

REQUEST FOR PROPOSALS



REQUEST FOR PROPOSALS FOR INTEGRATED SECURITY SERVICES

Date of Issue: December 21, 2016

Due Date: January 12, 2017 at 4 p.m.

The District requests that firms interested in responding to this RFP submit an interest statement via email, including the name of the firm, contact person and email address.

Submit information and questions by January 6, 2017 electronically to:

Catherine Cerri

ccerri@lakearrowheadcsd.com

Submit a copy of your Proposal electronically to:

Catherine Cerri, General Manager

ccerri@lakearrowheadcsd.com

Lake Arrowhead Community Services District

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REQUEST FOR PROPOSALS

Integrated Security Services

Date of Issue: December 21, 2016

Due Date: January 12, 2017, at 4 p.m.

I. OVERVIEW

The Lake Arrowhead Community Services District (“LACSD” or “District”) seeks proposals from qualified firms with expertise in integrated security services and video surveillance systems to install and monitor mechanical and electronic locks and master key systems, exit devices and automatic door/entrance solutions.

LACSD is a self-governed special district responsible for providing water and wastewater services to customers in Lake Arrowhead and the surrounding communities. LACSD operates an extensive water distribution and wastewater collection, treatment and disposal system. The topography of the Lake Arrowhead area creates unique challenges to provide these services. The District is looking for a security service provider that can deliver a cloud based access control system in remote areas and can provide video security monitoring from a monitoring station owned by the vendor.

II. SCOPE OF SERVICES

In preparing a response to this Request for Proposal (“RFP”), the vendor shall adhere to the Proposal Format detailed below and must describe the methodology and techniques that it will use, the time and staffing resources allocated, and the costs involved in addressing a solution for each of the following locations. Please include the installation price and the monthly fee for monitoring and software maintenance if required. The District would like three pricing options: full ownership purchase, a reduced down payment lease and a zero down monthly payment lease. Please fully explain the terms of each option.

Fully describe the service plan and hours of operation. All rates must be quoted at prevailing wage. State all aspects of the work you propose for each location. Describe the method of access to electronic locks and the software capabilities to schedule different types of access at different times of day. The electronic locks must include an embedded Wi-Fi network card. All rolling gates will require Wi-Fi connectivity. The access control system must contain a mobile device option.

Recommend any changes, updates, additions or consolidations of these solutions you may deem necessary or beneficial. The District will provide all necessary conduit and power as well as internet connection. The Vendor must indicate the specifications for the conduit, power and internet requirements.

LOCATION 1: BLUE JAY ADMINISTRATION BUILDING

- a. Access control software;
- b. Electronic locks and monitoring for 5 external doors;
- c. Electronic locks and monitoring for 4 internal doors
- d. Handicap automatic door opener for 1 external door; and
- e. Installation, training and programming for all solutions proposed.

LOCATION 2: BERNINA WATER TREATMENT PLANT

- a. Access control software;
- b. Electronic locks and monitoring for 10 external doors;
- c. Electronic lock and monitoring for 1 rolling power gate;
- d. Electronic lock and monitoring for 1 storage container;
- e. Electronic locks and monitoring for 3 external rollup doors; and
- f. Installation, training and programming for all solutions proposed.

LOCATION 3: CEDAR GLEN WATER TREATMENT PLANT

- a. Access control software;
- b. Electronic locks and monitoring for 3 external doors; and
- c. Installation, training and programming for all solutions proposed.

LOCATION 4: GRASS VALLEY WASTEWATER TREATMENT PLANT

- a. Access control software;
- b. Electronic locks and monitoring for 27 external doors situated throughout the plant;
- c. Electronic lock and monitoring for 1 rolling power gate; and
- d. Installation, training and programming for all solutions proposed.

LOCATION 5: WILLOW CREEK WASTEWATER TREATMENT PLANT

- a. Access control software;
- b. Electronic locks and monitoring for 6 external doors;
- c. Electronic lock and monitoring for 1 rolling power gate; and
- d. Installation, training and programming for all solutions proposed.

ADDITIONAL SERVICES

The District is also seeking proposals for additional services. Indicate the cost of these services separately.

LOCATION 2: BERNINA WATER TREATMENT PLANT MONITORED VIDEO SERVICES

Provide a proposal for monitored video services on the top of a water tank at the Bernina Water Treatment Plant.

REMOTE WATER TANK: ACCESS CONTROL AND MONITORED VIDEO SERVICES

Provide a quote for access control and 1 electronic lock on a gate securing a water tank in a remote location. Provide a separate quote for video monitoring services on the top of a water tank in a remote location.

BURGLAR AND FIRE ALARM MONITORING

Provide a quote for burglar and fire alarm monitoring at each of the five locations.

III. PROPOSAL FORMAT

Responses must be organized as follows:

Executive Summary

Provide a concise summary of the significant information contained in your qualifications statement and proposal. Executive summary paragraphs must correspond to the numbered sections below.

A. Identification of the Firm

Provide the legal name of the firm or firms, the firm's address, telephone number and contact information. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed. Include email addresses.

B. Key Personnel

Identify the individual proposed as the Project Manager(s) or Project Lead(s) and the staff responsible for the ongoing services required. Identify the location of the office and the video monitoring station responsible for ongoing services.

C. Scope of Services Overview

Describe your approach for a solution to the listed scope of services.

D. Schedule

Provide a Schedule timeline for the scope of services.

E. Recent Relevant Projects

List recent projects (3 minimum) where your firm successfully implemented the same solution proposed.

F. Insurance

Provide evidence of insurability and liability limits.

G. Form of Contract

Confirm receipt and review of the District's standard form contract. List any exceptions or any contract language modifications you may want to suggest in the District's standard contract.

IV. SUBMITTAL REQUIREMENTS

All proposals must be received no later than 4:00 P.M. on January 12, 2017. Late submittals will not be considered.

The District requests that interested firms send an email to Catherine Cerri, General Manager, at ccerri@lakearrowheadcsd.com with a statement of interest. Provide the name of the firm, identify the contact person and provide an email address. Any additional information, including responses to consultants' questions, will be sent electronically. Questions should be submitted no later than January 6, 2017.

Firms wishing to respond to this request must supply the information requested in this RFP by the date and time required. All submittals shall be typed and in an 8 ½" x 11" format.

Please submit an electronic copy of your proposal.

Proposal due Date and Time: 4:00 P.M. on January 12, 2017.

Preferred Format: Adobe Acrobat (.pdf) file.

Submit to: Catherine Cerri, General Manager

Email: ccerri@lakearrowheadcsd.com

Subject Line: Security Service Proposal – FIRM NAME

V. ELIGIBILITY

This request is being sent to individuals and consulting firms that are believed to possess relevant experience. The RFP will also be posted on the District's website at: www.lakearrowheadcsd.com, and will be open to all qualified firms.

While it is not included in the current scope, the District may extend the cloud based access control services to remote reservoirs and pumping stations. The vendor must demonstrate the ability to provide these services if the District decides to implement these solutions in the future.

The vendor must meet the following requirements:

- a) Registered with the Department of Industrial Relations;
- b) Owns and operates its own video monitoring station;
- c) Can demonstrate successful implementation of proposed services over the last five years;

VENDOR'S QUALIFICATIONS

1. The vendor for this project will be selected mainly on the basis of professional qualifications, relevant experience and demonstrated competence.

2. Qualified firms will have expertise in integrated security services, with previous relevant experience providing similar services for at least the past five years. Consideration will be given only to those firms who can clearly demonstrate successful past experience on similar projects.
3. Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations.
4. Vendor will be a single source provider with the capability to:
 - a. Design, install and service the system
 - b. Monitor alarms including fire, intrusion, motion and video
 - c. Dispatch appropriate response related to alarm
 - d. Provide account management and recordkeeping on all alarm conditions
 - e. Conduct periodic testing and inspections to keep system up to date
 - f. Provide up to date access control and password management

PREVAILING WAGE REQUIREMENTS

Pursuant to Section 1770 and following, of the California Labor Code, the successful bidder shall not pay less than the general prevailing wage rates, as determined by the Director of the State of California Department of Industrial Relations for the locality in which the work is to be performed and for each craft or type of worker needed to execute the work contemplated under the Contract. In accordance with the Labor Code, the District has on file a schedule of prevailing wage rates for the types of work to be done under the specifications.

The Vendor or any subcontractor performing part of said work shall strictly adhere to all provisions of the Labor Code, including, but not limited to, minimum wages, work days, nondiscrimination, apprentices, maintenance and availability of accurate payroll records and any other matters required under all Federal, State and local laws related to labor.

These services are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Pursuant to Labor Code sections 1725.5 and 1771.1, all vendors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No proposal will be accepted nor any contract entered into without proof of the Bidder's and its subcontractors' current registration with the Department of Industrial Relations. If awarded a Contract, the Bidder and its subcontractors of every tier shall maintain active registration with the Department of Industrial Relations for the duration of the services. It shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements

VI. INFORMATION TO BE PROVIDED BY THE DISTRICT

The following documents are available for the vendor's review:

- Blue Jay Administration Floor Plan
- Bernina Water Treatment Plant Site Plan
- Cedar Glen Water Treatment Plant Site Plan
- Grass Valley Wastewater Treatment Plant Site Plan

- Willow Creek Wastewater Treatment Plant Site Plan

VII. SELECTION CRITERIA

The successful vendor will be selected mainly on the basis of professional qualifications and demonstrated competence. Pricing will count for 20% of the score and must include prevailing wage. Particular attention will be paid to:

1. Experience, qualifications, performance, availability of firm, and project lead (50%);
2. Ability to communicate effectively with the District and the public (10%);
3. Demonstrated experience with similar situations, within the last five (5) years (10%);
4. Familiarity with the Lake Arrowhead community (10%); and
5. Pricing (20%).

VIII. SELECTION PROCEDURE

All responses to this RFP that meet the submittal requirements will be evaluated by the General Manager. A panel interview may be scheduled with a short list of firms, at the District's discretion. Subsequent to selection by the Manager, a final fee and scope of work will be prepared and presented to the District's Board of Directors for approval.

The District reserves the right in its sole discretion to reject any or all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items for any reason or no reason. Proposals not complying with the procedural requirements of this RFP may be rejected. The District also reserves the right to cancel the contract, due to unsatisfactory performance of the vendor or any other reason deemed appropriate by the District with a 30-day written notice. The proposal must be valid for at least 180 days after submission, without change to any terms or conditions contained therein.

Any questions relating to the RFP may be submitted in writing by email to the attention of Catherine Cerri at ccerri@lakearrowheadcsd.com. Should a question be raised that requires modifications to the RFP, an addendum shall be issued to the proposers stating the bidders' questions and the District's responses.

By submitting a proposal, the proposing firm represents that it is willing to enter into an agreement to provide consulting services in accordance with its proposal. If a firm is not willing to execute an agreement within thirty (30) days after being notified of selection, the District reserves the right to select the next most qualified firm or call for new proposals.

The District reserves the right to reject any and all proposals received as a result of this request. The District will not pay any costs incurred by any Proposing Firm, in preparing or submitting the proposal.

IX. RFP TENTATIVE SCHEDULE

Release RFP	December 21, 2016
RFP written questions deadline	January 6, 2017
Optional Location visit	January 6, 2017
Response to questions available	January 9, 2017
Proposal due Date and Time	4:00 pm – January 12, 2017
Optional Interviews with final candidates	January 17, 2017
Contract Approval by Board of Directors	January 24, 2017

This is only a tentative schedule.

The District reserves the right to change the RFP schedule at any time.

X. RESERVATIONS

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal in response to this RFP, or to procure or contract for work. The District reserves the right to request additional information and/or clarifications from any or all proposers. The District reserves the right to award this agreement to the firm which offers the quality, standards and prices most advantageous to the District.