

**REQUEST FOR PROPOSAL**  
**Integrated Access Control System**  
**for**  
**Palmyra Community Center Building**

**April 2023**

# CONTENTS

## OVERVIEW

The Town of Palmyra is seeking a vendor to provide a state-of-the-art fully integrated door access control security system in a stable, scalable, and secure cloud deployment.

## PROCUREMENT PROCESS

The Town of Palmyra procurement process includes three major steps :

#1: Vendors are invited to submit proposals in response to this RFP & attend awalkthrough. Proposals must meet the standards for submission as described in this RFP.

#2: The Town of Palmyra evaluation team will evaluate proposals based on the award matrix: features and functionality; technology & architecture; vendor's stability & references, support model; and cost.

#3: The Town of Palmyra will decide whether or not to execute a contract with a specific vendor.

## CONTACT

All questions concerning the RFP must be submitted to the Town of Palmyra by 12 Noon EST May 24, 2023. Questions related to the RFP should not be directed to any other Town of Palmyra employee or through any other means of contact.

Responses to individual vendor questions will be emailed to all vendors by 5PM EST on May 10, 2023.

## RESPONSES

Please submit all proposal documents in a sealed envelope and either hand deliver or certified mail to: 4 Madawask Road, Palmyra ME Attn: Administrative Assistant - Door Access Control RFP

The Town of Palmyra reserves the right to reject any, and all proposals received as a result of this RFP. The vendor is responsible for all costs associated with responding to this RFP.

## TIMELINE

The Town of Palmyra intends to adhere to the following schedule:

|   |  |
|---|--|
| April 27, 2023  | RFP advertised                                       |
| May 5, 2023<br><a href="mailto:plamyratown@roadrunner.com">plamyratown@roadrunner.com</a> | Walkthrough (only if scheduled by request via email) |
| May 10, 2023<br>distributed to known vendors  | All vendor questions will be answered via email and  |
| May 24, 2023  | Deadline for vendor response to RFP                  |
| May 24, 2023  | Bid Award Approval at Selectboard Meeting            |
| May 25, 2023  | Earliest Project Start                               |
| August 25, 2023   | Completed and Fully Cutover Installation             |

## SITE VISIT

Vendors are invited to have up to 2 people attend a walkthrough on site at the date and time specified in the timeline.

**PRE-REGISTRATION IS REQUIRED** via email to [plamyratown@roadrunner.com](mailto:plamyratown@roadrunner.com)

## PROPOSAL EVALUATION

The proposals will be evaluated based on the following criteria (not listed in order of importance): **System features and functionality:** How well does the proposed system meet the total needs of the Town of Palmyra? How easy is the system to use? How well does it fit the requirements?

**Vendor's ability to implement:** Does the vendor offer a stable, scalable, and secure solution? How much time will it take to implement the system? What are the vendor's methods to support implementation and training? What do reference checks tell us about the vendor?

**Stability of Vendor and Manufacturer:** What is the size of the company? How are their financials? What is their position in the marketplace? What is the vendor's support model for the solution? Previous system references in ME?

**Cost:** What is the total cost of the solution including hardware, software, cameras, licensing, maintenance, installation and implementation services, and training?

#### **DOCUMENT CONFIDENTIALITY**

This is a confidential document designed to be used only by the Town of Palmyra and the vendors to whom it was sent for the purpose of soliciting proposals for a Door Access Control System. The document may not be shared with individuals or companies which are not directly involved with this solicitation for the Town of Palmyra.

The recipients of this RFP will keep the format and content of this document confidential as it would safeguard its own confidential information.

#### **TERMS AND CONDITIONS**

The successful vendor shall always observe and comply with federal and state laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to, the execution of a contract which in any manner affect the completion of the work.

**#1 ACCEPTANCE-REJECTION:** The Town of Palmyra reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal as deemed to be in the best interest of the Town of Palmyra.

**#2 BUSINESS ENTITY ORGANIZATION:** The Town of Palmyra is a public entity and exempt from sales tax.

**#3 ENTIRE AGREEMENT :** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the Town of Palmyra.

#4 APPLICABLE LAW: The contract shall be governed under the laws of the State of Maine. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of the contract and which in any manner affect the work or its conduct.

#5 CANCELLATION: The Town of Palmyra reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. The Town of Palmyra can cancel a contract with a thirty (30) day written notice to the vendor without any penalty due.

NOTE: It is immediate grounds for termination of the contract, without any penalty to the Town of Palmyra, if before, during, or after the bidding process a vendor files Chapter 7, Chapter 11 or Chapter 13. (After the bidding process includes a signed contract or service agreement.)

## **OBJECTIVES**

The Town of Palmyra's objectives for the implementation of a new Door Access Control Security System are listed below.

Upgrade to a state-of-the-art system in a stable, scalable, and hybrid secure cloud deployment.

Provide powerful features that are intuitive and easy to use for end users and those conducting investigations for badge in and outs.

Enable simple access to badging and stored information for end users from a variety of devices with the capability to share video with others, like external vendors or the Police and Fire departments.

Install a system compatible with Remote viewing, unlocking, locking, schedule changing, and mobile app enabled features.

Partner with a responsible vendor that will implement the new system, install door controllers, train key personnel and end users, provide support, and assist in future growth.

## **SCOPE OF WORK**

The Town of Palmyra has a standardized set of requirements and guidelines for this project.

See below for the scope of work and requirements.

Provide and install (1) multi conductor access control cabling for each new access control door. Doors will be cabled back to the nearest IT closet with adequate closet wall space.

Provide and install all new electrified door locking hardware for each access control door. If existing electrified locking hardware is in place, it may be reused. Electric strikes, electrified crash bars, and electrified crash bar kits are acceptable. All hardware to be configured and installed in "Fail Secure", with free egress.

Integrate any existing ADA door operators & push paddles with new access control door system.

All network connections must be known, labeled, tested, qualified, and documented.

All cabling to be plenum rated.

All network cabling to be terminated on both ends and certified using FLUKE, WIREXPERT, or equivalent testers. Test results to be provided to the Town of Palmyra prior to closeout of the project. All data ports are labeled. Patch cords on both ends to be provided by the selected vendor.

See plans for access control controller and reader locations.

Provide training to key personnel identified by the Selectboard.

Prevailing wage labor is required - see prevailing wage rate sheet attached to this RFP.

## **HARDWARE & SOFTWARE SPECIFICATIONS**

The Town of Palmyra's preferred hardware and software for its security & door access control system is as follows (or equivalents).

All licensing should be for a period of FIVE (5) or TEN (10) years (if applicable).

**PRODUCTS:** Please complete the following as part of your proposal  
MANUFACTURERS

ACCESS CONTROL PRODUCTS

ACCESS CONTROL SOFTWARE:

MOBILE APP

**SOFTWARE:**  
DOOR CONTROLLERS :

REQUEST TO EXITS

DOOR CONTACTS

CARD READERS :

**ELECTRIFIED LOCKING HARDWARE**  
ELECTRIC STRIKES

ELECTRIFIED CRASHBARS

MOTORIZED ELECTRIC RETRACTION KITS

(IOS/ANDROID)

## SYSTEM & VENDOR REQUIREMENTS

### ACCESS CONTROL

Access Control Solutions does not require any local server, appliance, or desktop to operate. **Yes No**

Access Control software does not have any dependencies on additional software other than a functional browser and web connection . **Yes No**

Single pane of glass, integrated software management w/ video management system. **Yes No**

Access Control hardware does not have limitations around door counts. **Yes No**

Access control system is managed through a secure web portal. Does not require any local area connection. **Yes No**

Single platform and command console that provides video management as well as access control management. **Yes No**

Limitless scalability in amount of access control doors. **Yes No**

Access control system allows for an unlimited number of cards and cardholders. **Yes No**

Role Based Access Control. **Yes No**

No port-forwarding needed to enable web access. **Yes No**

No inbound connections allowed to devices. **Yes No**

Communication : Controllers use Ethernet to communicate and download configurations. **Yes No**

Configuration: Configuration updates are synchronized to controllers within seconds. **Yes No**

Configuration: Firmware across all devices can be upgraded "OTA" (over the air) without the need of a technician or additional cost. **Yes No**

Capacity: Controllers store configuration when network connectivity is lost. **Yes No**

Support: Access control provider has a 24 hour live emergency support line. **Yes No**

Support: Does the vendor charge extra for a 24 hour live emergency support line? **Yes No**



## SUBMITTAL INSTRUCTIONS

Please provide a proposal according to the specifications detailed below. The proposal should include the following:

- a. Name of Vendor
- b. Primary contact person's title, mailing address, telephone number(s), and email address
- c. A brief summarization of the vendor's proposal. (attach separately; clearly list Product Name and Part Numbers)
- d. A short overview of the vendor's company, products, and services, market segment(s), education client base, employee base, research and development programs, and financial well-being.
- e. A statement indicating that the vendor is not on Red Light status with the FCC or delinquent on a debt to a state or federal government agency or entity.
- f. At least one reference from a similar town or business **in** ME or neighboring states who is currently implementing or has implemented the proposed Access Control Security System.
- g. At least one reference from a similar business **in** ME who the vendor has worked with in the past on a similar security project.
- h. System & Vendor requirements filled out in its entirety.
- i. **Pricing breakdown completed as follows:**

Vendor will provide a detailed price breakdown for each of the three door access control locations. This breakdown will include all parts and labor for each door access control location. This breakdown is in addition to the separately attached vendor proposal.

Vendor responses to this proposal must follow the format of this RFP. Failure to comply may impact the evaluation of the submitted proposal.

## PRICING BREAKDOWN

Please fill in the following grid to provide all cost related information . Use the comments box below to provide additional information and add attachments if necessary.

Comments

Door Access Control (Hardware, Software, Licensing, Installation, Training

Total Per Location

AWARD MATRIX

# Criteria Scoring Worksheet

| SELECTION CRITERIA   | Highly Advantageous | Advantageous | Not Advantageous | Comment |
|--|---------------------|--------------|------------------|---------|
| <b>System features and functionality:</b> How well does the proposed system meet the total needs of the school? How easy is the system to use? How well does it fit the requirements?  | 40                  | 20           | 0                |         |
| <b>Vendor's ability to implement:</b> Does the vendor offer a stable, scalable, and secure solution? Can the vendor meet the proposed implementation timeline? What are the vendor's methods to implement and train? What do reference checks tell us about the vendor and their success with implementations? | 10                  | 5            | 0                |         |

|   |    |    |   |  |
|---|----|----|---|--|
| <p><b>Stability of Vendor and Manufacturer:</b> What is the size of the company? How are their financials? What is their position in the marketplace? What is the vendor's support model for the solution? Previous school system references in MA? Does the vendor provide adequate, timely support?</p> | 20 | 10 | 0 |  |
| <p><b>Cost:</b> What is the total cost of the solution including hardware, software, cameras, licensing, installation and implementation services, and training?</p>  | 30 | 15 | 0 |  |
| <p><b>Overall Ranking</b></p>   |    |    |   |  |

**ATTACHMENT A- CERTIFICATES**

**TAX COMPLIANCE CERTIFICATION**

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all Maine tax returns and have complied with all laws of the State of Maine relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual By: Corporate Officer or Corporate Name (Mandatory)  
(Mandatory, if applicable)

\* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

## **CERTIFICATION OF GOOD FAITH**

The undersigned certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Company Date

By

(Name and Title)

\*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

## **CERTIFICATION REGARDING ALCOHOL AND TOBACCO**

I, \_\_\_\_\_, an authorized officer of

agree to comply with the Alcohol and Tobacco Free Campus Policy as established by the Town of Palmyra. I certify that no employee of our firm, nor any subcontracting firm, will use alcohol or tobacco products at any time, on or within any Town owned or leased buildings, property, or vehicles.

Date: Signature: Printed Name: Title: