

**City of South Salt Lake
Request for Proposals
Key Card Access System**

I. Introduction

The City of South Salt Lake (“City”) is seeking proposals from qualified, experienced firms or individuals (“Proponents”) to upgrade the key card access system of one or more City facilities. The City is seeking proposals to include the installation and the equipment and programming necessary for such installation.

II. Scope

The City anticipates upgrading from AMAG multi-node 2 panels to AMAG M2150 series panels. The City is requesting proposals for the approximate following services:

1. Sixteen readers per enclosure;
2. All lock power supplies to be replaced with UL listed access control lock power supplies that provide protection for the access control panel;
3. All existing panels to be removed and disposed of in an environmentally friendly manner through appropriate electronic recycling channels
4. All readers to be terminated in one (1) central location;
5. New back up batteries to be installed (Upper-level Network Closet);
6. Programming to be performed to provide the same functions as currently exist with the multi-node two panels; and
7. Ongoing maintenance of equipment and programming

Due to the necessity for maintaining the system installed, the City anticipates the successful proponent will be awarded a contract with provisions for renewal.

III. Proposal Format and Contents

Proposals may be submitted by hardcopy or electronic format. See Section IV. Proposal Submission Information below. Proposals should not exceed ten (10) pages and should include the following:

1. Statement of Interest;
2. Summary of experience and qualifications, including AMAG technician certification;
3. Proposed services to upgrade the key card access system and summary of methods to implement proposed services;
4. Cost of services and proposed payment structure; and
5. Time to complete services proposed.

IV. Proposal Submission Information

1. **Proposal Deadline.** Proposals shall be submitted on or before October 25, 2021 by 3:00 p.m. (“Deadline”). Proposals received after the Deadline will not be reviewed.

2. **Proposal Submissions.** Proposals may be mailed, hand-delivered or emailed. If submitting a proposal by either mail or hand-delivery, proposal shall be in an envelope clearly marked with “Key Card Access Proposal” and addressed to:

Craig Burton, City Recorder
220 E Morris Ave, Ste. 200
South Salt Lake City, UT 84115

If submitting a proposal by email, the email subject line shall be “Key Card Access Proposal” addressed to:

Craig Burton, City Recorder at cburton@sslc.com.

3. **Questions.** Proponents wishing to verify receipt of the proposal, may email Craig Burton at Cburton@sslc.com. For all other questions, including facility specifications if needed, please contact Scott Turnblom at 801-483-6052 or by email at sturnblom@sslc.com.
4. **Proposal Rejection.** Submissions that are late, incomplete, or do not meet the Proposal Content as described in Section III or if information is provided, but cannot be verified, will not be accepted. The City reserves the right to reject all submissions or to waive any informality in any submissions if deemed in the best interest of the City. The City does not guarantee that a contract will be awarded following the Deadline.

V. **Proposal Evaluation Criteria**

The City will designate a selection committee to review each proposal that meets the submission guidelines. Each proposal will be reviewed utilizing the following criteria:

1. Whether the Proponent submission addresses the City’s need;
2. The Proponent’s experience and qualification to fulfill the services requested;
3. The implementation time and needs to meet the City’s deadlines; and
4. The cost of the services proposed.

During the selection process, the City may request the Proponent provide an in-person demonstration or have a meeting prior to the execution of a Services Agreement to go over any outstanding questions or concerns regarding the services or equipment proposed.

VI. **General Terms and Conditions**

1. **Compliance with Laws.** The proposal shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and city, which may in any manner affect the performance of the contract. Proponents shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, or national origin, nor otherwise commit an unfair employment practice.
2. **Background Check.** Due to the access to certain City facilities, the successful proponents shall obtain the following clearances: Utah and Federal Criminal History Records. The cost to obtain these clearances shall be on the Instructors awarded the contract.

3. **Incurred costs.** The City is not liable for any costs incurred by Proponents prior to the execution of a Services Agreement (“Agreement”).
4. **Proponents not Agents.** Unless otherwise stated in the final Agreement, the City shall not be held or deemed in any way to be an agent, employee or official of the City, but rather an independent contractor furnishing art instruction services for the City.
5. **Indemnification.** Proponents shall indemnify, save and hold harmless the City and all of its employees, officers, directors, subcontractors and agents against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Proponent with any agreements, warranties or undertakings contained in or made pursuant to this RFP.
6. **Negotiation of Services Agreement.** The City reserves the right to reject any or all proposals or to award multiple Agreements to the multiple qualified Proponents. At its sole discretion, The City may extend the dates for award of the Agreements. The City reserves the right to negotiate any or all terms upon award of the Agreement.
7. **Ethics in Contracting.** By submitting its proposal, Proponent certifies that its proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Proponent, supplier, manufacturer, subcontractor or other person in connection with its proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value was exchanged as part of a completely independent transaction.
8. **Taxes.** The successful Proponent(s) shall be responsible for, and pay any applicable taxes related to the Agreement. The City is a tax-exempt organization and shall not be billed for, nor be expected to pay any taxes applicable to the Services.
9. **Insurance.** By submitting a proposal in response to this RFP, the Proponent(s) certifies that, if awarded the contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Proponent(s) certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Utah. During the term of the contract, City reserves the right to require the successful Proponent(s) to furnish certificates of any required insurance for the coverage required by City, if any is required.
10. **Disclosure of Proposal Content.** All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proponent that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The Government Records Access and Management Act (“GRAMA”) states that certain information in the submitted proposal may be open for public inspection. If the

proponent desires to have information contained in its proposal protected from such disclosure, the proponent may request such treatment by providing a “written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality” with the proposal. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential.