



**REQUEST FOR PROPOSALS- BUILDING ACCESS SYSTEM
COOK INLET TRIBAL COUNCIL, INC
3600 San Jeronimo Drive
Anchorage, AK 99508**

Project Overview:

Cook Inlet Tribal Council, Inc. is a tribal non-profit organization headquartered in Anchorage. CITC is requesting proposals to provide building access equipment and on-going product support and service for its headquarters building and annex located at 3600 San Jeronimo Drive, Anchorage, AK 99508. The contractor selected will evaluate the current system and make recommendations on the most cost effective means to upgrade part or all of the existing system. The contractor will implement the plan selected by CITC based on the contractor's recommendations.

The building is a four-story class A office building completed in 2005, with 73,389 gross square feet. The main occupant is Cook Inlet Tribal Council, with a small number of tenants on the second and fourth floors. An annex with 11,315 gross square feet is located on the same site.

For more information on CITC please visit www.citci.org.

Scope of work:

The scope of work is detailed in Attachment A. To arrange a tour of the building please contact Katie Lee at 793-3630.

Submissions:

Deadline for Submission: January 8, 2016.

Questions regarding the submissions should be directed to Katie Lee, klee@citci.org.

Please submit a statement of qualifications and a fee proposal to:

Katie Lee
Director of Facilities
Cook Inlet Tribal Council, Inc.
3600 San Jeronimo Drive
Anchorage, AK 99508

Submissions should include 4 paper copies and one electronic (pdf) copy.

Contractor Selection Criteria:

CITC will in its sole judgement select the best candidate for this contract based on competitive proposals. The project committee may, at its discretion, decide to interview Contractors. Submittals will be received and scored based on the criteria below:

- Local service and support
- Pricing information
- Company's specialized experience and technical competence
- For the supporting computer system (if any) utilized to provide authentication and access control, a Windows based operating system and application is preferred that will permit virtualization in a VMWare environment.

Pricing information must include breakdown of hardware, software, labor with hourly fee by level of worker, project management. Please also include a fixed price option.

Service contract pricing should also include both an hourly and fixed price option.

Hiring Preference:

CITC is an equal opportunity employer (EEO) and all qualified contractors will receive consideration without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

To the greatest extent feasible and under the authority of PL 93-638, CITC will give preference in entering into contracts and similar agreements to Alaska Native and American Indian tribes, organizations and economic enterprises.

Statement of qualifications must include:

- Cover Letter including a brief history and description of your firm. Include size (by number of employees and/or revenues) and areas of specialization. The cover letter must be signed by an authorized officer of the company.
- A description of the capability and process for updating the hardware and software and notes on any anticipated or known system changes that would render the system obsolete within 5 years.
- Examples of current and previous experience providing corporate and/or nonprofit organization building access systems.
- List of buildings in Anchorage currently using the access system being recommended for CITC along with contact information for the facilities manager at each of those buildings.
- References: CITC seeks entities with a proven track record in providing similar services for companies in Alaska. Please provide three references, including contact name, title, telephone number, and name and location of firm.

Insurance:

Proposers must have, at minimum, the following insurance coverage in place

- a. Commercial General Liability ("CGL"). CGL coverage with respect to claims, losses and liabilities which may result directly or indirectly from the Work required in this Agreement, with limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. CGL coverage shall include coverage for premises and operation, products/completed operations, product liability, blanket contractual liability including coverage for Independent Contractor's contractual indemnities, and Independent Contractors and shall be on an "occurrence" basis.
- b. Workers Compensation. Workers' Compensation coverage as required by law, together with Employers' Liability ("EL") coverage and with minimum coverage limits of \$500,000 for bodily injury by disease and/or accident.
- c. Automobile Liability ("AL"). AL coverage with limits of not less than \$300,000.00 combined single limit and written on an occurrence basis.

**Attachment A. Scope of work. Cook Inlet Tribal Council, Inc.
3600 San Jeronimo Drive**

Contractor will evaluate current system and make recommendations on most cost effective means to upgrade part or all of the current system in use at CITC.

Recommendations need to include:

- overview of how the proposed system will work.
- details on user interface program for how badges are administered and security options.
- details on how the system will be upgradable, both from a hardware and a software standpoint.

Contractor will implement the plan selected by CITC based on the recommendations.

Current system:

- Main building has 13 cameras and 35 badge reader units
- Annex building has one badge reader.
- Upgrade needs to add 3 more badge reader units and 1 additional camera to the main building and one additional badge reader to the annex.

Total for both buildings will be 14 cameras and 39 badge reader units. Upgrade of cameras currently in use is not anticipated at this time.

Contractor must supply blank badges with photo identification component and equipment for new badges to be made in-house on an as-need basis.

Contractor must supply software to support the badge system as well as meet the specifications listed below.

System preferences:

- System needs to connect to the CITC computer network.
- The supporting computer system (if any) utilized to provide authentication and access control should be a Windows based operating system and application that will permit virtualization in a VMWare environment.
- Main building and annex need to be on the same system.
- We need the ability to disable individual badges.
- We need the ability to customize approved access areas and time by badge, including after-hours limitations on elevator access to specific floors in the building.
- We need the ability to scale the system as needed.
- We need option for a second verification method to validate people who have forgotten their badge.

- System needs to connect to the fire alarm and sprinkler system.

Contractor must provide on-going support services to include:

- Local Anchorage based support and service team
- All required testing of fire alarm and sprinkler system along with preparation and submission of all required reports documenting such tests and results to appropriate authorities such as the Municipality of Anchorage.
- Local monitoring preferred of the fire alarm system.

Contract add-ons:

Please quote separately the following projects:

Exterior security cameras to be moved to the second floor of the main building rather than the current location on the roof.

Rewire the fire alarm system into a separate loop per each floor rather than one loop per building to facilitate identifying problem areas.