

**REQUEST FOR PROPOSAL FOR  
SECURITY SURVEILLANCE  
SERVICES  
2019-2021**

**ASPIRA, Inc. of Pennsylvania  
4322 N. 5th Street  
Philadelphia, PA 19140**

**Please direct all inquiries to:**

**Luis Pena, Director of IT**

**Response Deadline**

**1:00 p.m., Friday, September 20, 2019**

## **A. Purpose of Proposal**

ASPIRA, Inc. of Pennsylvania and ASPIRA Schools hereby requests proposals from qualified vendors for the scope of work to assess, design, develop bid documents, participate in bid selection, oversee installation/construction, and provide continued consultation for installation and/or upgrade of the Video Surveillance and Door Access Control Systems.

## **B. Scope of Services**

The scope of work is to assess, design, develop bid documents, participate in bid selection, oversee installation/construction, and provide continued consultation to develop the following:

1. A comprehensive access control system for ground-level ingress/egress and interior common areas,
2. A modern, networked security camera system, allowing staff to monitor and/or view recordings remotely from another site, and
3. Audible alarms at targeted exterior access points triggered by a door left open for extended periods.
4. Continued Consultation to any current or future property. As outlined in Section III, the scope applies currently to one (1) commercial property and four (4) school/commercial properties. Continued consultation scope of work applies to these properties and to any current or future property within our portfolio.
5. Access control at exterior doors used by visitors and employees, operated by card readers and/or fobs.
  - Access control at specific offices and classrooms
  - Automatic door openers to exterior doors.
  - Emergency exit door sounding alarms.
  - Cameras System.
  - Networked cameras at building points of ingress/egress and common areas such as lobbies, elevators, break rooms, classrooms and hallways determined based upon specific building needs.
  - Networked cameras at exterior points on the property such as parking lots to be evaluated on a case by case basis.
  - Specify camera network equipment and video recorders, wireless or wired, system controller(s), cabling, conduit lenses, mounting hardware, transmitters, revivers, surge protectors.
  - Lighting
  - Assess and design for exterior lighting needs at ASPIRA, Inc. of Pennsylvania and ASPIRA Schools especially with respect to the areas of congregation i.e. playgrounds and basketball court.
  - Assess and design for exterior lighting needs at other properties in scope pending budget availability and in accordance with applicable building and zoning codes.

**C. Qualifications:**

**Industry Certifications:** Vendor must be certified Seller for product and services offered.  
Warranty must be provided for equipment purchased

**D. General Design**

- Evaluate both wired and wireless options and provide recommendations based upon equipment and firm's site assessments.
- Must be both current and flexible allowing for future expansion and modification if needs change over time.
- Allow for testing, training, routine maintenance and preventative maintenance, back up and safekeeping of information.
- Must be non-proprietary.
- Must be energy efficient and include energy star equipment as available.
- Must provide a Cost Estimate for scope of work at each property.
- Identify the specific trades required to accomplish the design.
- Must solicit and receive regulatory approval (municipal, State etc. as required) prior to bidding scope of work.
- All quantities, property dimensions, measurements, equipment descriptions and installation types provided by the vendor shall be considered estimations and prototypical. The firm is responsible for conducting a thorough inspection and inventory of existing conditions prior to commencement of work. It is the burden of the firm to conduct a sufficient site visit to thoroughly describe the scope of work, proposed products to be utilized, and any information which validate the efficient implementation of a complete project to ASPIRA, Inc. of Pennsylvania standards. The firm shall be responsible for identifying and proposing the most economical, most commercially viable solution for accomplishing the desired end of the project. Any awardee under this RFP is prohibited from applying to the subsequent installation and equipment provision RFP/Bid for this scope of work.

**Proposal Instructions Deadline and Submission.**

All prospective Vendors are responsible to ensure their Proposals are submitted by the due date. Any proposals received after the due date will not be considered. ASPIRA Inc. of Pennsylvania and ASPIRA Schools is committed to ensuring a safe environment for students, employees and District Visitors. Accordingly the company requires a criminal background compliance certification from vendors and sub-vendors who perform work at any of the facilities. Each Vendor / sub-vendor shall certify, on a form acceptable to the Department of Education Regulations, that: (i) the Vendor shall perform sufficient criminal background checks, including, at a minimum, a PA Access To Criminal History ("EPATCH") check, Child Abuse Clearance and Federal Bureau of Investigations Clearance for all of its owners, employees, agents, representatives, Vendors and/or other personnel who will be on any District premises to carry out the services; and (ii) no owner, employee, agent, representative, Vendor and/or other personnel of the Vendor will be on any school premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as

defined under 23 PA CS Section 6344. Selected Vendor must have background checks performed and results sent directly to ASPIRA, Inc. of Pennsylvania, Human Resources Department

**E. Technical Submission Requirement:**

Proposals must include the Technical Submission Requirements listed below, assembled in a tabulation submission format in the following order:

**Form of Proposal.** Must be completed and executed. It must also include:

- References. A list of three (3) standard job references for design of similar completed camera and controlled entrance systems last five years. Provide this information the attached Form of Proposal. Inclusion of references in this proposal gives the owner permission to contact them on its behalf. References must:
  - Have been in business for a minimum of three (3) years
  - Provided services substantially similar to those requested by this RFP

**Approach to Scope of Work.** Narrative describing firm's overall approach to the Scope of Work found in the Section B of the RFP.

Narrative should:

- Explain how your firm will approach each phase of the project - Assessment, Design, Bid Documents, Participation in Bid Section, Oversee Installation/Construction and provide Continued Consultation.
- Outline any recommended equipment types and/or manufacturers for both the camera and controlled access system and explain the basis for that recommendation.
- Describe factors for consideration regarding whether the system is wireless or wired.
- How would you handle the presence of asbestos at any of our locations?
- List of factors that we should consider when engaging the installer for your design.

**Technical Competence.** Evidence the firm's technical competence, capabilities and experience in this field. Indicate the personnel to be assigned to the project, and their key positions, how work will be assigned, and how each employee will be involved. You may attach resumes.

**Price Proposal.** Provide a Not to Exceed Price broken into the following phases:

1. Assessment, Design and Development of Bid Documentation
2. Bid Participation
3. Oversight of Installation/Construction
4. Provide Hourly Rates by individual for Continue Consultation Phase
5. The proposal price must include all labor, materials, equipment, supplies, insurance, reporting, administration, required certifications, any applicable taxes, and any other incidentals related to the completion of the work, including any mileage and/or travel expenses and deliverables. No surcharges or additional costs will be permitted after award.

**Certificate of Insurance.** Copy of the firm's Certificate of Insurance evidencing insurance requirements.

- **Workers' Compensation Coverage:** The Vendor shall procure and maintain during the term of the Contract, Workers' Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Pennsylvania.
- **Commercial General Liability Insurance:** The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of this contract, Commercial General Liability

Insurance on an "Occurrence Basis" with limits of liability not less than one million dollars (\$1,000,000) per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following features: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) the Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

- **Motor Vehicle Liability:** The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the term of the Contract, Motor Vehicle Liability Insurance, including applicable No-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles and all hired vehicles.
- **Additional Insured:** The following shall be named Additional Insureds: ASPIRA, Inc of PA and ASPIRA, Inc of PA Schools, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

**Notice of Cancellation or Change:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: ASPIRA, Inc. of PA, %: Marisol M. Morales, 4322 N 5th Street; Philadelphia, PA 19140.

**Proof of Insurance Coverage:** The Vendor shall provide the District at the time the Contract is executed, Certificates of Insurance and/or policies, acceptable to the District, as listed below:

- a. Two (2) copies of Certificate of Insurance for Worker's Compensation Insurance;
- b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- c. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
- d. Original Policy, or binder pending issuance of policy, for Districts Contractors Protective Liability Insurance;
- e. If so requested, certified copies of all policies shall be furnished.

**Continuation of Coverage:** If any of the above coverages expire during the term of the Contract, the Vendor shall deliver renewal certificates and/or policies to ASPIRA, Inc. of PA, HR Office at least ten (10) days prior to the expiration date.

**Failure to comply:** Failure to comply with the insurance requirements contained in the Contract shall constitute a material violation and breach of the Contract and may result in termination of the Contract.

*\*Proposals are to include all items listed and under Technical Submission Requirements or they may be subject to disqualification by Luis Pena, Director of IT.\**

**Evaluation:** The Evaluation Committee will evaluate and score the submission in accordance with the Evaluation Criteria listed below (Section VIIA).

Negotiations will commence with the highest ranked firm based upon the evaluation factors set forth herein. If negotiations cannot be completed with that firm, the Committee will move to the second ranking firm and continue the process. The contract award shall be conditioned on successful negotiation between the Proposer and ASPIRA, Inc. of Pennsylvania and is subject to the approval of the Alfredo Calderon, Chief Executive Officer and the ASPIRA School Board of Directors. The proposal price must include all labor, materials, equipment, supplies, insurance, reporting, administration, required certifications, any applicable taxes, and any other incidentals related to the completion of the work, including any mileage and/or travel expenses. No surcharges or additional costs will be permitted after award. ASPIRA, Inc. of Pennsylvania reserves the right to make the contract award with or without interviews, with or without negotiations, to make no award or to decline to enter into negotiations should it believe that no respondent to this RFP will be capable of delivering the necessary level of service within an acceptable time period.

ASPIRA, Inc. of Pennsylvania expressly acknowledges that the contract may be awarded to a Proposer who does not submit the lowest Fee Proposal. ASPIRA, Inc. of Pennsylvania will use a weighted scale during the evaluation as per the below percentages totaling 100%. ASPIRA, Inc. of Pennsylvania reserves the right to accept or reject any or all Proposals in whole or in part, evaluate suggestions or exceptions, to waive irregularities or informalities in the RFP process or any proposal, in its sole and absolute discretion, or to select certain devices from various Vendor Proposals, and the right to award the Contract to other than the low Vendor based on the best interests of the District.

**Qualifications – 80%**

- 30% - Demonstrated experience of the Proposer's workforce to be employed under the contract in the Technical Submission Requirements;
- 10% - Demonstrated experience working with educational facilities or similar public or private organizations;
- 20% - Meaningful participation of minority and women employees and contractors, including MBE/WBE owned businesses as part of Proposer's team;
- 20% - Proposer's Approach to Scope of Work demonstrates an understanding of the requirements of the scope of work and the ability to meet those requirements in a timely manner.

**Fee Proposal – 20%**

- 20 % - All services must be itemized to include an explanation of all fees, materials and equipment.

**F. Contract, General, Supplemental, and Special Conditions**

**Term.** Two-year agreement, with annual reviews and three (3) one-year renewal options at the sole discretion of ASPIRA, Inc. of Pennsylvania.