

Request for Proposal for Security System

Responses Due: June 26, 2017

The Open Door Shelter, Inc.

4 Merritt Street Norwalk, CT 06854

Contact: Frank Concepcion

(203) 866-1057

fconcepcion@opendoorshelter.org

Pre-Bid Meeting: 4 Merritt Street June 14, 2017 10:00AM - 11:00AM

Purpose

The purpose for this request is provide an integrated security system covering all Open Door Shelter facilities with indoor and outdoor surveillance and select security entrance access.

Vendors will be evaluated in part on their ability to deliver products on time and within budget, their demonstrated understanding of the solution based upon their responses and subsequent interviews.

Background

Our mission is to effectively address the causes and complexities of the homeless and working poor by providing shelter, food, clothing, case management services, treatment services, transitional planning for short and long term goals, subsidized housing, education, employment, and a path towards independence and success.

We provide shelter nightly with over 95 beds in our facility located at 4 Merritt St. From this same facility we operate the Manna House kitchen and pantry. We serve meals three times a day (over 20,000 per month) and provide boxed and canned goods to the working poor to help them make ends meet. Between the kitchen and the pantry, we provide approximately 60,000 meals per month to individuals and families in our community.

We also operate a number of private residences, providing supportive housing to those who are working and earning an income, but unable to afford housing in the area.

The shelter operates primarily from private donations, with less than 40% of our operating budget coming from government funding. 90 cents of every dollar donated goes directly to providing food, shelter and assistance to those in need. Our board is comprised entirely of uncompensated volunteers.

Services to be provided

The scope of this RFP as identified by The Open Door Shelter, Inc. includes the purchase, delivery and installation of Security Systems with the following categories:

1. External grounds surveillance with on-site and remote viewing capabilities.
2. Internal surveillance with on-site and remote viewing capabilities.
3. Select doors with key card access or other security technology access.

All products will be new and guaranteed.

Vendor is responsible for confirming all equipment is complete and fully functioning. Vendor is responsible for delivery and installation.

Please include any other requirements and/or state-of-the-art recommendations to successfully implement this project in a timely manner.

Locations

The security equipment will be installed at the following locations:

4 Merritt Street Norwalk, CT

2 Merritt Place Norwalk, CT

129 S. Main Street Norwalk, CT

137 S. Main Street Norwalk, CT

139 S. Main Street Norwalk, CT

143 S. Main Street Norwalk, CT

70 Chestnut Street Norwalk, CT

4 Couch Street Norwalk, CT

Proposal Preparation and Submission Requirements

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be sent to the official contact listed below, to be received no later than 5:00PM EST Thursday, June 26, 2017.

**Jeannette Archer-Simons
The Open Door Shelter, Inc.
4 Merritt Street Norwalk, CT 06854**

Questions regarding this RFP must be submitted by e-mail to Frank Concepcion at fconcepcion@opendoorshelter.org. All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have submitted a formal Letter of Intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s) - Based on Description of Services
5. Schedule of Work
6. References
7. Pricing, Hourly Rates and Other Fees

Selection Process Schedule

The schedule of the selection process is as follows:

- May 26, 2017 – Release of the RFP
- June 14, 2017 – Pre-Bid Meeting 1:00 PM-2:00PM
- June 26, 2017 – RFP Responses Due with mockups
- June 30, 2017 – Notification of Selection Results
- August 1, 2017 – Contract Start

Cost of Preparing RFP Response

All costs associated with responding to this RFP are the sole responsibility of the responding company.

Additional Information

Submitted responses to this RFP become the property of The Open Door Shelter. The Open Door Shelter reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.

The Open Door Shelter is an Affirmative Action/Equal Opportunity Employer

MBE/WBE/SBE/DBE Businesses are encouraged to respond.