



CASA Request for Proposals (RFP)

CASA Security Upgrade

PURPOSE OF PROJECT

CASA's Multi-Cultural Center located in Langley Park, MD is a historic building renovated and reopened in 2010. The security system to monitor and access to the building also installed in 2010.

The purpose for this Request for Proposal (RFP) is to evaluate firms experienced with security camera installation, cloud based access, and expertise in general security monitoring; firms must also be able to provide custom solutions and might be requested to provide CASA with such services. Selected Vendor(s) will be evaluated, in part on the ability to deliver products on time and within budget, and their demonstrated understanding of the solution required based on their responses and subsequent interviews.

SCOPE OF SERVICES:

The major components of the project are detailed below. Vendors responding should be prepared to provide a solution to the specified areas, and after review and questions add any additional components deemed necessary to successfully complete the project.

The contractor shall, at minimum, accomplish the following in performance of this contract:

Access Controls Upgrade:

CASA currently has a system of 22 doors and 1 elevator controlled by Key Scan. We are requesting proposals to upgrade the system using the current card readers. At a minimum, the proposal should include:

- 1- Upgrades to 22 door readers and 1 Elevator reader.
- 2- Provide and install all cabling necessary for the new equipment.
- 3- 1-4 Board expansion chassis compatible with all AC5500x controllers.
- 4- 1-Two reader Ethernet control panel, this panel must include chassis enclosure and enclosure lock.

- 5- 11 Two reader expansion board, compatible with hosted Ethernet and wireless controllers.
- 6- Include cloud based access software

Security Cameras Upgrade:

- 1- Include software for access security and cameras, and DVR Record storage
- 2- Install a converter switch on server room that will connect the security camera system to our network in order to access and manage remotely.
- 3- 1-16 channel DC power supply.
- 4- 3 Rocker M5 adapters
- 5- 2 of the new cameras installed in the dark area with night vision/recording capabilities.
- 6- 16 port switch
- 7- 8 new high-resolution outdoor dome cameras.
- 8- 1 18 TB IP 2U recorder with licenses and 64 channel.
- 9- Utilize existing wiring (except for 2 new cameras)

Other:

- The project will entail work at one location.
- The total project cannot exceed \$29,123

EVALUATION CRITERIA

CASA is looking for a firm to provide all of the services listed above. Following receipt and review of the proposals by CASA, a small number of firms that meet the criteria will be given an opportunity to present their proposal in detail. Those directly responsible for the design of this project will be expected to attend. Therefore, it is to the benefit of the respondent to provide an explicit, detailed, and complete discussion of the work in the proposal.

The successful firm will be chosen through a qualitative review of the following criteria: 1) Companies should possess knowledge, expertise and experience in the planning, project management and execution of the services for which they are responding; 2) Experience and past performance; 3. Capability of proposed solution; 4) Cost of services provided; 5) Compatibility with existing equipment; 6) Warranty; and 7) Training for users.

CASA reserves the right to reject any and all responses, and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of CASA and the respondents to the RFP have no appeal rights or procedures guaranteed to them. Once a decision is made, the selected firm(s) will be invited to a pre-construction meeting with CASA and Department of Housing and Community Development to review federal labor standards.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense. The proposal shall be sent to the official contact listed below, to be received no later than March 9, 2018, at 3:00 pm. All submissions must include 5 collated copies of the proposal. Questions regarding this RFP must be submitted by email to Silvia Navas, snavas@wearecasa.org, by March 5, 2018, no later than 12:00 pm. All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have expressed interest.

The proposal shall be organized in the following manner with the subject headings and sequence indicated:

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel; Minority, Woman-Owned and Local Business Status
4. Proposed Solution(s) Based on Description of Services
5. References
6. Pricing, Hourly Rates and Other Fees
7. Warranties
8. Training for Users.
9. Statement of Compliance with Davis Bacon

CONTACT INFORMATION

All proposals should be sent to:

ATTN: Silvia Navas, Sites Manager

CASA of Maryland, Inc.

8151 15th Ave, Hyattsville, MD 20783

SELECTION PROCESS SCHEDULE

Selection will be completed by March 14. The project must be completed by April 24, 2018.

SOLUTION SCHEDULE

<u>Activity</u>	<u>Date</u>
Release RFP	February 28, 2018
Proposals due	March 9, 2018 by 3PM
Determine Top Bid	March 12, 2018
Selected firm will be notified	March 14, 2018
Contract signed	March 20, 2018
Construction completed	April 24, 2018

COST OF PREPARING RFP RESPONSE

All costs associated with responding to this RFP are the sole responsibility of the responding company.

ADDITIONAL INFORMATION

Submitted responses to this RFP become the property of CASA. CASA reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed service.

This is a federally assisted project utilizing funds provided under the Housing and Community Act of 1974. For all work performed in carrying out a Community Development Block Grant funded project, all contractor solicitations and bid announcements must include notice to the public and to potential bidders that the project is subject to the following Federal laws and regulations: Housing and Community Development Act of 1974, Public Law 93-383, as amended; Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u; 24 CFR Part 135 (Economic Opportunities for Low- and Very Low-Income Persons); Executive Order 11246 (Equal Employment Opportunity); Clean Air Act of 1963, 42 U.S.C. 1857, as amended; 40 CFR Part 15 (Anti-Pollution Standards); Davis-Bacon Act, as amended, 40 U.S.C. 276a-276a-5, 29 CFR Parts 1, 3, 5, 6, and 7; Copeland (Anti-Kickback) Act, 48 Stat. 948, 40 U.S.C. 276(c); Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-332; Fair Labor Standards Act; 24 CFR Part 35 (Lead-Based Paint Hazards); Civil Rights Act of 1964, Title VI, Public Law 88-352; and Section 504 of the Rehabilitation Act of 1973.

Minority, woman-owned and local businesses are encouraged to apply. Bidders and subcontractors must be Equal Employment Opportunity employers.