

NOBLES COUNTY
REQUEST FOR PROPOSALS
SECURITY ENTRY DOOR SYSTEM
2017

May 23, 2017

Dear Prospective Bidder:

Nobles County, Minnesota is requesting proposals from security companies for the design and installation of a secure entry system with metal detection system, bullet-resistant glass and framing and double-interlocking doors providing separate exit and entry chambers at the Court House entrance of the Nobles County Prairie Justice Building located at 1530 Airport Road, Worthington, Minnesota 56187.

Project Title: Nobles County Secure Entry Project

The Request for Proposals (RFP) includes the following:

- > Scope of Work – Attachment I
- > Submittals Required – Attachment II
- > Selection – Attachment III

Proposals should be presented in accordance with the specified requirements in Attachment II. Supplementary materials such as exhibits, biographical information, and other documentation may also be submitted separately bound from the proposal. Proposals shall be valid for a minimum of **Ninety (90) days** from the date they are due.

PROPOSAL PROCESS

- A. The County reserves the right to reject any or all of the proposals or to negotiate an agreement in the best interests of the County and at the discretion of the Nobles County Board of Commissioners.
- B. The Contractor will submit a signed copy of its proposal (electronic copies accepted) to the Nobles County Administration office, Government Center, no later than 3:00 p.m., Tuesday, June 13, 2017. Bids will be opened at that time. Submittals may be addressed to:

Nobles County Administration
Secure Entry Project RFP
315 Tenth Street, PO Box 757
Worthington, MN 56187
administration@co.nobles.mn.us

All proposals must be signed by an individual duly authorized by the Contractor. All proposals will become property of the County.

SELECTION PROCESS

A. Schedule

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| 1. Proposals Due | June 13, 2017 |
| 2. Recommendation to County Board | June 20, 2017 |
| 3. Acceptance of agreement between parties | June 29, 2017 |
| 4. <u>Proposed</u> completion date | November 1, 2017 |

It is expected that the selected company should be ready to proceed with the project upon the County's execution of an agreement. Acceptance of the bid by itself does not establish an agreement.

Questions concerning this RFP should be directed to Nobles County Sheriff Kent Wilkening at (507) 295-5400.

ATTACHMENT I

Scope of Work

PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract for the design and installation of a secure building entry system at the Court House entrance of the Nobles County Prairie Justice Center Building located at 1530 Airport Rd, Worthington, MN 56187.

Proposal shall include the following:

1. Cost to design and install a secure entry system:

Two door system, separate in and out

- System shall contain a metal detection system, bullet-resistive glass at a minimum of Level 1 (9mm or 40 caliber) surrounding the entire space to include front, rear, sidewalls and roof and framing and double-interlocking doors providing separate exit and entry chambers with the ability to permit convenient entry by the public.
- The system must have the capability to be monitored remotely by County staff through the County's existing camera system with an intercom system installed to allow monitoring and communication with persons who are denied access by the entry system.
- System shall have a monitoring tray for placement of items and permit the person to re-enter the metal detection area for re-scan. The monitoring tray will incorporate the ability to transfer items from the tray for the individual to receive once they are on the secure side of the building.
- System shall meet all applicable local, state and federal standards related to fire, building and protection codes.
- Contractor will be responsible to design, engineer and install a system to fit into the existing hallway leading to the Courts side of the building. Contractor to provide site inspection to determine actual dimensions and existing conditions related to the project. A building diagram is attached as Exhibit A depicting the location in which the system is to be installed.
- The system shall be a minimum of 105 inches in width, 115 inches in length and at least 90 inches in height.

- The system must contain a keyless entry system to disable the metal detection system and shall include 25 fobs for that system.
- The system will be (DHS) Department of Homeland Security compliant.
- The system shall be a turn-key system, fully operational prior to the contractor leaving the site.
- An operations manual is required to be delivered to the County.
- A testing device for the metal detector shall be provided to the County with appropriate training for testing and use of the device.

ATTACHMENT II

Submittals Required

Each proposal should contain, at a minimum, the following information:

A. Approach:

1. Provide an approach for completing the Scope of Work as described.
2. Discuss any unique ideas/concerns relating to the project.

B. Contractor:

1. Contractor
Name(s)
Address(es)
Telephone number(s)
2. Subcontractors
Name(s)
Address(es)
Telephone number(s)

C. Schedule:

Work schedule for major tasks. Include expected starting dates and completion dates referenced to Notice to Proceed. State assumptions for time needed to complete tasks. The contractor must provide a timeframe in which the hallway will not be accessible to the public due to construction and installation of the system.

D. Personnel Effort:

An estimate of the required personnel hours to complete tasks.

E. Experience and Reference:

Brief description of project(s) similar to the work to be undertaken. Provide at least 3 references with contact names and phone numbers.

F. Cost:

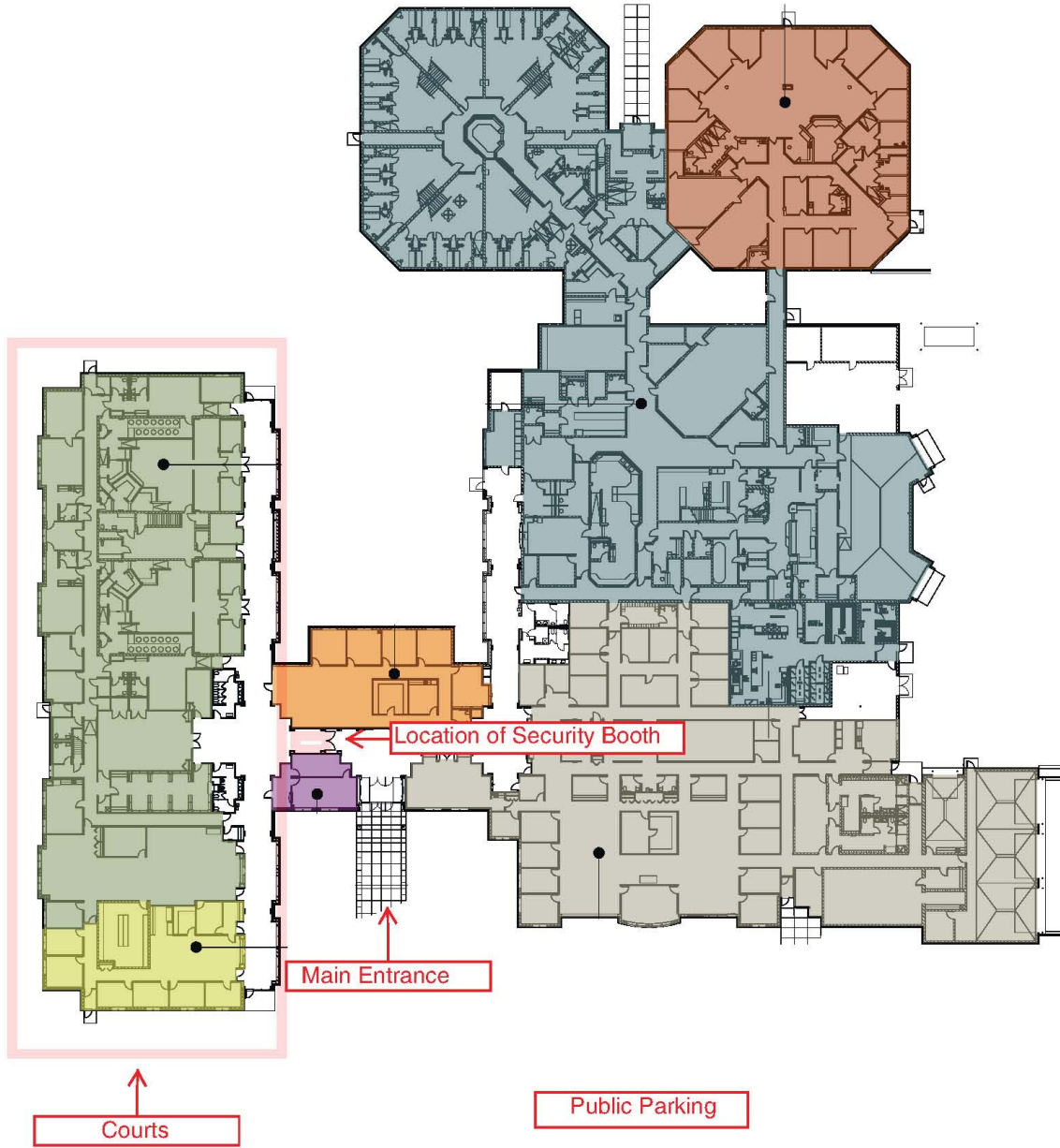
Provide detailed cost for materials and labor to design and install secured entry system. Because the County is tax exempt for construction materials, these numbers should be separated.

ATTACHMENT III

Selection

The Owner reserves the right to: (1) accept the bid deemed to be in the best interest of the Owner; (2) reject any and all bids; (3) waive any irregularities in the bidding process or in any bid; (4) rebid all or part of a project; (5) negotiate with any bidder for a reduced price, or for an increased price to include any alternates that the bidder may propose; (6) reduce the scope of the project, and rebid or renegotiate with any bidder regarding the revised project; and (7) defer or abandon the project. The Owner reserves the right to request supplemental information, if deemed necessary.

Exhibit A



Nobles County Prairie Justice Center