer?

C.5 Warranty, Support and Maintenance

1. Describe in detail any warranty terms both on hardware and software in the proposed solution. Be sure to include length of warranty, hours of coverage, support options, etc.
2. Pricing for any software component of the proposed solution must include an initial period of full warranty including all parts, labor and software maintenance, support and updates for a period of no less than one year from the completion of the installation. Does your pricing include this period of maintenance, support and updates?
3. How often are software updates/enhancements provided?
4. What hours are your support staff available by phone for hardware related support?
5. Describe the procedures for obtaining after hours service.
6. What are your guaranteed and average support response times for hardware related support?

7. List any exceptions or limitations to your proposed warranty/maintenance services for the hardware/software.

D. Vendor Pricing

Instructions

Pricing Procedures: Each item below should be addressed. If there is no cost enter “none” or “included.” Vendors may include as an attachment their own format for pricing of services provided all items are addressed and in the same order as presented on this price sheet.

D.1 Main System Components

Provide pricing for all required applications/modules/hardware included in the proposed solution as they related to the scope of the RFP. This pricing should include any core system including hardware and the cabling and equipping of the doors listed in Exhibit A. Components may be grouped into larger categories such as software, data cabling, installation, training, etc. Add rows as necessary.

Component	Price

The total price for the complete card entry system specified which meets all requirements of this RFP except as noted is as follows (Do not include End User Access Components, Optional System Components or Maintenance and Warranty beyond the initial year):

Main System Components	\$
Washington State Sales Tax	\$
Total	\$

D.2 End User Access Components

Provide pricing for all options for end user door access options such as cards, key fobs, etc. Include any quantity discounts available. Add rows as necessary.

Component	Price

D.3 Optional System Components

Provide pricing for any optional components or features that are not included in the main system components but that are available with this system. Any optional components not specified in the requirements of the RFP should be listed here as options that the City may consider. Add rows as necessary.

Component	Price

D.4 Maintenance and Warranty

Provide pricing for all options for warranty coverage, software maintenance agreements, etc., beyond the initial year. Add rows as necessary.

Component	Price

D.5 Payment Terms

Please describe your proposed payment terms. The city reserves the right to negotiate these payment terms with the selected vendor during contract negotiations.

SECTION VI: EVALUATION OF PROPOSALS

A Review and Selection Committee ("Selection Committee") consisting of representatives of the City staff will review and evaluate all proposals. As part of the selection process, the Selection Committee may interview none, some, or all of the proposers for the Agreement. The Selection Committee will then make a recommendation to the City Administrator (CA) as to which proposer should be awarded the Agreement. The CA will then present the recommendation to the City Council for formal consideration. The results of the RFP process will be posted on the City's website at www.citybonneylake.org and all proposers will be notified by electronic mail.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.

The City reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the deadline for submission of proposals. Proposers should check the City's website for clarifications, corrections, or changes to the RFP.

SECTION VII: SUBMITTAL PROCEDURES

A. Questions and Clarifications:

All questions regarding this RFP should be directed in writing only to the following person:

Don Morrison
City Administrator
City of Bonney Lake
9002 Main Street E
Bonney Lake, Washington 98391
Email: morrisond@ci.bonney-lake.wa.us
Telephone: 253-447-4307

Questions will be accepted until 12:00 p.m. PST on **November 1**, 2017. All questions and responses will be compiled, posted on the City's website, and distributed to known prospective proposers by **November 8**, 2017.

All contacts regarding the proposal should be with the above-named individual only. Proposers should not contact other City staff or City officials.

B. Submission of RFP Proposals

Proposers must deliver one original and four hard copies of their completed proposals to the City Administrator at the address set forth above. The sealed proposal package and the outside cover of each proposal must state the RFP title and the proposer's name.

Proposals shall not exceed 10 pages in length, which page limit shall not include any company brochures or other attachments.

Proposals must be received at the office of the City Administrator no later than 12:00 p.m. PST, on **November 22**, 2017 ("Deadline"). Proposals will not be opened publically. Proposals submitted after the Deadline will not be opened. No oral, telephone, e-mail, or facsimile proposals will be considered.

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent Agreement between the City and the contractor selected.

C. Standard Terms and Conditions

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a proposer in its submission of a proposal or conducting any necessary studies or creating any necessary designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the Deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to not necessarily award based on lowest bid; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of

any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

THE SUCCESSFUL CONTRACTOR WILL BE REQUIRED TO ENTER INTO THE CITY'S STANDARD CONSTRUCTION CONTRACT, AND WILL BE REQUIRED TO PAY INSTALLERS PREVAILING WAGES PER WA STATE LAW UNLESS OTHERWISE EXEMPT.

SECTION VII: EXHIBIT A





