CASA Baltimore Neighborhood Center, LLC

Request for Proposal

Network Infrastructure
Access System Controls, Audio Visual and Surveillance System

Table of Contents

1 Summary

CASA is seeking a qualified firm to provide technology infrastructure, audio visual and surveillance system services. The selected firm will install the network wiring to support servers, switches, desktops, laptops, tables, routers, firewall and other network appliances. The firm is expected to work effectively with other CASA vendors and center contractors. The overall goal of this RFP is to procure a comprehensive, reliable, and timely firm that will promote the vision of CASA in serving its community. CASA will be awarding its contract based upon criteria listed in this RFP.

1.1 The Organization

CASA is the foremost Latino and immigrant organization in the mid-Atlantic region and a national leader in supporting immigrant families and ensuring that all individuals have the core supports necessary for full participation in society. CASA was founded in 1985 and its mission is to create a more just society by building power and improving the quality of life in low-income immigrant communities. Its vision is for a future in which diverse and thriving communities live free from discrimination and fear, and work together with mutual respect to achieve full human rights for all. The organization occupies a rare space as a truly grassroots organization that directly addresses human needs by serving over 37,000 people annually, while simultaneously influencing the regional and national debate on immigrants and public policy. Over its 34-year history, CASA has won the deep trust of the immigrant community, and established itself as a strong national leader in innovations for immigrant-focused services, as well as a backbone organization for collective impact involving community-based, government and private partners. CASA currently has seven offices in Maryland, three in northern Virginia, and one in south central Pennsylvania CASA's members – nearly 100,000 strong – are low-income immigrants, the majority of whom come from Latin America and West Africa and speak Spanish or French as their first language.

CASA provides a comprehensive range of services and education focused on economic empowerment, financial independence, and social, linguistic and political integration, coupled with a robust community organizing and advocacy program which enables low-income immigrants to challenge the systems that prevent them from achieving full economic and social well-being.

CASA Baltimore Neighborhood Center, LLC was established in Maryland to develop and operate the CASA Baltimore Training and Education Center.

1.2 Purpose

For the past 10 years, CASA has operated workforce development, services, education, and youth programs at a 3,000 square-foot space in Baltimore, serving approximately 4,000 low-income residents annually. The site is no longer adequate to meet the needs of the community, as workers have expressed the need for on-site vocational training programs and expanded services. As such, CASA will establish a permanent Baltimore Regional Education and Employment Center to benefit low-income workers and residents. The new center will be located at 2706

Pulaski Highway in Library Square – the site of the former Belnord Theater - and will significantly expand CASA's capacity to deliver workforce and leadership development programming, coupled with wraparound services and supports for the city's immigrant and minority residents. It will also serve as a hub multiracial youth educational and leadership development programs.

CASA will establish a permanent Baltimore Regional Education and Employment Center through the purchase and renovation of a 16,000 square-foot building at 2706 Pulaski Highway, currently vacant. Services would be significantly increased, allowing CASA to serve an additional 7,000 low-income residents annually. Programs will include:

- An on-site vocational training lab with a focus on the healthcare, construction and IT fields;
- Expansion of employment placement and workforce development programs;
- Expansion of afterschool and youth leadership development programs;
- Expansion of ESOL programming to include intermediate and advanced levels; Increased
- capacity for tax preparation, financial literacy, citizenship classes, and legal services.

CASA purchased the building in mid-November 2015, and began construction in October 2018. Renovations are expected to last 14 months. CASA is planning to move into its new space in early 2020.

1.3 RFP Schedule

CASA Issues RFP	April 3, 2019
Intent to Respond	April 9, 2019
Site Visits	Week of April 15, 2019
Deadline for Contractors to submit questions	April 29, 2019
Deadline for Contractors to submit proposals	May 3, 2019, 5:00pm
CASA to interview Contractor (s)	Week of May 6, 2019
CASA to approve successful Contractor	May 16, 2019
CASA notifies successful Contractor	May 17, 2019

1.4 Qualified Contractor

The purpose of this RFP is to obtain information that will enable CASA to select a contractor that will adhere to applicable regulations and industry guidelines especially as they apply to CASA’s new facility. Each contractor responding to this RFP should be prepared and equipped to provide full service to CASA in an expeditious and timely manner so as to enable CASA to meet critical time deadlines and construction schedules.

To submit a proposal, Contractors must be properly licensed in the State of Maryland and City of Baltimore as required by law. The selected Contractor will be required to comply with the labor code prevailing wage requirements and CASA's insurance requirements. The selected Contractor shall be required to work in cooperation with CASA Staff, and all other technical Contractors, the project manager and/or construction manager to facilitate timely and professional completion of the Project.

1.5 Selection Criteria

The successful firm will be chosen through a qualitative review of the following criteria:

- Experience and past performance
- Demonstrated customer service quality and support
- Financial considerations
- Cost of services provided
- Warranty
- Training for users
- Reporting capabilities
- W/MBE Certified - City of Baltimore participant

NOTE for firms teaming with subcontractors: Each responding firm shall select their proposed subcontractors based on their own criteria. However, CASA reserves the right to approve subcontractors proposed for any projects that may be awarded.

1.6 Notification of Intent to Respond and Clarification Questions

If your firm is interested in performing services for this project, on behalf of CASA, please submit to CASA a proposal in accordance with this RFP, by email to the below email address by the intent to respond date as outlined in the RFP schedule. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. All questions must be submitted in writing. The question deadline is indicated in the RFP schedule. After the deadline, CASA will not answer, address/or review any questions interested contractors might submit. Responses to all questions received prior to the deadline will be provided to all contactors.

CASA
IT Department
ATTN: Jose Garcia
8151 15th Ave.
Hyattsville, MD 20783
Work phone: 240-491-5723
email: jgarcia@wearecasa.org

1.7 Submission

Each Contractor is required to submit a response they deem appropriate to the following requests. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Proposals may be submitted hard copy or electronically. Each hard copy of the proposal must be bound individually, double sided, tabbed, and organized. Proposals must be received no later than **May 3, 2019, 5:00pm** to be considered. The proposals may be emailed, mailed or delivered in person during normal business hours, which are from

9:00am – 5:00pm. Monday through Friday. Delivery of proposals is the sole responsibility of the Contractor.

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

1. Introduction and brief overview of your company's involvement in providing services described in this RFP;
2. Contractor Information and Qualifications form - Attachment A
3. Contractor's Approach to project - Attachment B
4. Contractor's client references
5. Pricing, hourly rates and other fees - must include fixed fee for scope of work;
6. Warranties; and
7. Training for users
8. Davis Bacon Wage Determination

All proposals must be signed and become the property of CASA.

1.8 Insurance

CASA requires at least the following insurance coverage and the minimum required per funding sources:

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury Personal Injury, Property Damage, Medical Payments	
Each Occurrence	Statutory Limits
General Aggregate	Statutory Limits
Workers' Compensation	Statutory Limits
Employer's Liability	Statutory Limits

Selected contractor shall provide to CASA certificate(s) of insurance and endorsement satisfactory to CASA. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days' written notice to CASA prior to modification and/or cancellation. For Commercial General Liability, CASA shall be named as an additional insured on all policies. Selected contractor shall not allow any employee or subcontractor to commence work on any contract or any subcontract until proof of insurance required of the contractor of subcontractor has been provided to an accepted by CASA.

2 Project Description

2.1 Project Description

We seek a firm to install Network Infrastructure (NI), Card Access (CA) and Video Surveillance (VS) systems and that are specific to location/room function, and door type. Any recommended system components should provide CASA with maximum flexibility for expansion now or in the future. The NI, CA and VS components should be upgradable and swappable without requiring mass replacement of all equipment/components or fragmented system control. The NI, CA and VS systems should offer maximum flexibility, ease of use and access management for users and system administrators.

Network infrastructure based under following criteria must be met:

- Network cabling and Interconnects
- Network Wireless and Interconnects
- Audio Visual Equipment (AV) Installation, configuration.
- Video Surveillance system (VS) (POE) IP Camera Equipment, System Installation & Configuration.
- Card Access (CA) Security System Installation & Configuration.

2.2 Project Schedule

Network Infrastructure – Phase 1

Start of Work – End May 2019

Completion of Work – End of June

Card Access, A/V, Video Surveillance, Phone & Data Connections – Phase 2

Start of Work – October 2019

Completion of Work – November 2019

2.3 Project Location

2706 Pulaski Hwy
Baltimore, MD 21224

2.4 Project Site Visit

A site visit will take place during the RFP process and a date will be shared with bidding firms. The site visit will consist of visiting the project site. Allow 2-3 hours for on-site evaluation. It shall be the responsibility of the vendor to thoroughly read and understand the information, instruction and scope of services contained in this RFP, Interested participants are expected to

fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractors own risk. No plea of error or ignorance by the participation of the conditions that exist or that may hereafter exist as a result of failure or omission on the part of the service provided to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the client. CASA will assume that submission of a response means that the contractor has familiarized itself with the conditions and requirements and indents to comply with them unless specifically noted otherwise.

3 Network Infrastructure (NI) Standards and Specifications

3.1 Network Wiring Standards

The physical network connections must meet the following:

- Cabling type is not mandated but must support at least 1 up to 10 GB speeds.
- All cable connections must be identifiable at both ends.
- Cabling must be neatly run.
- Any copper cabling must be Cat6 or equivalent and be certified for gigabit throughput. No cable shall exceed its maximum recommended length (i.e. 100m for Cat6) including any patch cables at termination points.
- Cabling must adhere to appropriate ratings (plenum, wall, etc.) and meet all industry standard codes.
- Cables should be neatly dressed and supported in the racks by the cable management system supplied by the contractor attached to the rack(s) and/or patch panels.
- Cabling to interconnect network devices located on each floor must be Fiber optical, cabling type is not mandated but need to be certified and comply with all codes and standards.
- Cabling will interface with network backbone at core junction points.
- Cabling will terminate into patch panels and/or network boxes with appropriate faceplates and keystones. All terminations shall be done with the appropriate end connectors or patch panels (Cat6 or greater).
- Duplex Multimode (62.5um OM1 and 50um OM2) Fiber Optic Cable in various jacket types and sizes including: PVC, Riser-rated (OFNR), Plenum rated (OFNP), LSZH (Low-Smoke Zero Halogen), 2mm, 2.0mm, 3mm, 3.0mm, and more. SC Connectors required.
- Where feasible, cabling below a ceiling is to be placed into conduit and properly terminated into network boxes with appropriate faceplates and keystones.
- After installation, all cabling must be tested to verify connectivity between MDF/IDFs and Access Points, to ensure that all runs have been installed and terminated correctly, and that that the run meets industry standards regarding crosstalk and packet loss.
- All wall penetrations must be properly sealed according to Fire Marshall Specifications.

3.2 Network Specification Breakdown

IT CLOSET ROOM (113) NETWORK CONNECTIONS

- Defined as Intermediate Distribution Frames (IDF)
- 16 Network Connections (CAT 6 or Higher) for Computer/IP phone/Printers for First floor south area.
- 5 Network connections (CAT 6 or higher) for POE-AP
- fiber optic interconnection from 126 & 206 Rooms
- 15 Network Connections (CAT 6 or Higher) for POE IP Cameras.
- 1 Wall mount cabinet 12U for Patch panel and fiber optical interconnects.
- The cabling distribution is detailed in "IT infrastructure design" document that will be provided
- Power provided by general contractor Electrician (120V)

IT CLOSET ROOM (126) NETWORK CONNECTIONS

- Defined as Intermediate Distribution Frames (IDF)
- 16 Network Connections (CAT 6 or Higher) for Computer/IP phone/Printers for first floor east area.
- 4 Network connections (CAT 6 or higher) for POE-AP
- Fiber optic interconnection from 113 & 206 Rooms
- 7 Network Connections (CAT 6 or Higher) for POE IP Cameras.
- 1 Wall mount cabinet 12U for Patch panel and fiber optical interconnects.
- The cabling distribution is detailed in "IT infrastructure design" document that will be provided.
- Power provided by general contractor Electrician (120V)

SERVER ROOM (206) NETWORK CONNECTIONS

- Defined as Main Distribution Frame (MDF)
- 54 network connections (CAT 6 or Higher) for computer/IP phone/printers for second & third Floor Area.
- 4 network connections (CAT 6 or higher) for POE-AP
- fiber optic interconnection from 126 & 113 Rooms
- 9 network connections (CAT 6 or Higher) for POE IP Cameras.
- 2 rack 24U for server, main switch, Wireless controller and UPS
- 1 wall mount cabinet 12U for patch panels and fiber optical interconnects.
- The cabling distribution is detailed in "IT infrastructure design" document that will be provided.
- Air conditioning with low humidity is required, NO FIRE SUPPRESSION SYSTEM, emergency power off system is required.
- Power provided by general contractor electrician (120V)

3.3 Other Network Specifications

- **Fiber Optic & CAT6 cables will interconnect to each IT Rack (MDF/IDF IT RACK) rooms 113, 126, 206.**
- Network switches will use Multimode Duplex Fiber Optic Cable.
- Core drilling will be needed to run fiber/Cat6 from Server Room (206) to IT closet Room 113 (first floor).
- Cables and panels must be appropriately labeled and easily traced using a schema agreed upon with the CASA IT Department.
- Vendor must provide a post-installation schematic detailing all cabling routes and termination points.

3.4 Network Devices Installation - Configuration

CASA will provide all network devices, power equipment and configuration as stated in this below:

- 4 24 ports POE switches to be located on first floor rooms 116-126.
- 2 48 ports POE switches to be located on second floor room 206 or equivalent.
- 1 24 ports POE to be located on room 206 as Distribution switch
- 1 FortiGate 500E/501E enterprise firewall.
- Dell PowerEdge R730 Data/Hyper-V Server or latest.
- 3 APC SMX3000RMHV2UNC Smart-UPS X 3000VA Rack Mountable UPS with network card.
- 3 APC Smart-UPS X SMX2000RMLV2U 1920 VA 1800 Watts 7 Outlets UPS

3.5 Additional Information for Network Equipment

13 Wireless Access Point (WAP) POE are specified & detailed in Preliminary "IT infrastructure design" document that will be provided for General & detailed information.

3.6 Specifications for Network Wireless and Interconnects

The contractors are expected to perform the following steps when conducting site surveys:

- Obtain a facility diagram in order to identify the potential RF (Radio Frequency) obstacles.
- Obtain a building floor plan and perform a site survey and determine initial RF propagation expectations, equipment location, mounting concerns, access point locations, etc.
- Determine preliminary access point locations. Considerations include:

a. Wired network access, cell coverage and overlap, channel selection, and mounting locations for the access point and any external antennas (if required).
b. The final ratio of access points to wireless users should be a minimum of 30:1 in classrooms and minimum of 45:1 in common areas.
c. A signal-to-noise ratio of at least 25dBm should be maintained throughout the solution.

- Contractor should perform a physical survey in order to verify access point locations. Contractor should make sure to use the same access point model for the survey that will be used in the final wireless solution. Based on optimal Access Point location, determine the most efficient way to route cabling back to an MDF/IDF.
- Wireless Access Controller will be located on Main Server Room (206).

Contractor will provide the devices based on the following specifications:

1. 13 Wireless Access point based controlled or equivalent.
2. 1 Wireless Controller or equivalent solution.
3. CASA Baltimore Center IT Dept. will provide wireless configuration information (SSID, passwords, Security Protocols) required for public access, staff and network devices).

4. Audio Visual (AV) Equipment & System Specifications

The general concept for the audio visual system is to provide a robust and fully automated controller-based systems for presentations, meetings, digital signage, and video-conferencing with an adequate amount of future growth.

- 4K video presentation via multiple HDMI® inputs
- Wireless presentation from laptops, tablets, and smartphones
- Touch screen control panel for source selection and A/V settings
- Open SIP conference phone integration
- HD Webcam integration
- Room appropriate audio amplification
- Microphone integration (flex space only)

4.1 Scope of Work - AV

The Contractor shall install an A/V system in the Multipurpose Conference Room (117), and Third Floor Conference Room (303).

To provide and install AV display solution in 6 classrooms with cost effective, professional, and reliable equipment.

To provide and install AV display solution in 3 Areas defined as: Lobby (102), Worker Center (104) and Receptionist (106) with cost effective, professional, and reliable equipment.

4.2 Labor/Services

CASA expects the bidder's proposal will include the following components:

- Provide all materials and Labor.
- Install all equipment and items needed.
- Interface all equipment and items listed.
- Test the systems program equipment adjust system levels.
- Training for management and end users.

Below are the classifications of meeting rooms:

A. Audio Visual & Teleconference System – First Floor (Flex space) Main Conference Room 117.

- Six (6) In-Wall Speaker installation: Wired to IT/AV/Network Rack in Furniture. Storage 126.
- Wall surface mounted TV/Data: dedicated data wall plate behind the TV for lunch entertainment.
- As alternate, the contractor will consider wall surface mounted speaker) (wires should be run inside the wall in all locations).
- Power provided by general contractor electrician (120V)
- Cable TV: Coaxial Cable from Electrical Room 130 to Room 126.
- Taking into account room structure and features, the contractor is required to determine the appropriate type of display and its corresponding mounting method from the following options:

  Displays
  - UHD TV Display
  - UHD Modular TV
  - UHD Projector and Screen

  Mounts
  - Ceiling TV mount
  - Wall TV mount
  - TV Cabinet

B. Audio Visual & Teleconference System – First Floor (Lobby 102).

- Wall surface mounted Digital signage TV/Data to display current events and future events.
- Power provided by general contractor Electrician (120V)

- Display TV signage UHD 65" HDMI, 4K

- Taking in to account room structure and features, the contractor is required to determine the appropriate type of mounting method from the following options:

  Mounts
  - Ceiling TV mount
  - Wall TV mount
  - TV Cabinet

C. Audio Visual & Teleconference System – First Floor Worker's Center (104)

- Wall surface mounted TV/Data: dedicated data wall plate for TV for Worker's Center entertainment.
- Power provided by general contractor electrician (120V).
- UHD 65" HDMI, 4K TV for entertainment and video training solution.
- Install wiring for a PA (Intercom) System to be compatible with phone system provider.
- Taking into account room structure and features, the contractor is required to determine the appropriate type mounting method from the following options:

  Mounts
  - Ceiling TV mount
  - Wall TV mount
  - TV Cabinet

D. Audio Visual & Teleconference System – First Floor Receptionist (106)

- Wall surface mounted TV/Data: Dedicated Data wall plate.
- Power provided by general contractor electrician (120V).
- UHD 65" HDMI, 4K TV for Wall surface mounted Video/Intercom to view people at the door outside and unlock the main door.
- Install phone/door buzzer
- Taking into account room structure and features, the contractor is required to determine the appropriate type mounting method from the following options:

  Mounts
  - Ceiling TV mount
  - Wall TV mount
  - TV Cabinet

E. Audio Visual & Teleconference System – First Floor Multipurpose Room (112)

- Wall surface mounted TV/Data: dedicated data wall plate TV for lunch & entertainment.
- UHD 65" HDMI, 4K TV.
- Power provided by general contractor electrician (120V).
- Taking into account room structure and features, the contractor is required to determine the appropriate type mounting method from the following options:

  Mounts
  - Ceiling TV mount
  - Wall TV mount
  - TV Cabinet

F. Audio Visual & Teleconference System – Classrooms 114, 115, 119, 123, 129, 131

- Wall surface mounted Data/Smart board TV: dedicated data Wall plate behind TV.
- Wall surface mounted HDMI 2.0 4K should run from TV under the Smartboard TV. An external HDMI will be run to teacher's desk, if needed.
- Smartboard TV will need power 120v.
- Provide connectivity solutions for wireless or mobile equipment.
- Taking into account room structure and features, the contractor is required to determine the appropriate type mounting method from the following options:

  Mounts
  - Ceiling TV mount
  - Wall TV mount
  - TV Cabinet

G. Audio Visual & Teleconference System – Third Floor Conference Room (303)

- In-Cabinet mounted with automated elevation Smartboard TV: Data and HDMI wall plate in the furniture.
- In-Wall mounted Digital Panel Control Unit: It will be wired to Smart Board TV
- or Projector.
- Power provided by general contractor electrician (120V).
- Floor surface mounted HDMI 2.0 4K should run from TV to conference table.

4.3 Additional Equipment Requirements

- The contractor shall install the additional microphone antennas for microphone signal coverage.
- Wireless microphone receivers are to be installed in the control rack.
- The contractor shall integrate the cable TV system.

- The contractor shall install touch panel control units for Main Conference Room (117) and third floor room (303).
- The Contractor shall develop design proposals that meet the functional requirements and site survey reports.
- The Contractor shall prepare and submit a narrative description of the proposed system design and associated drawings including equipment layout, equipment mounting arrangements, interconnection diagrams, and system schematics.
- The Contractor shall prepare and submit a list of hardware required in the proposed architecture. The hardware list shall include manufacturers' names, make, model, description, specifications, and quantities. The software list shall include manufacturers' names, version, description, and specifications.
- The contractor shall provide training for management and end users.

5 Video Surveillance system (VS) Cameras & Equipment Specifications

5.1 Scope of Work, Specifications & Requirements

The IP Security Camera solution should be capable of handling 32 cameras and the solution should have the capability of adding cameras as deemed necessary by the CASA IT Department.

The locations of the cameras and NVR are defined on design plans and "IT Infrastructure design" document that CASA will provide.

All outdoor cameras should be water and vandal proof and anti-vibration compliant.

All indoor and outdoor cameras should have the following specifications at a minimum:

A. Full High Definition (FHD)
B. IP66 Rating to protect against dust and environmental elements
C. IK10 rating for vandal resistant housing
D. Infrared Illumination for night visibility
E. View DR (120dB) for areas that have lighting difference
F. Capability to produce 30 FPS or more
G. Image stabilizing to reduce blurring
H. Day/Night capability J. Pan, Tilt, Zoom (PTZ) capability
I. RJ45 Connectivity
J. Power Over Ethernet (PoE)
K. 4 megapixel resolution or higher
L. Must have tamper detection
M. Must have motion detection
N. Capability to record audio

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with active directory, have an HTML client, have the ability to record on alarm, supports video aging, and have the option to search by thumbnails.

The contractor shall provide training for management and end users.

Additionally, the system must be able to do the following:

1. Provide multiple levels of administrators that will have varying roles in the system.
2. Provide email notification of critical system events.
3. Has the capability to store 36TB or higher.
4. Has the capability to provide online access and remote access.
5. Has the capability to view live video and review historical video up to 1 month.

6 Card Access (CA) Security System and Specifications

6.1 Scope of Work, Specifications and Requirements

A. The contractor shall provide all materials, hardware, software, fabrication, installation, programming and testing in conformity with manufacturer's documentation, specifications contained herein, and applicable codes.
B. A complete ACS is defined as all card readers, access cards, controllers, door buzzers, panic buttons, specific access control panels, power supplies, etc., as well as all cabling/wiring needed to achieve a complete and functional system. The documents may not show or list every item to be provided. When an is item not shown or listed and it is clearly necessary for proper installation and operation of the equipment and systems, contractor shall provide, install, test and certify the item at no increase in contract price.
C. The contractor shall be fully certified by software and/network vendors to sell, install and maintain in Maryland all system components required.
D. The contractor shall have at least five (5) years of experience in designing, selling, installing and maintaining proposed network infrastructure and access control system.
E. The contractor shall possess all applicable contractor licenses.
F. The contractor shall provide all software licenses for the ACS.
G. The contractor shall be responsible for coordination of all network connections and ACS programming with appropriate CASA staff.
H. The contractor shall provide all software, hardware and system programming for integration of new equipment to the CASA technology network(s).
I. The contractor shall provide installation, testing, adjustment and initial programming necessary for all equipment.
J. The contractor shall provide written documentation and specific instructions for systems as installed.
K. The contractor shall be responsible for fully implementing the functions described in this document and shown on the design drawings, per CASA’s Information Technology Specifications and Standards mentioned in this RFP.
L. Training for management and end users.
M. The contractor shall provide training to management staff, and end users, adjustment, servicing and repair of the ACS. In addition, provide manufacture certifications for CASA staff.

N. Contractor shall be responsible for communicating and field coordinating conduit and power requirements for security devices directly with electrical contractor when necessary to complete installation.
O. The ACS design and implementation shall be per CASA's Telecommunication Specifications and Standards.
P. The ACS shall be capable of functional integration with CASA's systems and network platforms.
Q. The system envelope will have access control functionality primarily at doors, inside elevator, electrical rooms, and other specific doors and areas.
R. The access credentials will be validated with specified card readers at the access controlled door locations. Access doors will be locked during hours determined by CASA. In case of an emergency the access controlled doors should be able to be locked down via multiple methods, i.e. computer, mobile phone, manual override.

6.2 Additional Specifications & Requirements

- The contractor shall Install 35 Door Access card Readers
- The contractor shall Install 2 desk mounted Intercom/Buzzer
- The contractor shall Install 2 Desk mounted panic buttons
- All card reader cable will be connected to central controller in Room 113.
- Specifications and details are shown in "IT Infrastructure design" and construction drawing documents that CASA will provide.

7 Support and Maintenance

- CASA requires 3-years onsite support and maintenance with the option to continue annual support after the 3-year period has ended. Contractor to include annual support agreement post-3year contract period with cost.

- The Contractor must provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

- The Contractor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at the CASA Baltimore Neighborhood Center building.

- The Contractor will be responsible for coordinating with CASA's Network Administrator in configuring the networking equipment to work with the configured LAN.
    -
- Product Delivery, Storage and Handling

    A. All equipment provided shall be new, and shall be shipped in original packages to prevent damage or entry of foreign matter. All handling shall be in accordance

with manufacturer's recommendations. Protective covering shall be provided by contractor during construction.

B. Products deliver to the job site in racks and consoles shall be protected from dust, dirt, and foreign matter. All racks and consoles shall be protected from dents, bumps, and scratching.

8 Warranty

The contractor shall provide a one (1) year warranty of the installed system against defects in material and workmanship. Within the warranty period, all labor and materials shall be provided at no expense to CASA during normal working hours, and the contractor must provide a next business day response time. At least sixty (60) calendar days prior to expiration of warranty, Contractor shall provide CASA with post-warranty maintenance contract proposals. The terms and condition of any such post-warranty program shall be consistent with those offered to the provider's most favored customer(s). The warranty period shall begin on the date of acceptance by CASA.

9 References

Published specifications, standards tests, codes, or recommended standards of trade, industry, or governmental organizational apply to the services to be provided per this RFP in these Sections, including, but not limited:

- Uniform Building Code (UBC)
- National Electrical Code (NEC/NFPA 70)
- National Electrical Safety Code (NESC IEEE C 2)
- Local codes, amendments, and ordinances, all materials and installation practices shall comply with the applicable sections of the following Telecommunications Industry Standards.
- ANSI/TIA/EIA-568-C.1-2009, Commercial Building Telecommunications Cabling Standards, Part 1: General Requirements.
- ANSI/TIA/EIA-568-C.2-2009, Commercial Building Telecommunications Cabling Standards, Part 2: Balanced Twisted Pair Cabling Components.
- ANSI/TIA/EIA-569-B-2004, Commercial Building Standards for Telecommunications Pathways and Spaces.
- ANSI/TIA/EIA-606-B-2012, The Administration Standard for the Telecommunications Infrastructure of Commercial Building.
- ANSI/TIA/EIA-607-B-2011, Commercial Building Grounding and Bonding Requirements for Telecommunications.
- ADA – Americans with Disabilities Act
- ASCII – American Standard Code for Information Interchange
- NEMA – National Electrical Manufacturers Association
- ASIS – American Society for Industrial Security

10 Quality Assurance

All items of a given type shall be the products of the same manufacturer. All items shall be of the latest technology; no discounted models or products are acceptable.

11 Cost of Preparing RFP Response

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

12 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.

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

Attachment A

Firm Information and Qualifications

Project: CASA Baltimore Neighborhood Center, LLC

Company Name		Date	
Address	City	State	Zip
Telephone Number	Email	Name and Title	
Federal Employer Identification Number		License Number	

1. GENERAL BACKGROUND

   - Years in Business
   - Previous name or address of company, if any:
   - Current President or CEO (attach Resume):
   - Number of employees (permanent):

2. FINANCIAL STATUS

   - Gross annual sales volume for:
     - 2014 $ _____
     - 2015 $ _____
     - 2016 $ _____
     - 2017 $ _____ (Projected)
   - Current work under contract: $_____% Completed: _____

3. INSURANCE

   - Please give the name of the insurer and agent and amounts of insurance for the Firm's current commercial liability insurance policy.

4. LEGAL MATTERS

- Is your firm currently engaged in any litigation? If so, please explain.

- Has your firm ever been terminated on a project?

- Has your firm ever been suspended or barred from working on contracts involving public financing?

- Has your firm ever filed for bankruptcy or reorganization?

5. COMPANY EXPERIENCE – SIMILAR PROJECTS

- List all projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying the ***location and size of project*** and the ***name and telephone number of the owner and of those projects***. Please attach supplemental information if necessary.

- List all projects on which the firm is currently working, ***indicating name, address, a contact person with phone number,*** the size of the project, and the percentage of completion.

6. SUPPLEMENTAL COMPANY INFORMATION

- Please provide a current brochure and/or website for the company.

7. REFERENCES & ADDITIONAL INFORMATION

- Please list any additional information, including additional references that would assist the Organization in evaluating the possibility of using the Firm on this project. **By responding to this RFP, you hereby authorize the Organization and its Representatives to contact each of the references to obtain pertinent information regarding your performance on prior projects.**

The Firm hereby warrants to the best of his/her knowledge and belief that the responses contained herein are true, accurate, and complete. The Firm also acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein, and that if it is discovered at any time that any material information given in response to a question is false, it shall constitute grounds for immediate termination or rescission by the Organization of any subsequent agreement between the Organization and the Firm.

_____

Signature of Firm Date

Attachment B

Firm's Approach to the Project

Project: CASA Baltimore Neighborhood Center, LLC

Please provide information on the following points, to enable the organization to make an informed determination of your firm's qualifications for this project. Use additional sheets as needed.

1. **Project Schedule**: Include start up and overall time to complete

2. **Approach**: Comment on your firm's approach to this project, including such things as:
   a. Project staffing and organization
   b. Value engineering and cost savings, i.e. alternate suggestions of requested work
   c. Potential use of sub-contractors
   d. Other factors unique to this project

3. **Local Employment and W/MBE Business Opportunities**: Describe if you are a W/MBE firm, and your experience with, and approach for this job on contracting with W/MBE firms and making employment opportunities available for area residents. Quantify your comments where possible.