PUBLIC WORKS

REQUEST FOR PROPOSALS

KEYLESS ACCESS

MUNICIPAL BUILDINGS – SWIPE CARD WITH PHOTO ID

JANUARY 2020

FILE#2019-158
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1.0 INTRODUCTION AND PURPOSE

Proposals shall be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, Keyless Access – Picture ID and Swipe Card for Municipal Buildings, Controller; 3rd Floor City Hall, 199 Queen Street, Charlottetown PE, C1A 4B7", and must be received by the Controller before 2:00:00 pm local time on Thursday, February 13th, 2020. It is the responsibility of the bidder to deliver the sealed tender to the 3rd floor of City Hall before the time indicated. Late proposals will not be accepted and will be returned to the Proponent.

Any addenda will be posted on the City of Charlottetown website at www.charlottetown.ca/tenders. Proponents are responsible for checking the website for proposal quote tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

Two (2) copies of the submission document are required. No fax, email or electronic documents will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the proposal would be appreciated either included in the envelope noted above or e-mailed following the closing date and time. It is the proponent’s responsibility to ensure that the hard copies of their submission are received prior to the deadline noted above.

There will be a public opening of proposals received immediately after closing. The selection of vendor resulting from this Request for Proposal, shall be done, upon approval by City Council, as soon as practical after proposal evaluations have been completed. Results of this Request for Proposal will be posted on the City’s awards webpage at www.charlottetown.ca/tenders.

This RFP creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse proponents for proposal preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary best serve the interest of the City. The decision on which tender best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Proponent’s current or past corporate or other interests may, in the City’s opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all tenders if none is considered to be satisfactory and, in that event, at its option, to call for additional tenders. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFP, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for Proposals was published.

The City’s evaluation may include information provided by the proponent’s references and may also consider the proponent’s past performance on previous contracts with the City or other institutions.
The City may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps deemed necessary to resolve the conflict. If, during the term of the contract, a conflict or risk of conflict of interest should arise, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City will pay the successful proponent via Electronic Funds Transfer. The successful proponent will be required to provide the necessary information for registration on the City’s payment system.

Any questions in respect of this Request for Proposals, please contact Stephen Wedlock, Controller at swedlock@charlottetown.ca. Questions must be received no less than three (3) business days before the closing date.

1.1 OVERVIEW
The City of Charlottetown is a flourishing community of over 36,094 people located on the south shore of Prince Edward Island. Charlottetown is the capital City of Prince Edward Island, and is called the "Birthplace of Confederation" after the historic 1864 Charlottetown Conference, which led to Confederation. City Hall is located at 199 Queen Street, Charlottetown, PE.

The City provides a full range of municipal services including general government, police protection, fire protection, planning and development, building inspection, environmental health, environmental development, transportation, and recreation and cultural services. The City also operates the Charlottetown Water and Sewer Utility.

A Mayor and ten Councillors govern the City and the administration of the City is under the direction of a Chief Administrative Officer. There are nine departmental managers including a Manager of Human Resources, Manager of Finance, Manager of Water and Sewer Utility, Manager of Parks and Recreation, Manager of Planning and Heritage, Manager of Public Works, Manager of Environment & Sustainability, a Chief of Police, and Fire Chief.

The City of Charlottetown has an appointed Public Works and Urban Beautification Committee who liaise and oversee the administration of public works and urban beautification services. This committee consists of eight individuals including a Chairperson, Vice-Chairperson, two City Councillors, two staff members, The Mayor, as well as the CAO. The CAO is the only non-voting member.

1.2 PURPOSE
The City of Charlottetown is issuing this Request for Proposals (RFP) with the goal implementing a Swipe Card ID entry system for all Municipal buildings. This will be done in
phases, beginning with City Hall.

The intent of this proposal will be to provide a keyless access system that is expandable over time to all municipal buildings. This proposal will identify what system is available that can be administratively controlled from a web based program to allow access to any City of Charlottetown’s municipal buildings.

The proposal will provide a road map of outlining how to phase in the system and what it can provide.

The intent of the RFP is to award the work to a qualified proponent with relevant experience and proven successes with projects of a similar nature.

2.0 REQUEST FOR PROPOSAL TERMS
The City has formulated the terms and procedures set out in this RFP to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

2.1 DEFINITIONS
Throughout this Request for Proposal, terminology is used as follows:

a) “City” means The City of Charlottetown.
b) “Administrator” means the person or persons designated within the bylaws of the City as responsible for giving direction to or negotiating with a potential or successful proponent.
c) “Agreement” means the written agreement, consisting of the agreement documents signed between the City and the successful proponent pursuant to this RFP and the successful proposal.
d) “Agreement Documents” means the instructions to proponents, scope of service, addenda, response to the RFP, and the acceptance of proposal together with all subsequently negotiated agreements, written amendments, modifications, and supplements to such documents and all written authorizations signed by the administrator(s) amending, deleting, or adding to the contract.
e) “Contract” means the written agreement or Purchase Order resulting from this Request for Proposal, in accordance with this Request for Proposal.
f) “Contractor” means a successful Proponent to this Request for Proposal who enters into a written Contract with the City.
g) “Must”, “mandatory”, “required”, or “shall” means a requirement that must be met in order for a proposal to receive consideration.
h) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
i) “Proposal” means the Proponent’s response to this “Request for Proposal”.

City of Charlottetown  RFP: Keyless Access  January 2020
j) “Requirements” means those services described in the Scope of Service section of this RFP.

k) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.2 NO OBLIGATION TO PROCEED
Though the City fully intends at this time to proceed through the RFP, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City.

2.3 CANCELLATION
The RFP may be cancelled in whole or in part without penalty, when, in the opinion of the City:
   i. There has been a substantial change in the requirements after this RFP has been issued;
   ii. Information has been received by the City, after issuance of this RFP, that the City feels substantially alters the specified procurement;
   iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or;
   iv. The City, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

The City of Charlottetown may cancel this RFP, reject all proposals, or seek to acquire the subject of this RFP through a new RFP or by other means.

The City reserves the right to cancel any request for tender at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' [sic] own forces.

2.4 CITY’S DECISION-MAKING
The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion.

2.5 ENQUIRIES
The City has endeavoured to provide complete, correct information and estimates to enable proponents to properly assess and determine the scope and complexity of the work required to submit a response to this RFP. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Proposal are to be directed, in writing, by email, to the City Controller, Stephen Wedlock, (swedlock@charlottetown.ca). Information obtained from any other source is not official and should not be relied upon. The City will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at the City’s option by way of an addendum. Any enquiries regarding this Request for Proposal must be submitted at least three (3) working days prior to the
closing date. Any enquiries submitted after this date may remain unanswered.

2.6 ERRORS AND OMISSIONS
Any ambiguities, inconsistencies, uncertainties or other errors related to this document of which any proponent may become aware should be directed, in writing, to the Controller, Stephen Wedlock (swedlock@charlottetown.ca). If necessary, response to such items shall be made by way of an addendum, which will be posted, serially, on the tender page of the City’s website.

2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS
The City of Charlottetown reserves the right to modify the terms of this Request for Proposal by way of an addendum at any time prior to closing, at its sole discretion.

2.8 ELIGIBILITY
Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the City’s opinion, give rise to a conflict of interest in connection with this RFP.

2.9 EVALUATION COMMITTEE
Evaluation of proposals will be by a committee formed by the City.

2.10 EVALUATION AND SELECTION
Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The City’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and have agreed that the decision of the Evaluation Team will be final and binding.

2.11 PROPOSAL CLARIFICATION
The City reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of the City, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with the City on any such inquiry, and to provide, at the Proponent’s own expense, any such clarification and/or verification as requested by the City. Inquiries made of one or more proponents for the above purpose will not obligate the City to clarify or seek further information from any or all other proponents.

2.12 DEBRIEFING
Unsuccessful Proponents may request a debriefing meeting with the City.

2.13 SIGNED PROPOSALS
The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. All proponents who operate through an incorporated company shall affix their corporate seal to the submission documents in addition to the authorized signature.
2.14 ALTERNATIVE SOLUTIONS
If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

If alternative solutions are offered, which, in the Proponent’s opinion may be advantageous to the City, economic or otherwise, please submit the information in the same format as a separate proposal. This alternative should clearly enumerate the advantages as well as any associated cost implications. Please indicate that it is an alternative to the initial submission and not a replacement by writing “Alternative Submission #” on the envelope as well as in the document itself.

2.15 CHANGES TO PROPOSAL WORDING
The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

2.16 IRREVOCABILITY OF PROPOSALS
A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to the City. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as “Resubmission #” along with the name of the Request for Proposal and to the attention of the Controller, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful and the City should decide to proceed, the Proponent will enter into a contract with the City of Charlottetown by either signing a contract document or accepting a Purchase Order issued by the City.

2.17 COMPLETENESS OF PROPOSAL
By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Proponent at no charge.

2.18 SUB-CONTRACTING
a) Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.

b) Sub-contracting to any firm or individual who’s current or past corporate or other interests may, in the City’s opinion; give rise to a conflict of interest in connection with
this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the City.

2.19 ASSIGNMENT
This RFP and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

2.20 CONFIDENTIALITY
The successful proponent agrees not to release or, in any way, cause to release any confidential information of the City of Charlottetown unless an appropriate official of the City has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Proposal as confidential, to use such information only for purposes of responding to this Request for Proposal, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in the City’s reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by the City to evaluate the Proponents creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that it may gain access to through this RFP in accordance with the requirements of privacy laws, and in a manner consistent with the City’s published privacy policies, as amended from time to time.

2.21 CONFLICT OF INTEREST
Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the successful proponent will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

2.22 LAWS OF PRINCE EDWARD ISLAND
This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

2.23 FINAL AGREEMENT
This solicitation does not contain all terms and conditions necessary for conducting business with the City of Charlottetown.
2.24 GRATUITIES
The City of Charlottetown may, by written notice to a proponent, cancel any contract if it is found by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

2.25 INSURANCE AND WORKERS COMPENSATION
The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the City of Charlottetown (City) and the amount of coverage shall be not less than two Million dollars ($2,000,000.00) per occurrence and to indemnify and save harmless the City in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold the City harmless and indemnified for all such damages and claims for damages. A Certificate of General Liability Insurance covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than two million dollars ($2,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the City will be furnished. Such insurance shall have the City as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the City. The City requires an advance 30-day notice should the policy be cancelled or changed in any manner. The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than $2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured-retention / deductible shall not exceed $10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit. A City licensed to conduct business in the Province of Prince Edward Island shall underwrite the policy.

The undersigned is required to have in place adequate coverage and be in good standing with the Workers Compensation Board of Prince Edward Island during the term of provision of all services to the City of Charlottetown. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the City of Charlottetown. The Company awarded this tender will be required to provide proof that their Company complies with all the provisions of the PEI Occupational Health and Safety Act. During the progress of the awarded work, Companies will be required, on the request of the City, to provide written verification that their work is in compliance.

2.26 PERFORMANCE
The City has the right to cancel agreements based on performance with the City as the sole judge of that performance.

2.27 VALIDITY OF PROPOSALS
All Proposals must remain valid and open for acceptance by the City for a period of one hundred, twenty (120) days after the closing date. This period may be extended if requested by the City.
and agreed to by the Proponent in writing.

2.28 PROPOSED CONTRACT TERM
The proposed term of this agreement shall be for the work for City Hall is completed prior to March 31, 2020.

Additional installation deadlines will be determined after the work is awarded, and shall be completed no later than March 31, 2022.

2.29 TENDER DEPOSIT
The Bidder shall submit with his tender a certified cheque in the amount of ten percent (10%) of the estimated project price including applicable taxes as a tender deposit. In lieu of this certified cheque, the Bidder may submit a Bid Bond from a recognized Surety Company in the amount of ten percent (10%) of the estimated project price including applicable taxes.

2.30 PERFORMANCE BOND
Upon award of the Contract, the successful Contractor shall submit a certified cheque in the amount of fifty percent (50%) of the estimated project price including applicable taxes. In lieu of a certified cheque, the Contractor may submit a Performance Bond for fifty percent (50%) of the estimated project price including applicable taxes from a recognized Surety Company.

2.31 MAINTENANCE BOND
The successful Contractor shall submit a Maintenance Bond from an approved Surety Company to be held for a period of one (1) year from the completion of work in a sum equal to fifty percent (50%) of the value of the Project including applicable taxes. The Contractor has the option of submitting a certified cheque in the amount of ten percent (10%) of the final value of the Contract including applicable taxes.

3.0 SCOPE OF WORK

3.1 REQUIREMENTS AND SCOPE OF SERVICE
The Proponent is required to produce a Keyless Access – Picture ID and Swipe Card Access System that is expandable over a period of time, to be defined for all Municipal Buildings in the City of Charlottetown. This will include reviewing the current layout of each building and offer ideas and suggestions of the best way to implement a Keyless system that meets our needs today and into the future. The proposal will provide detailed plans to address current and future needs in addressing keyless access for our buildings, offices, elevators and restricting access to select areas and floors. The proponent shall ensure to include all materials and labor to complete the work as part of their final pricing for each building.

Please note, that site visit to all buildings will be held on February 6th, 2020, beginning at 8:30am in the front lobby of City Hall, 199 Queen St, Charlottetown, PE. This will give all potential bidders the opportunity to inspect each building and determine the level of effort for each building.
The system must include but not limited to the following:

1. Assign city staff with a photo ID card that can be created onsite and distributed by City of Charlottetown administrators. These ID cards will serve as photo identification as well as access to areas assigned for specific buildings or floors within the City Buildings.

2. The system must have the ability to expand to all Public Works municipal buildings within the City of Charlottetown. This expansion is anticipated to be phased in over a period of two (2) years. The buildings to be considered are:
   a. City Hall – 199 Queen Street
   b. Fire Station #1 – Kent Street
   c. Fire Station #2 – Gordon Drive
   d. Energy Efficiency Building – Gordon Drive
   e. Charlottetown City Police Station – Kirkwood Drive
   f. Public Works Depot – MacAleer Drive
   g. Sherwood Rec Hall – Maple Avenue
   h. West Royalty Community Centre -
   i. Malcolm Darrach Community Centre – Avonlea Drive
   j. Hillsborough Community Centre – Patterson Drive
   k. Heartz Hall – St. Peter’s Road / Robinson Road

3. The camera system required to capture photos and the software required to produce photo ids.

4. The printer required with and software needed to produce the photo ID cards.

5. The ID cards required are to be included in this proposal. Please include a minimum of 500 cards with your price. Please also include replacement value and vendors who can supply additional cards with the proposal.

6. All the equipment necessary for each door to be unlocked with a key card.

7. The system shall store a minimum of 30 days’ worth of transactions for a particular reader.

8. The system shall include a unique identifier field in the database so duplicate entry is not permitted.

9. The system shall be able to produce various reports to monitor user access to the buildings.

10. The training of staff to operate the system.

11. The support and warranty of the system.

12. The system must allow for authorized users to add and delete users, and revoke a user’s authorization to all or selected controller areas from any workstation. Please note that not necessary, the City would prefer a system with a mobile app to perform these tasks

13. For City Hall only, the system must be able to unlock the elevator controls with the use of a swipe card to restrict the public from accessing secured areas.

14. For City Hall only, the system must allow the front desk staff to unlock the elevator controls, or the main stairwell door locking system with the push of a button to allow access to visitors.

15. For City Hall only, separate and independent alarm controls shall be installed to dispatch city police when assistance to City Hall is needed. Three (3) buttons are to be located on the main floor of City hall, one (1) at the main reception desk and two (2) at the Water and Sewer payment desk.
16. The system must have the ability to operate vehicle entrance and exit gates at MacAleer location on the same card.
17. The system must be equipped with a battery backup power in the event of a power outage for each building.

The final product will offer the City a guide / plan for the City to address building access and a means to meet future infrastructure requirements.

3.2 ANTICIPATED TIMEFRAMES
The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Charlottetown.

<table>
<thead>
<tr>
<th>Event Anticipated Dates</th>
<th>Anticipated Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal issued</td>
<td>January 29, 2020</td>
</tr>
<tr>
<td>Last Date for Submission of Questions</td>
<td>February 7, 2020</td>
</tr>
<tr>
<td>Request for Proposal closes</td>
<td>February 13, 2020</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>March 9, 2020</td>
</tr>
<tr>
<td>Project Completed</td>
<td>March 31, 2022</td>
</tr>
</tbody>
</table>

3.3 PROPOSED PROPOSAL LAYOUT
The attached Proponent Information Sheet is to be included inside the front cover of the response.

For the ease of evaluation and review, submissions should follow the following layout:

**Section 1: Firm Background**

a) Summary of firm
b) Summarized resume of Project Manager / Lead.
c) A list of team members and their qualifications
d) Examples of work completed to date relating to similar projects.

**Section 2: Methodology**

a) Restatement of proponents understanding of the project objectives based on the scope of this RFP.
b) Outline and brief description of contents of the proponents proposed Keyless Access – Picture ID and Swipe Card for Municipal Buildings.
c) Proponents plan to complete each aspect of the install over the three (2) years.
d) Plan for assessing access points and installation points within each building.
e) Other aspects the proponent feels should be included in the scope of work and their plan to deliver.

**Section 3: Timelines and Reporting**
a) Identification of key dates and overall timeline including key milestones
b) Proposed reporting frequency and quality control measures for working with the City

**Section 4: Level of Effort**
Identification of key personnel and their hours dedicated to the project and associated
4.0 EVALUATION CRITERIA
The following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this RFP (not in any order). The City reserves the right to prioritize and weigh the importance of each criterion confidentially.

**Technical Proposal Evaluation**
A. Ability to Conduct Work (30 points)
   - Project Manager, relevant experience and position in organization (scoring/10);
   - Relevant qualifications of personnel assigned to project (scoring/10);
   - Availability of dedicated personnel for duration of project (scoring/5);
   - Experience on similar projects (similar scope and size) (scoring/5).

B. Methodology Proposed (30 points)
   - Demonstrated understanding of scope and objectives of project (scoring/10);
   - Recognition of direct and peripheral problems and solutions offered (scoring/10);
   - Demonstrate that the end product meets project objectives (scoring/5);
   - Proposed methodology – fully described, clearly stated and easily verified (scoring/5).

C. Management of the Work (20 points)
   - Schedule of project (scoring/5);
   - Quality control (scoring/5);
   - Reporting (scoring/10);

D. Proposal Presentation (5 points)
   - How well does the overall quality of the proposal match that expected of the final project (scoring/2);
   - To what extent has the information required in the RFP been provided (scoring/3)

**Financial Proposal Evaluation**
Only proponents whose proposals have achieved a score of 65/85 or higher on the Technical Evaluation will have their financial proposal evaluated. If a proposal does not meet the 65/85 requirement, it will no longer be evaluated or considered.

E. Fees (15 points).
   - 15 points for the Lowest Proposed Fee
   - 14 points for all Proposed Fees ≤ 110% of the Lowest Proposed Fee
   - 13 points for all Proposed Fees ≤ 115% of the Lowest Proposed Fee
   - 12 points for all Proposed Fees ≤ 120% of the Lowest Proposed Fee
   - 11 points for all Proposed Fees ≤ 125% of the Lowest Proposed Fee
   - 10 points for all Proposed Fees ≤ 130% of the Lowest Proposed Fee
   - 9 points for all Proposed Fees ≤ 135% of the Lowest Proposed Fee
   - 8 points for all Proposed Fees ≤ 140% of the Lowest Proposed Fee
   - 7 points for all Proposed Fees ≤ 145% of the Lowest Proposed Fee
   - 6 points for all Proposed Fees ≤ 150% of the Lowest Proposed Fee
   - 5 points for all Proposed Fees ≤ 160% of the Lowest Proposed Fee
   - 4 points for all Proposed Fees ≤ 170% of the Lowest Proposed Fee
   - 3 points for all Proposed Fees ≤ 180% of the Lowest Proposed Fee
   - 2 points for all Proposed Fees ≤ 190% of the Lowest Proposed Fee
   - 1 point for all Proposed Fees ≤ 200% of the Lowest Proposed Fee
   - 0 points for all Proposed Fees more than twice the Lowest Proposed Fee
PROPONENT INFORMATION SHEET:

Proponent (Firm) Name:_________________________________________________________

Address:_____________________________________________________________________

City: __________________________ Province: ______________ PC:__________________

Telephone No.: _______________ Fax No.: ______________________________

E-mail address: _________________________________________________________________

Website:_____________________________________________________________________

Contact Person:_______________________________________________________________

Title:_________________________ Telephone No.: ______________________________

________________________________________________

NAME (Please print) TITLE (Please print)

____________________________________

AUTHORIZED SIGNATURE DATE

(Affix Corporate Seal)