

Mundy Township Police Department

4029 W. Grand Blanc Road
Swartz Creek, Michigan 48473
(810) 655-4646 Phone
(810) 655-6756 Fax

March 31, 2011

REQUEST FOR PROPOSALS

Proposals will be accepted until **Thursday, April 21, 2011 at 2:00 p.m.** at the Mundy Township Police Department, 4029 W. Grand Blanc Road, (west of Jennings) Swartz Creek, Michigan 48473, for building security improvements for the Police Department building and two Fire Stations. Part of this project is funded by a Byrne Memorial Justice Assistance Grant. The public opening of the proposals will take place at that time.

The Police Department Security Improvements are funded by the Byrne Memorial Justice Assistance Grant and the Mundy Township Fire Department is interested the installation of an access control system at Department buildings. While not part of the grant funded project, the Township realizes that an integrated system provided by the same vendor at the same time would likely result in cost savings and a more efficient operation. As a result, bidders are invited to also provide proposals for the installation of an access control system at the two (2) fire stations.

Proposals may be submitted for any or all portions of the project, however each portion shall be submitted separately.

All proposals are requested to be submitted in detail, itemizing all equipment and labor costs associated with the installation of the equipment. If any of the installation is outsourced, proposal will include the vendor's complete company name and contact information. The proposal should also include information regarding scheduling availability to perform the work.

Any questions regarding the Police Department portions of the project should be directed to James Petres, Chief of Police, at (810) 655-4646 or by e-mail to james.petres@mundytwp-mi.gov.

Any questions regarding the Fire Department portions of the project should be directed to Ed Blight, Fire Chief, at (810) 655-4327 or by e-mail to eblight@mundytwp-mi.gov.

Vendors must provide proof of adequate insurance coverage as required by the Township.

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A meeting for potential vendors, with a visit to the three buildings will take place on **Wednesday, April 13, 2011** at 2:00 p.m. The meeting will take place at Fire Station #1 at 8017 Linden Road, (corner of Grand Blanc Road) Swartz Creek, Michigan.

Proposals may be submitted in person or by mail to the Police Department address. Sealed proposals will remain sealed until the submission deadline, at which time they will be opened. Submissions must be clearly marked, **“PROPOSAL(S) FOR POLICE and FIRE FACILITIES SECURITY IMPROVEMENTS”**.

The Township is exempt from all taxes. The Township reserves the right to accept or reject any or all proposals and to make the award in any combination deemed to be in the best interest of the Township. The Township also reserves the right to make changes as may be necessary due to equipment availability, compatibility, cost or other reason.

Summary of events regarding this RFP:

Vendor Meeting:

Wednesday, April 13, 2011, 2:00 p.m.

Mundy Township Fire Station #1 at 8017 Linden Road,
(corner of Grand Blanc Road)
Swartz Creek, Michigan.

Deadline for Submission and Public Opening of Proposals:

Thursday, April 21, 2011, 2:00 p.m.

Mundy Township Police Department, 4029 W. Grand Blanc Road,
(west of Jennings Road)
Swartz Creek, Michigan 48473

James Petres
Chief of Police

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An overview of the scope of the desired work at the Police Building is as follows:

Security Window:

Provide and install a security window between the public lobby and the front reception and records office at the Police Department with the following features

- Ballistic glass
- Pass through tray for documents
- Sliding panel to permit handling of packages or other items too large for the pass through tray
- Communication enhancement, such as speaker, if window is configured in a manner that prevent or hamper normal speaking between staff and citizens
- ADA compliant installation

Access System for Police Building:

Provide and install an electronic access system for Police Building with the following features.

- Biometric or card key system. (Vendors may provide proposals for one or both options.)
- Minimum of two (2) external access points to the building, with options to add up to two (2) additional exterior access points.
- Minimum of one (1) internal access point from public lobby to office area of the building.
- Installation of electric locks and other necessary hardware on doors.
- Connection to computer network.
- Installation costs are to include all wiring and supplies necessary for complete installation, including all connections with the computer network.
- Software to manage system including different levels of access by person, day and time; recording of access and building entry data.
- Interface with alarm system to deactivate alarm system upon authorized access to building.
- Vendor may include alarm service as an option.
- The proposal shall include a per access point cost for additional access controls, locks, hardware and installation on internal access doors.

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An overview of the scope of the desired work at the Fire Stations is as follows:

Access System for Fire Stations:

Provide and install an electronic access system for two (2) Fire Stations with the following features.

- Biometric or card key system. (Vendors may provide options for both or separate proposals.)
- Connection to computer network.
- Installation costs are to include all wiring and supplies necessary for complete installation, including all connections with the computer network.
- Software to manage system including different levels of access by person, day and time; recording of access and building entry data.
- Interface with alarm system to deactivate alarm system upon authorized access to building.
- Vendor may include alarm service as an option.
- The proposal shall include a per access point cost for additional access controls, locks, hardware and installation on internal access doors.

The installation at Fire Station #1 shall include the following.

- Minimum of two (2) external access points to the building.
- Installation of electric locks and other necessary hardware on doors on the three (3) external doors.

The installation at Fire Station #2 shall include the following.

- Minimum of two (2) external access points to the building.
- Installation of electric locks and other necessary hardware on doors on the three (3) external doors.

Compatibility with current identification system.

- The Township currently uses IDCentre Identification Software from Datacard Group for employee identification cards. A proposed card access system should be compatible with this system or include cost information for an alternative.