

Request for Proposal (RFP)

For

City of Charlotte Keyless Entry Project

Posting Date:

August 5, 2022



Deadline:

September 1, 2022

To:

**Mary LaRocque
City Clerk
City of Charlotte
111 E. Lawrence Ave
Charlotte, MI 48813**

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I. BACKGROUND

City of Charlotte is requesting proposals for the replacement of thirty-one (31) door locks and replacing with Keyless entry. This is a combination of exterior and interior doors.

Notwithstanding any other provisions of the RFP, the City of Charlotte reserves the right to reject any or all proposals, to waive any irregularity right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items when doing so would be to the advantage of the City or its taxpayers. It is further within the right of the City of Charlotte to reject proposals that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the vendor making the proposal throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the vendor. Any proposal received will become the property of the City of Charlotte and a matter of public record. Any proprietary material or information should be marked and submitted as a supplement to the proposal to allow the City to protect the information as warranted.

II. TENTATIVE PROJECT TIMELINE

RFP posted by 4:00 pm	August 5, 2022
Site walk-through	week of August 22, 2022
RFP questions due by 4:00 pm	August 24, 2022
RFP responses to questions posted by 4:00 pm	August 26, 2022

III. RFP DUE DATE: September 1, 2022 no later than 4:00 pm, local time

Proposals shall be submitted to the City of Charlotte, no later than 4:00 pm, EDT, on Thursday, September 1, 2022. Proposals shall be labeled “City of Charlotte Keyless Entry Project” and submitted to the location/address listed below. Faxed proposals will not be accepted.

Delivery Address:

Mary LaRocque, City Clerk
111 E. Lawrence Ave
Charlotte, MI 48813

Each proposal must be received by the due date and time set for this RFP. A proposal received after the established deadline will not be considered.

IV. RFP QUESTIONS

All questions related to this RFP must be submitted not later than 4:00 pm, EDT, on Wednesday, August 24, 2022, via e-mail to pbrentar@charlotteemi.org. Clearly mark the email Keyless Entry RFP. Phone calls or faxed questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFP and placed on the BidNet website on August 26, 2022 no later than 4:00 pm. It is the responsibility of all interested vendors to access the website for this information.

V. RFP SUBMISSION REQUIREMENTS

The proposal shall be sealed and labeled with the following information:

- Name of Vendor
- Address
- Contact Person
- Telephone
- Email Address

One original response and one copy are required to be submitted.

The proposal must include:

- **Attachment A, Keyless entry Project Tabulation Sheet**
- **Attachment B, Understanding of Proposal**
- **Attachment C, Addendum Sheet (if any).**
- **Attachment D, Non-Iranian Linked Business Certification**

Upon award of the contract, the selected vendor will be required to submit a federal W-9 Form and payment address to City of Charlotte. Vendors previously established with the City may have this requirement waived.

The proposal shall be prepared with a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP. A vendor may withdraw or modify its proposal prior to the proposal due date. Any changes or withdrawals must be made in writing prior to the proposal due date. No RFP may be withdrawn within 60 days after the due date.

VI. SCOPE OF SERVICES

Background

The City Hall building is located at 111 E Lawrence Ave, Charlotte, MI 48813

It is the desire of the City of Charlotte for the Vendor to provide the following:

1. Provide and install all necessary hardware, including but not limited to, card readers, locks, electrical requirements and any additional hardware to facilitate a fully operational keyless entry locking system.

2. Provide any necessary software to manage users, permissions, lock programming and log analysis. Provide cable(s) necessary to connect to each lock, if applicable. Provide necessarily cable. Provide necessary minimum hardware specifications for any required computing equipment.
3. Provide pricing on key FOBs and/or access cards.

Scope

- Prepare each location for and provide any wiring, if necessary, to successfully complete the project.
- Provide, install, configure and test quoted locking solution.
- Train two (2) City of Charlotte employees on installed lock features.
- Complete any new wiring or cabling installations(s).
- Provide pricing for access card(s)/FOBS.
- Include 12-month parts and labor warranty for installed components.
- All items will conform to any applicable state and/or local codes
- Work to be performed by properly certified personnel (if appropriate)
- Contractor to have all necessary equipment and safety mechanisms in place.
- City will provide necessary server or computing equipment required, Contractor will provide City IT personnel the minimum hardware specifications and coordinate with City IT for software installation.

Site Walk-Through Required

A walk-through prior to bidding is required. Vendors can coordinate site visit with the Chief of Police, Paul Brentar, via email at pbrentar@charlottemi.org or via phone at 517-543-1552.

VII. FINANCIAL VERIFICATION

Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. City of Charlotte reserves the right to reject Proposals based on information obtained through these background checks.

VIII. OTHER

All work shall conform to all applicable industry standards, federal, state and local laws, codes and ordinances.

No vendor will be provided with financial and/or competitive vendor information on this Proposal until after the award of contract has been made. At that time, all Proposals will be available for review in accordance with the Freedom of Information Act. City of Charlotte shall not be held liable for any claims arising from disclosure required under the Freedom of Information Act.

City of Charlotte and its departments are exempt from payment of all federal, state and local taxes on its purchases except Michigan excise taxes.

Any contract between Vendor and the City shall be subject to the laws of the State of Michigan. In connection with the performance of work under such contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

By responding to this proposal, prospective vendors acknowledge and accept the attachments, including insurance requirements and service template contract sample attached.

IX. PROJECT CHANGES

City of Charlotte reserves the right to make changes to the project. Any changes in the scope of services shall be mutually agreed upon in writing by the Vendor and the City.

X. ATTACHMENTS

- Attachment A – Door Lock Project Tabulation Sheet
- Attachment B – Statement of Understanding
- Attachment C – Addendum Sheet
- Attachment D – Non-Iranian Linked Business Certification
- Attachment E – Sample Contract

**ATTACHMENT A
Keyless Entry Project
Tabulation Sheet**

Keyless Entry Project
_____/_____/2022

Lump Sum Price: \$ _____
(attach line-item detail - required)

I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.

_____/_____/2022
Signature of Duly Authorized Individual

Printed Name: _____

Title: _____

Address: _____

Phone Number: _____

Email Address: _____

**ATTACHMENT B
KEYLESS ENTRY PROJECT**

STATEMENT OF UNDERSTANDING OF PROPOSAL

Vendor name

Vendor's address

City State Zip Code

Contact person's name and position

Vendor's Phone number

We have read City of Charlotte's Request for Proposals (RFP) for the Keyless Entry Project and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by the City of Charlotte. In addition, we certify that:

- a. Our proposal is not made in the interest or on behalf of any person not named therein.
- b. We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing.
- c. We have not in any manner sought by collusion to secure an advantage over any other vendor.
- d. We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- e. We acknowledge and accept all the terms and conditions included in the RFP

Signature of vendor or vendor's Representative

Date

ATTACHMENT C
Keyless Entry for City of Charlotte
Addendum Sheet

If Addendums exist for this project, please sign, date, and submit with Proposal).

The undersigned acknowledges receipt of the following addenda:

Addendum #1 _____ Initials _____

Addendum #2 _____ Initials _____

Addendum #3 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal for the plans and specifications and have checked the same in detail before submitting to the City of Charlotte.

Name _____

Signature

Date _____

All vendors are responsible to check for addenda, posted on the City of Charlotte's posting on bidnet, from this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within two (2) business days of RFP due date.

All vendors receiving initial notification of project will be notified by City of Charlotte of all addenda issued within two (2) business days prior to due date. If an RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or email prior to due date. A new RFP response must be submitted by Vendor if addendum affects cost.

RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to vendor.

ATTACHMENT D

NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law (Iran Economic Sanctions Act, Michigan PA 517 of 2012), before accepting any bid or proposal or entering into any contract for goods and services with any prospective vendor, City of Charlotte must obtain certification from the vendor that it is not an “Iran-Linked Business.”

By signing below, I certify and agree on behalf of the company submitting this form and myself the following: (1) that I am duly authorized to legally bind the company submitting this proposal; (2) that the company submitting this proposal is not an “Iran-Linked Business,” as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, Michigan PA 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the county in this regard.

Company Name _____

Authorized Representative _____

(printed name and title)

Signature _____ Date _____

ATTACHMENT E

CITY OF CHARLOTTE KEYLESS ENTRY SAMPLE AGREEMENT

This AGREEMENT is made by and between City of Charlotte, hereinafter referred to as the City, and _____ hereinafter referred to as VENDOR, for the purpose of _____.

The parties agree as follows:

1. Contact Persons and Contract Administrators:

The City agent and contact person is:

Agent:

Mary LaRocque

City Clerk

111 E Lawrence Ave

Charlotte, MI 48813

Project Contact:

Paul Brentar

Chief of Police

111 E Lawrence Ave

Charlotte, MI 48813

VENDOR agent and contact person is:

Name:

Title:

Company:

Address:

City, State:

Telephone:

2. VENDOR agrees the following services, as set forth in the response to the Request for Proposal (RFP) dated _____ will be provided to the City.
3. VENDOR agrees to present manufacturer's literature regarding materials & warranty.
4. Start/Completion dates to be determined
5. The City agrees to the following:
 - Payment Terms – the City will pay the VENDOR for all satisfactorily completed work within 30 days of receipt of an invoice.

6. Both parties agree that the relationship between the parties shall be that of an independent VENDOR and shall not be construed to be an Employer-Employee relationship; specifically, the parties agree that:

- VENDOR will be responsible to pay all Federal, State and social security taxes on any income received under this Agreement.
- City of Charlotte will pay no fringe benefits or other compensation to VENDOR

7. VENDOR will provide and maintain certificates of insurance within minimum limits as follows:

General liability, each occurrence	\$1,000,000
Auto liability, each occurrence	\$ 300,000
Workers Compensation	Statutory Requirements

Certificated of insurance must be presented to the City Clerk with a signed copy of this agreement prior to commencing work. Additionally, all policies shall contain endorsements by respective insurance companies waiving all rights of subrogation, if any, against the City and shall further provide those policies are not cancelable except upon thirty days written notice to the City.

8. VENDOR hereby agrees to release, indemnify, defend and hold harmless the City of Charlotte, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. The City does not waive, and specifically reserves, it's right to assert all affirmative defenses and limitations of liability as specifically set forth in Michigan Statutes.

9. This contract may be amended in writing by mutual agreement of both parties at any time.

10. This agreement shall be governed by the laws of the State of Michigan.

11. The City may terminate this agreement in the event VENDOR breaches any of the terms of the agreement or for unsatisfactory performance by VENDOR. Termination shall be immediate upon written notification by City of Charlotte.

VENDOR _____

Date _____

City Clerk _____

Date _____