

**SCARBOROUGH
MAINE**



REQUEST FOR PROPOSALS

182025

Access and Intrusion Systems for Municipal Building

Town of Scarborough

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on January 30, 2025

Proposals Due on February 20, 2025

Request for Proposals

Instructions:

Sealed Proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **until 10:00 am on February 20, 2025** from parties interested in providing a submittal package for the Air Handler in the Finance Office.

The proposals, if mailed, should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent
Request for Proposal (RFP) Number: 182025
Access & Intrusion Systems
259 US Route One
PO BOX 360
Scarborough, ME, 04070-0360

The Town reserves the right to accept or reject any and all proposals.

These proposals will not be publicly opened.

A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

Contact Information:

For questions related to the RFP process:

Kim Morrison, Purchasing Specialist
Email – kmorrison@scarboroughmaine.org
Phone 207-730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposals shall be made in writing and must be received before the close of business two days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

Prospective bidders are responsible for registering and attending the mandatory pre-bid meeting.

Background / Purpose:

The purpose for this RFP is to solicit proposals for the replacement of the access and intrusion systems at the Scarborough Municipal Building located at 259 US Rt 1 in Scarborough, Maine.

Scope of Work

The access system will use a proximity card or fob for entry and be able to lock/unlock doors on a schedule.

The access system will work hand in hand with the intrusion system to arm and disarm the intrusion system and lock doors in the event of a lockdown.

The access system card/fob will be compatible with other systems within the town if possible.

The intrusion system will use a combination of sensors to monitor doors and spaces to provide full coverage of the building.

The intrusion system shall report directly to the SPD Dispatch center.

The intrusion system will have a hold up type alarm capable of both hardwired and remote trigger switches.

The intrusion system will have a lockdown feature that locks all exterior doors. An option to close and lock interior doors will be entertained.

Both systems will have remote access capabilities.

Both systems will be user friendly.

Bidders must have a local office and be able to provide service within a 24 hour of the initial service call.

PRE-BID MEETING

A pre-bid meeting will be held at 9:00 am on Friday, February 7th to give prospective bidders a chance to view the building and our current system and ask any questions or make recommendations

Please register by sending an email to kmorrison@scarboroughmaine.org.

Proposal Details:

Proposals must include:

- A detailed description of the work to be performed, as well as the labor and materials.
- Details including the quantities, brand, and model numbers or other specific information necessary to evaluate the quality of the materials and equipment to be used and the energy efficiency of the completed product.
- Provide the owner/management with color charts and samples for all supplied materials.
- Details of warranty coverage for materials used as well as installation and workmanship.
- A history of the vendor's firm and a list of references from previous customers of similar work.
- Details on when the vendor is available to start the work, as well as the length of time required to complete the project.
- Signed, dated and all contact information from an Officer of the Company.

Pricing:

Vendor shall provide detailed pricing including quantities and cost of materials and labor for work proposed in the RFP. Pricing should include all costs returning the work site to the pre-work condition found.

The Town of Scarborough is exempt from Maine Sales Tax which should not be included in the proposal.

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date.

All amendments and additional information will be posted on the Town website:

www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

The Town of Scarborough is exempt from all Federal Excise Taxes.

The Town of Scarborough is exempt from all State of Maine Sales Taxes.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as “additional insured.” Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant’s performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town’s reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s).
 Commercial General Liability \$2,000,000.00 Automobile Liability \$1,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$1,000,000.00 Umbrella Coverage \$2,000,000.00

Bidder List (plus posting on the town’s website):

Cunningham Security	mneilsen@cunninghamsecurity.com
Guardian Systems	rich.brobst@guardiansystemsmaine.com
Minuteman Security	kmason@minuteman.com
Connectivity Point	dmasse@connectivitypoint.com