



REQUEST FOR PROPOSAL

Alarm Installation, Monitoring and Maintenance

City of St. Louis Park Department

5600 Clayton in Forest Park

St. Louis, Missouri 63110

Phone: 314-289-5300

Request for Proposal For Alarm Installation, Monitoring and Maintenance

1. INFORMATION FOR RESPONDENTS

1.1. Purpose and Intent.

This Request for Proposal (“RFP”) for Alarm Installation, Monitoring and Maintenance is issued on behalf of the City of St. Louis, Missouri (the “City”).

The purpose of this RFP is to solicit sealed Proposals for the purpose of hiring a qualified company to provide alarm monitoring and maintenance in City of St. Louis facilities.

The intent of this RFP is to award a three (3) year Contract, with the possibility of two (2) one (1) year extensions, to the Respondent whose Proposal, conforming to this RFP, is most advantageous to the City with price and other factors considered. The City reserves the right to award the contract resulting from this RFP to a Respondent, as required and appropriate to meet the needs of the City.

1.2 Investigation of Facilities

Respondents are encouraged to inspect the various City-owned facilities requiring alarm service and investigate all conditions involved in the execution of the work to be performed.

Respondents are to notify Mr. Dan Skillman, Park Commissioner, at 314-289-5340 prior to visiting the sites in order that staff might be advised. The submission of the Proposal will be construed by the City to mean that the Respondent has made such examination and investigation and agrees to fulfill all the requirements of the RFP in full and that he/she is entirely familiar with and thoroughly understands all such requirements.

2. RFP TIMELINE

2.1 Question and Answer Period.

If any prospective Respondent is in doubt as to the meaning of any part of the Request For Proposal, the Respondent may, by Monday, May 16, 2016 submit to the Park Commissioner a written request for an interpretation. A written response will be issued by Wednesday, May 18, 2016. A list of all entities requesting copies of the RFP will be maintained and copies of all questions and responses thereto shall be made available to each entity on such list. Questions should be directed to:

Mr. Daniel Skillman
Commissioner of Parks
Parks, Recreation & Forestry
5600 Clayton Avenue in Forest Park

St. Louis, MO 63110

Contact with committee members other than Daniel Skillman is strictly prohibited.

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates. The City will respond in writing to each contact and/or question. Short *procedural* inquiries may be accepted by telephone by the City; however, oral explanations or instructions given over the telephone shall not be binding upon the City. Other than short procedural inquiries made by telephone, Respondents shall **not** contact the City directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

After the submission of proposals, unless requested by the City, contact with the City is limited to status inquiries only and such inquiries are only to be directed to the above-named individual. Any further contact or information about the proposal to the City or any other City official connected with this RFP will be considered an impermissible supplementation of the Respondent's Proposal.

2.2. Submission of Proposal

In order to be considered by the Selection Committee, a respondent's proposal must be received by the City at the appropriate location by the required time. Proposals received after this deadline will not be accepted. **THE DATE, TIME AND LOCATION ARE:**

<u>Date:</u>	TUESDAY, MAY 31, 2016
<u>Time:</u>	5:00 P.M.
<u>Location:</u>	PARKS DEPARTMENT 5600 CLAYTON IN FOREST PARK ST. LOUIS, MO 63110

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to the **PROPOSAL FOR ALARM MONITORING AND MAINTENANCE**. Proposals submitted via e-mail or facsimile will not be accepted. Joint proposals will not be accepted.

Each Respondent must submit **one (1) sealed, complete, ORIGINAL Proposal**. Each Respondent must also submit **seven (7) sealed, full, complete and exact copies** of the original. It is suggested that the Respondent make and retain a copy of its Proposal.

Proposals provided in any other manner are not valid and will not be considered. Proposals may be mailed or delivered personally but must be received by the point of contact or his designee as listed in this Section of this RFP by the deadline listed in this Section. Proposals received late will be returned unopened. Respondents shall assume full responsibility for timely delivery of Proposals at the designated location.

The award of the contract will be determined on the basis of the lowest and best proposal submitted.

2.3 Representations of Respondents

In submitting a Proposal, each Respondent represents that:

- 1) he or she has read and understands the RFP and that the Proposal is submitted in accordance therewith;
- 2) the costs have been arrived at independently without collusion with any other person or firm for the purpose of restricting competition;
- 3) he or she has not employed or retained, paid or agreed to pay any fee, commission or percentage to any person or firm (other than a full time employee working solely for the Respondent) to solicit or secure this contract.

3. SCOPE OF WORK/SERVICES

The City seeks to enter into a three (3) year contract, with possible two (2) one (1) year extensions to a company to perform the following services:

- The Contractor shall be responsible for everything required to be performed and shall provide and furnish all the labor, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services and educational services required.
- Burglar and/or fire alarm equipment shall be installed, monitored and maintained at the following locations:

Buder Recreation Center – 2900 Hickory	Fire
Cherokee Recreation Center – 3200 S. Jefferson	Burglar and Fire
Dunn Marquette Rec. Center – 4025 Minnesota	Burglar and Fire
Gamble Recreation Center – 2907 Gamble	Burglar
Tandy Recreation Center – 4206 W. Kennerly	Burglar and Fire
12 th and Park Recreation Center – 1410 S. Tucker	Burglar
West End Center – 724 N. Union	Burglar
Wohl Recreation Center – 1515 N. Kingshighway	Burglar and Fire
Cabanne House – Forest Park	Burglar
Fish Hatchery – Forest Park	Burglar
Jewel Box – Forest Park	Burglar and Temp Sensors
Parks Administration Building – 5600 Clayton	Burglar
Steinberg Skating Rink – Forest Park	Burglar
Reservoir Park – 2200 S. Grand	Burglar

Soulard Market -	Burglar
Carondelet Park Main.Yard – Grand @ Loughborough	Burglar
Willmore Park Main. Yard – Hampton @ Jamieson	Burglar
Old Dog Pound – 2120 Gasconade	Burglar
Marquette Field House – Virginia & Gasconade	Burglar and Fire
O’Fallon Park Main. Yard - HWY 70 @ Adelaide	Burglar
Facilities Management & Forestry Administration – 1415 N. 13 th	Burglar and Fire
Equipment Services - 1900 Hampton	Burglar
South Refuse – 4100 s. 1 st Street – Main Bldg.	Burglar
South Refuse Maintenance Section	Burglar
South Refuse Garage & Office	Burglar
South Refuse Trailer #2	Burglar
South Refuse Maintenance Tool Room	Burglar
North Refuse Collection Garage – 201 N. Humboldt	Burglar
Fire Department Warehouse – 3610 Goodfellow	Burglar and Fire

Additional facilities may be included during the term of the contract at additional cost.

- Burglar alarm systems must be monitored by Contractor twenty-four (24) hours per day. Opening and closing reports for all locations are to be provided daily to the Department designee via e-mail, local printout or other acceptable format. Annual fees for service to include all maintenance, labor, parts, and monitoring.
- Fire Alarm Systems are to be monitored by Contractor twenty-four (24) hours per day and inspections on fire systems are to be performed two (2) times annually with a written report on each fire alarm location delivered to the Department designee.
- Temperature, water and carbon monoxide detectors may be utilized at the above or future locations as needed. Per unit pricing for hardware and installation should be included by each prospective vendor.
- Contractor is to provide all necessary equipment to execute this Contract including installation and service of all equipment for the extent of the contract. Contractor will be responsible for maintaining, repairing, replacing, installing and adjusting any alarm component.

3.1. Reports.

The selected company shall provide the City with monthly reports and billings and other information that the City may require during the contract.

3.2 Pricing Provision.

The respondent’s proposal must contain specific and detailed pricing and cost information for the installation, monitoring and maintenance of the alarm systems.

4. PROPOSAL EVALUATION.

4.1. Proposal Selection Committee

The evaluation of Proposals will be performed by a Selection Committee composed of representatives of the Mayor's Office, Comptroller's Office, the Aldermanic President's Office, and the division issuing this RFP (in this case, the Department of Parks, Recreation & Forestry). The guidelines for the selection process are in accordance with Ordinance No. 64102 and the Regulations established by the Board of Public Service.

4.2 Selection Criteria

The following statements should be addressed in full in preparing any response to the RFP. Each statement should be restated in bold with a detailed response immediately following, unless inclusion in an appendix is more practical.

The Selection Committee will review proposals using the following criteria as a guide to determine which, if any, Proposal is the most advantageous to the City's need and which Respondent is most qualified to provide the requested services:

- 1) The firm's willingness and ability to represent a municipality of the size and nature of the City of St. Louis.
- 2) The qualifications and experience of the company and its personnel to perform the requested services as set forth in this RFP.
- 3) How the company will address the stated purpose and intent (Section 1.1), the specific items identified in the scope of work/services (Section 2) of the RFP, and the pricing provision (Section 2.2) of the RFP
- 4) The company's experiences and successes with the installation, monitoring and maintenance of alarm systems. Provide detailed descriptions of three (3) or more contracts or services, include any specifics regarding the services provided and documented results (include a point of contact).
- 5) The company's proximity to the City.
- 6) The company's submittal of a minimum of three (3) references.
- 7) The company's level of Minority and Women's Business Enterprise (MBE/WBE) participation. The City of St. Louis is fully committed to involving M/WBE firms in meaningful roles on all consultant contracts. To that end, the City acting through its Disadvantaged Business Enterprise (DBE) Program Office, has established a goal of 25% MBE and 5% WBE participation in connection with the contract resulting from this RFP. A copy of the City's Directory of Certified M/WBE's is available on the DBE Office website: www.mwdbe.org or by

contacting the DBE Office at 314-551-5000. A M/WBE Utilization Plan form is attached to this RFP (Appendix 1).

In addition to addressing items 1. through 7. above, the Selection Committee requires that the following be included as part of the Respondent's submitted Proposal:

- 8) Completed Minority and Women's Business Enterprise form (Appendix 1)
- 9) Completed Unauthorized Alien Affidavit form (Appendix 2)
- 10) Statement of the company's ability to meet all requirements of the Americans with Disability Act (ADA)
- 11) Statement of the company's ability to meet all audit requirements.
- 12) Statement of the company's ability to meet all non-discrimination requirements.
- 13) Statement of the company's pricing structure for full completion of the requirements stated in this RFP.

4.3 Reservation

The Selection Committee reserves the right to interview, or call for a presentation from, any respondent submitting a Proposal, as well as from additional evaluation criteria for the presentations. The Selection Committee also reserves the right to discuss the proposals with any or all Respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

The Selection Committee reserves the right to: 1) reject any and/or all proposals with or without cause; 2) request additional information from Respondents as the City may deem necessary; 3) waive any and/or all non-material irregularities pertaining to this selection and/or the submission of Responses; 4) disqualify any and/or all companies or Respondents and reject any and/or all Proposals for failure to comply with this RFP or to promptly request additional materials or information; and 5) cancel this RFP.

After the selection of a Respondent to provide for the installation, monitoring and maintenance of the alarm systems, the City and such Respondent will endeavor to finalize a contract. If a mutually satisfactory contract is not arrived at within a reasonable period as determined by the City, in its sole discretion, the City reserves the right to terminate the selection process with that Respondent and proceed to contract discussions with another Respondent, or terminate the process altogether. This list of the city's rights is not all-inclusive.

5. ADDITIONAL INFORMATION

5.1 Amended Proposals.

A Respondent may submit an amended Proposal before the deadline for receipt of Proposals. Such an amended Proposal must be complete replacement for a previously submitted Proposal and must be clearly identified as such in the transmittal letter. The City will not merge, collate or assemble Proposal materials.

5.2 Right to Withdraw Proposal

Respondents will be allowed to withdraw their proposals at any time prior to the deadline for receipt of Proposals. The Respondent must submit a written withdrawal request signed by the Respondent's duly authorized representative(s) addressed to the City.

5.3 Revisions to this RFP.

In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

There are no designated dates for release of addenda. Therefore, interested Respondents should check the City website on a daily basis from time of RFP issuance through RFP deadline date. It is the sole responsibility of the Respondent to be knowledgeable of all addenda related to this RFP.

5.4 Respondent Responsibility.

The Respondent assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a Respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a Proposal in response to this RFP, the Respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

5.5 Cost Liability.

Any cost incurred by the Respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP, including oral presentation and demonstration, if required, shall be borne solely by the Respondent.

5.6 Insurance.

The Contractor, at its own expense, shall carry insurance on the life of the contract. The City of St. Louis and the Souldard Market shall be named as additional insureds. The Contractor shall carry at least the following minimal coverage:

- A. Worker's Compensation Insurance in the statutory amount as required by the State of Missouri;
- B. General Liability Insurance:
 - (1) Bodily injury, with limits of not less than \$1,000,000 each occurrence;
 - (2) Property damage with limits of not less than \$1,000,000 each occurrence;
- C. Automotive Liability Insurance
 - (1) Bodily injury, with limits of not less than \$1,000,000 each occurrence;
 - (2) Property damage, with limits of not less than \$1,000,000 each occurrence.

This insurance must include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.

5.7. Audits.

The City of St. Louis and the City's auditors and accountants shall be afforded access during the term of any contract adopted pursuant to this RFP, and for five (5) years following termination, to all of the firm's books and records without limitation whatsoever for the purpose of conducting audits. All books and records shall be open to inspection and/or reproduction to the extent necessary to adequately permit evaluation and verification of the firm's full compliance with contract documents. In those situations where the firm's records have been generated from computerized data or records, in addition to hard copy (reports), contractor shall provide such information on disk or in a suitable alternative electronic format.

5.8. Contents of Proposals.

All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned.

All Proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the City, at the sole discretion of the City, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

5.9 No Obligation.

This RFP in no manner obligates the City to the eventual purchase of services offered until confirmed by a fully executed written contract properly approved by the City. Progress toward this end is solely at the discretion of the City and may be terminated at any time prior to obtaining a fully executed contract.

5.10 Termination.

This RFP may be canceled at any time and any and all Proposals may be rejected, in whole or in part, when the City determines it is in its best interest.

5.11. Governing Law

This RFP, and any contract with a respondent that may result, shall be governed by and construed in accordance with the laws of the State of Missouri, excluding its conflicts of law principles. Further, any action at law, suit in equity, or other judicial proceeding to enforce or construe the resulting contract, or regarding its alleged breach, shall be instituted in the Circuit Court of St. Louis City, Missouri (22nd Circuit) or in the United States District Court for the Eastern District of Missouri.

5.12. Non-discrimination

In connection with the contract resulting from this RFP, the firm agrees that in performing any services resulting from this RFP, neither the firm nor anyone under the firm's control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin.

5.13 Minority Participation

The successful Respondent shall be expected to take all reasonable steps necessary to ensure that Minority and Women's Business Enterprises (M/WBEs) as certified with the City of St. Louis as defined in Mayor's Executive Order #28 have a maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with City of St. Louis funds under the contract agreement, and to agree to comply with all applicable provisions of Executive Orders and ordinances relating to such matters. All Respondents shall set forth in the Proposals the proposed compliance measures. Completion of Appendix 1, attached, attesting to project goal regarding percentage of MBE/WBE is required.

5.14 Americans with Disabilities Act (ADA)

In connection with the furnishing of goods and services under any contract resulting from this RFP, the firm shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

5.15 Unauthorized Alien Employees

As a condition for the award of the resulting contract, the selected contractor, shall, pursuant to the provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit (attached hereto as Appendix 2) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the resulting contract. The contractor shall also sign an affidavit (attached hereto as Appendix 2) affirming that it does not knowingly employ any

person who is an unauthorized alien in connection with the resulting contract pursuant to the above-stated Statutes.

5.16. Subject to Appropriation

Any contract that results from this RFP is subject to annual appropriation by the City. Any contract that results from this RFP is voidable at any time by the City if appropriation by the City for the services under the contract or agreement is not made.

5.17. Assignment or Transfer of Contract

The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without consent, in writing, of the Director of Parks, Recreation and Forestry. Any subcontractor(s) and its role in providing services to the market shall be identified in the proposal.

5.18 Contract Amendment

Any contract entered into by the Contractor and the City of St. Louis cannot be modified or changed without written consent of both parties.

5.19 Conflict of Interest

Respondent acknowledges that neither it nor its owners, employees, agents, subsidiaries or parent companies has any conflict of interest regarding the anticipated contract or the performance thereof. Specifically, the Contractor must be in compliance with requirements as established by Article 8, Section 8, of the City Charter, with Article 7, Section 6, Chapter 105.454 of the Missouri Revised Statutes and the Mayor's Executive Order.

5.20. Indemnification

The Contractor shall release, indemnify, and hold the City and its various employees, representative and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the City as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

Appendix 1

**CITY OF ST. LOUIS
MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) UTILIZATION PLAN**

CONTRACTING AGENCY:

PROJECT NAME:

NAME OF PRIME CONSULTANT:

PROJECT GOAL: _____% MBE; _____% WBE

The prime consultant shall utilize and require all subconsultants to utilize the maximum number of certified minority and women-owned business enterprises possible and will purchase materials and supplies from minority and women-owned business enterprises to the maximum extent feasible, and to this end, the prime consultant will inform each subconsultant of this requirement, The prime consultant shall utilize the services and/or supplies to be provided by the following certified minority and women-owned business enterprises in the execution of this contract.

FIRM NAME ADDRESS PHONE NUMBER CONTACT PERSON	CERTIFYING AGENCY CERTIFICATION DATE CATEGORY CERTIFICATION NO.	WORK TO BE PERFORMED	M/WBE PERCENT

PRIME CONSULTANT AUTHORIZED SIGNATURE

DATE

