

REQUEST FOR PROPOSALS

CITY OF PITTSTON KEY CARD ENTRY SYSTEM RFP



DEADLINE TO SUBMIT: Wednesday, April 10, 2024 12:00PM (Noon)
To be publicly opened immediately thereafter in the Basement Conference Room, City
Hall, 35 Broad Street, Pittston, PA 18640

**BID AWARD (intended): CITY COUNCIL MEETING, April 17, 2024
AT 7:00PM)**

Joe Chacke, City Administrator
City of Pittston
35 Broad Street
Pittston, PA 18640
jchacke@pittstonrda.com
www.pittstoncity.org

INTRODUCTION

The City seeks proposals from qualified and experienced persons, businesses or organizations to design, implement, install, and support a key card entry system for Pittston City Hall.

Sealed proposals are due by 12:00PM (Noon) on Wednesday, April 10, 2024.

Any questions on this RFP shall be submitted in writing to:

Joe Chacke, City Administrator
City of Pittston
35 Broad Street
Pittston, PA 18640
jchacke@cityofpittston.org

Requests to inspect City Hall shall be made via email to Jenna Strzelecki, Deputy City Administrator at jstrzelecki@cityofpittston.org.

No other forms of communication will be accepted or responded to.

A complete proposal package may be obtained on the City's website: www.pittstoncity.org or by emailing as indicated above.

GENERAL INFORMATION

City Hall utilizes a traditional keyed entry system, which is cumbersome and difficult to track. The City desires to transition to an electronic key card system that would allow entry to the building and offices and track when and where employees access.

A need for the system to be programmed for hierarchal access to certain doors and offices is required.

Entry Doors

There are two (2) entry doors that would need to be programmed to remain open to the public, Monday through Friday from 9AM to 4PM. The ability to program and/or modify these hours for meetings and other reasons on occasion is necessary. These doors are located at the front entrance and the side, elevator lobby entrance at the ramp.

Three (3) other entry doors located at the rear of the building would require key card access and to remain locked. However, the rear entry door for the Conference Room would need to be programmable to remain open for meetings.

A final entry door to the Mayor's office would be required to have restricted access.

Interior Doors

There are 22 interior doors that would require key card access.

These are located as follows:

Basement (5)

1. Elevator lobby access to Conference Room area
2. Stairwell from elevator lobby
3. Interview Rooms
4. Conference Room
5. Storage Room

First Floor (9)

1. Interior Treasurer's Office from vestibule
2. Treasurer's Office from Administration
3. Administration Office
4. Server Room (2)
5. Bathroom
6. Current Police Office adjacent to the bathroom
7. Mayor's Office
8. Current Comptroller's Office (IT)

Second Floor (8)

1. OCD Office (2)
2. Magistrate's Office (2)
3. Men's Restroom
4. Women's Restroom
5. Janitor's Closet
6. Utility Room

Employees/Key Card Users

The Key Cards must be able to serve dually as an employee ID and the system selected will include the ability to print employee names, titles and pictures on the ID.

We anticipate having 3 levels of access required ranging to full access to restricted to one or two offices. We also anticipate having approximately 35-40 users of the system and possibly more in the future.

Set-Up/Management

The system selected will be easy to use and programmable for City Executive staff with limited training. The City would like a system that management could access remotely, should it be necessary, to manage or review access.

Support

Support must be available 24/7 and, if necessary, the selected vendor will be able to respond onsite to an emergency issue within an hour or less.

Schedule for Installation/Implementation

The City requires installation/implementation to be completed within 120 days of notice of award. Should supply chain issues arise, the City may grant time extensions. Should the selected vendor fail to meet the time requirement, the City may deduct up to 1% of total contract price per day beyond 120 days.

Selection

Please be advised that the City may award the bid to the bidder they deem will best serve the City's interests, regardless of price, pursuant to the City's Home Rule Procurement & Purchasing Policy as adopted September 11, 2013.

The City has the right to reject any and all bids and to request additional information from any bidder.

The successful respondent must and shall indemnify and hold harmless the City from all suits, actions, damages, and costs resulting from the form of agreement.

SEALED PROPOSAL SUBMISSION

ALL SEALED PROPOSALS ARE DUE TO THE CITY ADMINISTRATION'S OFFICE, PITTSTON CITY HALL, 35 BROAD STREET, PITTSTON, PA 18640 BY 12:00PM (NOON), WEDNESDAY, APRIL 10, 2024.

Each Respondent must submit in a sealed envelope:

- 2 Original Proposals signed by the owner or authorized representative, which will include details of the key card system and total costs for design, implementation/installation, and support
- 3 References for similar jobs
- A copy of the vendor's insurances