



FORT SMITH HOUSING AUTHORITY

A. Purpose and Background Information

This Request for Proposal (RFP) is to contract a company that specializes in installing access control systems. The Fort Smith Housing Authority (FSHA) is a housing authority in the State of Arkansas. The organization provides a variety of housing related services, including administering HUD's Section 8 Rental Assistance Program.

B. Who May Respond

Only qualified Applicants may respond to RFP, as outlined in Paragraph F.

C. Instructions on Proposal Submissions

1. *Closing Submission Date* – Proposals must be submitted no later than noon on Friday, April 4th, 2025.
2. *Inquiries* – Inquiries concerning this RFP should be directed to Stephanie Adams in writing via email (sadams@fortsmithhousing.org).
3. *Conditions of Proposal* – All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Applicant and will not be reimbursed by FSHA.
4. *Instructions to Prospective Applicants* – Proposals should be addressed as follows: Stephanie Adams, 2100 N. 31st Street, Fort Smith, AR 72904. It is important that the Applicant's proposal is submitted in a sealed envelope clearly marked with the following:
 - Your Company Name
 - Response to RFP
 - Date and time

****Proposals will be accepted electronically via email, but must be sent as an attachment. Attachments will not be opened until after the closing submission date and time.***

5. *Right to Reject* – FSHA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in the RFP.
6. *Notification of Award* – A final decision is to be expected within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Applicant, others will be informed, in writing, of the name of the successful Applicant.
7. *Terms of Service* – FSHA expects to utilize the selected company for the completion of services listed in the RFP.
8. *Termination of Services* – FSHA reserves the right to terminate any part or the entirety of services that may result from this request, without cause and at any time, within thirty (30) calendar days written notice. In such case, Contractor shall be paid for services rendered through the date of the termination notice, and result of all such work through that date shall become property of FSHA.
9. *Conflict of Interest* – Information of possible conflict of interest should be provided as part of the qualification response. Such information will be taken into account when making a decision of the selected Applicant. Should a conflict arise during preparation for or undertaking these services, the contractor shall immediately advise FSHA of such conflict.

D. Scope of Services

The company to be contracted by FSHA will be expected to provide the following:

1. Provide mechanical and electronic hardware for doors with access control (complete list of doors will be listed under Paragraph E).
2. Provide wiring and configuration to all electronic access control devices and sensors.
3. Provide warrants and guarantees, in writing, that the hardware supplied will be free of defective materials and workmanship.
4. Provide warrants and guarantees that the hardware will be installed to manufacturer's recommendations.
5. Provide a warranty and guarantee period of one year (stating that hardware shall function in a satisfactory manner).
6. Provide an agreement to repair or remedy, without charge, any defect of workmanship or material for which the Bidder (Applicant) is responsible.

E. Project Scope

FSHA anticipates the following upgrades in the scope of the project. A full map of the building is included as *Attachment A*. Please see comprehensive list of hardware upgrades by door listed below (coincides with doors on attached map):

- Shop Door 1 (*not shown on map*)
 - Fob or NFC entry access
 - Exit button
- Shop Door 2 (*not shown on map*)
 - Fob or NFC entry access
 - Exit button
- Employee Entrance 3
 - Fob or NFC entry access
 - Exit button
- Laundry Entrance 4
 - Fob or NFC entry access
 - Exit button
- Compass Entrance 5
 - Fob or NFC entry access
 - Exit button
- Front Lobby Entrance 6
 - Fob or NFC entry access
 - Exit button
 - Ability to unlock from reception station for incoming clients (*via button and internet based dashboard*)
- Internal Office Access 7 (*utilize existing keypad and mag lock, if possible*)
 - Keypad entry
 - Exit Button
- Internal Office Access 8 (*utilize existing keypad and mag lock, if possible*)
 - Keypad entry
 - Exit button

The total amount of hardware is listed below:

- Eight (8) magnetic locks
- Seven (7) Fob or NFC entry accesses (exterior doors)
- Two (2) interior keypad entry (*use existing keypad, if possible*)
- Nine (9) exit buttons
- One (1) door unlock button (reception station)

F. Applicant's Technical Qualifications

The Applicant, in this proposal, shall, at a minimum, include the information requested herein:

1. Requirements for all Jobs Completed under this RFP

- Job completed to local and state code requirements.
- Provide documentation of material and code required items for proper replacement to ensure full warranty from manufacturer (if applicable).

2. Specialized Experience and Technical Competence (company references)

- Provide prior experience with a minimum of three (3) projects (types and total number of specific projects, including references with taper insulation installations)
 - i. The organization(s) for whom similar work was performed
 - ii. Approximate dates of the experience
 - iii. Name and telephone number of contact person, or persons, to verify the experience
 - iv. Type of tasks involved
- Any other relevant information that the Applicant might provide for selection committee consideration

3. Required Forms and Documents

- Completed W-9 (Attachment A)
- General Liability Insurance coverage
- Worker's Compensation coverage

G. Proposal Evaluation

1. *Submission of Proposals* - All proposals shall include one copy of the Applicant's proposal. These documents will become part of the contract.

2. *Nonresponsive Proposals* – Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- a. The proposal is not received timely in accordance with the terms of this RFP.
- b. The proposal does not follow the specified format.
- c. The proposal does not include the requested certifications.

3. Evaluation

In evaluation the submissions, FSHA shall consider several factors, including but not limited to:

- Final costs
- Hardware and software compatibility with Rhombus security cameras and console
- References (including current customer satisfaction with services)

4. Scoring Criteria

The submissions will be scored based on the final cost, experience with similar jobs, and functionality features requested. Bidders with the lower cost and most amount of functionality features will be selected.

- Compatibility with Rhombus Security Cameras
 - Full Compatibility (3 points)
 - Partial Compatibility (1 point)
 - No Compatibility (0 points)
- Cost
 - Lowest Bid (5 points)
 - All other bids will deduct one point for position from lowest bid. For example, the third lowest bid would be awarded 3 points.

5. Review Process

FSHA reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints.

