2018

Town of Canandaigua -

2/5/2018

Highway Garage Security RFP



**Project Overview**

The Town of Canandaigua (Town) is seeking to install an electronic door access control system, an intrusion alarm system and a video surveillance system for the new Highway Garage facility and Cold Storage facility.

Upon review of the responses to this RFP, the Town will select a firm to install electronic door access control system, intrusion alarm system and video surveillance system, including all required software configuration and any necessary network support for the new system.

The proposal must include all costs associated with the upfront installation, equipment and system costs as well as ongoing maintenance/service/support/monitoring costs that are applicable.

It is currently planned that the Town will purchase, finance and own any new equipment installed as a result of this project. Proposals are expected to include the maintenance/service/support/monitoring costs for such an arrangement, as well as any applicable warranties.

Town can adjust count of doors, intrusion devices and cameras (add, or remove) in consideration of the budget for this project.

Town will provide PoE switches and LAN infrastructure in designated data closets as needed, as well as low voltage pathways between Highway Garage facility and Cold Storage facility. All other system specific cabling is to be completed by the security installation company.

**Current System(s):**

There is an existing electronic door access control system (S2 Security) currently in place at the Town Hall consisting of four doors.

There is an existing video surveillance system (HIK Vision) currently in place at the Town Hall.

**RFP Required Details:**

Below outlines the requested system proposals, associated equipment requirements and locations equipment is to be installed

**Electronic Door Access Control System requirements:**

* (11) Door expansion of the existing Town Hall S2 Security electronic door access control system.
* Must include all related S2 equipment hardware and software as required for proper system functionality with the existing Town Hall S2.
* Lock hardware is to be Assa Abloy products or equal.

\*Magnetic locks are not acceptable on exterior doors.

* Readers are to be Proximity based readers and must work with existing town credentials.
* Must include all required power supplies.
* Must include all required cable pathways (ie-J-Hooks, EMT conduit/fitting with metal back boxes), unless specified to be provided by others.
* Any required device data cabling must be CAT6.

\*Access Control Panel to be located in Data Room (Drawing E-5/RM 108).

**Locations and descriptions:**

Highway Garage Facility

* + There are (8) man doors marked “CR” on E-3 and E-5 drawings provided.

\*Note: AC door located at the end of the east Corridor 109 will require both an in and out reader (total of 2).

Cold Storage Facility

* + There are (3) man doors marked “CR” on drawing A-11.

**Intrusion Alarm requirements:**

* Must be a wired intrusion alarm system including all devices and keypads.
* Must be Cellular communication for monitoring purposes with the ability for IP connectivity as a secondary form of communication.
* Support a minimum of (9) Keypads to arm/disarm system and display zone related intrusion detail information.
* Must include all required power supplies and battery backup as required.
* Must include all required cable pathways (ie-J-Hooks, EMT conduit/fitting with metal back boxes), unless specified to be provided by others.
* Any required device data cabling must be CAT6.
* Must be compatible with Alarm.com, or equal.
* Monthly service must include Alarm.com Commercial package with Scheduled Arm/Disarm feature, or equal and include a UL Listed Central Station used for monitoring of the system.
* Project and Monthly service pricing must be based on an Annual Contract (1 Year) only.
* Overhead door sensors are to be rail mounted.
* Man door sensors are to be recessed when possible (vs. surface mount).
* Armored cable is to be used as needed.

**Locations and descriptions:**

Highway Garage Facility

* (1) Keypad (marked “KP” on referenced drawings) is to be installed at each of the exterior electronic access control doors marked “CR” on E-3 and E-5 drawings provided (Total of 6).
* (7) Exterior overhead doors (sensors) (marked “OHDS” on referenced drawings)
* (6) Exterior man doors (sensors) (marked “MDS” on referenced drawings)
* (8) Motion PIR detectors (marked “PIR” on referenced drawings) – Room labeled 100, 103, 104, 105, 110, 111, 112 and 120 on drawing E-5.

Cold Storage Facility

* (1) Keypad (marked “KP” on referenced drawings) is to be installed at each of the exterior electronic access control doors on A-11 drawing provided (Total of 3).
* (4) Exterior overhead doors (sensors) (marked “OHDS” on referenced drawings)
* (3) Exterior man doors (sensors) (marked “MDS” on referenced drawings)

\*Main Alarm Panel to be located in Data Room (Drawing E-5/RM 108).

**Video Surveillance requirements:**

* Must be a HIK Vision IP video surveillance system or equal.
* The system will need to consist of a single 16-Channel NVR with ability to support up to a 12MP camera @ 8 FPS and 15 days minimum video retention.
* NVR must be connected to Town network for remote connectivity via the HIK-Connect app. and viewing via web browser on computers also on the LAN network.
* (8) Outdoor cameras are to be the HIK Vision 5MP Turret style cameras.
* (3) Indoor cameras (Outdoor rated) are to be the HIK Vision 6 MP fisheye style cameras with ability to view as Panorama.
* Must include all required cable pathways (ie-J-Hooks, EMT conduit/fitting with metal back boxes), unless specified to be provided by others.
* Any required device data cabling must be CAT6.

**Locations and descriptions:**

Highway Garage Facility

* NW Exterior corner of Maintenance Garage viewing fuel pump station
* SW Exterior corner of main Highway Garage viewing Highway Garage west entrances and side lot.
  + SW Exterior corner of office building viewing Front entrance to Highway Building
  + NE Exterior corner of highway facility main Highway Garage viewing cold storage building
  + NE Exterior corner of highway facility main Highway Garage viewing Highway Garage east entrances and side lot.
  + SE Exterior corner of highway facility main Highway Garage viewing transfer station
* West/Central in main Highway Garage providing overview
* East/Central in main Highway Garage providing overview
* Central in Maintenance Garage providing overview
  + NE Corner of highway facility viewing west back to east door of maintenance garage.
  + SE Corner of Highway Garage viewing west employee parking and entrance

\*Labeled “CAM” on drawings E-3 and E-5.

\*\*NVR to be located in Data Room (Drawing E-5/RM 108).

**Warranty:**

* Labor must be warranted for 1 Year.
* Equipment will be warranted as per the manufacture’s listed warranties of the product being provided. Provide specific warranty information per manufacture as part of your proposal.

**Evaluation:**

Proposals will be evaluated according to the following criteria:

Alignment of Approach with Project Goals: The Town is seeking a single provider to provide electronic door access control, intrusion alarm system and video surveillance solution based on the criteria contained within this RFP.

Firm Experience and Qualifications: Firms should provide a full overview of any similar project work and explicitly outline any experience with installing an electronic door access control system, intrusion alarm system and video surveillance system.

Costs: The proposed system costs, both installation and ongoing, will be of consideration, but will not be the only factor in the decision made.

**RFP Response:**

Responses to this RFP are due **no later than March 1, 2018.** Respondents must submit an electronic copy to:

James Fletcher, Highway Superintendent, Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

(585) 394-3300

jfletcher@townofcanandaigua.org

RE: Electronic door access control system, an intrusion alarm system and a video surveillance system for the new Highway Garage facility

All proposals received after the specified time and date will be rejected. Respondents are fully responsible for all aspects of proposal delivery and proposal production costs.

Response Format and Contents

Responses must be submitted in the format outlined in this section, with each of the described forms and sections completed in full (unless described below as optional). Respondents not utilizing this format can be deemed non-responsive. The Town reserves the right to disqualify any submittal deemed to be substantially or materially unresponsive in any of the areas listed below.

* Firm Background and Qualifications
  + General Information: This section should provide an overview of the firm, including firm name, address, principal contact for the proposal (including email and telephone information), and lead staff person for this project and firm incorporation year.
  + Project Staff Experience: A resume for each staff person who will have significant responsibility for project management and/or implementation. Please draw special attention to staff experience electronic door access control systems, intrusion alarm systems and video surveillance systems.
  + Prior Relevant Firm Experience: A descriptive overview of up to three relevant projects executed by the firm within the last 12 months. This should include customer name, contact information for references and a brief description of the project. Special attention should be drawn electronic door access control systems, intrusion alarm systems and video surveillance systems.
  + Other Relevant Information (Optional): Respondents should feel free to include any information that may make their proposal more competitive given the project goals.
* Scope of Services/Technical Approach to the Proposal
  + Description deliverables and typical schedule for a project of this scope.
  + Description of approach to any training Town staff and providing ongoing support for operations and maintenance of the system.
* Proposal
  + A separate proposal must be provided for each system being quoted (i.e. - Access Control, Intrusion Alarm, Video Surveillance).
  + Each proposal must provide detailed line item pricing for all equipment being provided.
  + Associated labor shall be listed separate from any equipment and as a total relevant to each quote.
  + Each proposal should include a minimum of (1) single on-site end-user training session per system installed.

**Clarifications:**

All requests for clarifications of this RFP must be submitted in writing to James Fletcher via email at jfletcher@townofcanandaigua.org. Clarifications will be provided in writing via email to all interested firms.

**Right to Reject:**

The Town reserves the right to accept any on-time response, to reject any and all responses and to waive any irregularities or informalities in a response when doing so is in the best interest of the Town.