

# REQUESTS FOR PROPOSALS

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## 1.0 Introduction

St. Peter the Apostle Catholic Church hereby invites qualified vendors to submit one or more **sealed proposal(s)** for the projects, goods and services outlined below. Vendors may submit estimates or quotes for additional project(s) listed under section 4.0.

## 2.0 Project Specifications

### Introduction

This project is funded under the Federal Emergency Management Agency (FEMA) NonProfit Security Grant Program (NSGP) and is designed to provide target hardening improvements to the Church and campus in order to increase security and reduce the likelihood of terrorist attack. Included within this RFP are specific projects funded by the grant. [Vendors may elect to respond to one or more project areas at their own discretion.]

The following project areas require a sealed bid proposal (see Section 3.0):

1. CCTV or Surveillance Cameras
2. Exterior Lighting
3. Perimeter Fence & Gates

Additional projects identified as part of this grant exempted from sealed bid requirements include (see Section 4.0):

4. Protective Window Film or Coating
5. Vehicular Bollards
6. Public Address System, Alert & Alarm System(s)
7. Back Up Power Supply
8. Planning & Crisis Response Training
9. Access Control

## 3.0 Scope

### 3.1 CCTV or Surveillance Cameras

Installation of up to twelve (12) 4MB (or higher) cameras designed to provide improved surveillance including interior and exterior of Church building. Camera proposals may include single, dual, multi-head and/or 360 degree units at vendor discretion. All cameras are expected to include night vision, any licensing or software, installation and testing. Camera placements may include the following locations, subject to feasibility (access to power, etc.) and vendor or expert recommendations.

Exterior camera(s) located at main Church entrance doors, all exterior doors/entry points, adoration chapel entry, and parking areas. Interior locations include main sanctuary (2) reverse angle, sacristy, narthex (2).

Video storage or retention for up to 14 days is expected, local storage systems are preferred to cloud based models with ongoing service fees or monthly charges. Zoom, remote or mobile access and other optional features may be included at vendor discretion.

This project is expected to cost \$25,000 or more.

## **Deliverables**

Vendor will provide a detailed written proposal including pricing plan for up to twelve (12) camera units as outlined. Camera specifications and brand must be identified. Preference will be given to equipment manufactured in the United States. Vendors are advised to consult Federal Procurement guidelines to review prohibited brands and suppliers (such as HIKvision).

A schedule including all equipment, licensing and software expenses, any required server or network considerations and installation fees. The awarded vendor shall be responsible for all equipment and software installation and staff training.

### **3.2 Exterior Illumination**

Dark spots and blind areas around the Church building and in parking areas has been cited as a security risk. Vendors may propose lighting solutions including wall, pole and/or combination of both lights to address dark spots. Up to 12 lights may be installed as part of this project. This includes new and/or replacement lighting.

Particular areas of concern include: a) parking adjacent to the Adoration chapel, b) sidewalks, c) parking areas and d) entrances to the building.

Vendors may propose solutions including new and/or additional lighting, replacement lighting, directional, generalized or local lighting. Timing systems, automatic activation, remote access and motion detection may also be proposed at vendor discretion.

This project may exceed \$20,000 dependent upon solution(s) offered.

## **Deliverables**

Vendor will provide a detailed written proposal including pricing plan for up to 12 lights. Proposals should specify type of light, brand, lumens, whether wall or pole mounted, whether a new fixture is required, as well as any required installation fees, electrical work, trenching and/or concrete/landscape repair.

### 3.3 Perimeter Fencing

Installation of an estimated 4000 lineal feet of fencing including gates around the perimeter of the St. Peter's Church campus. The goal of this project is to limit entry to the campus and better control unauthorized access.

Vendors may propose chain link, aluminum, or steel fence solutions with gates. Gate pricing should include both manual and electronic operator options. Fencing should be at least 6' in height, but not more than 8'.

This project is expected to exceed \$25,000.

#### **Deliverables**

Vendor will propose a perimeter fence solution(s) including gates with powered and manual opening options for up to 4000 lineal feet around the St. Peter the Apostle Catholic Church campus. Two main areas of focus or priority are: a) children's playground and b) perimeter adjacent to new subdivision development (baseball diamonds). Separate gate solutions and/or gate and bollard solutions may be proposed to better mitigate and restrict traffic. Areas of concern include: a) pedestrian crossing between Church and school, b) baseball diamonds, c) parking lot between Church and school buildings.

Detailed proposals should include specific fence type, height, section length, pole/post dimensions, required depth of installation and gate style options. Preference will be given to 6' tall, 8' sections of aluminum or steel ornamental fencing (not easily scaled/climbable). Electronic or automatic gate operators should be clearly listed as an optional price (line item).

Vendors may select one or more type(s) of bollards including posts and decorative planters. Material may be steel, concrete and/or other decorative material. Bollards may be fixed or movable so long as the bollard is able to reasonably prevent vehicular attack or contact with pedestrians.

A schedule including all materials and installation charges, including any required electrical work, trenching, digging, ground displacement, soil or debris removal and/or any other exclusions/inclusions associated with the project.

This project is expected to exceed \$35,000 including fence, gates and bollards.

## 4.0 Request for Quote

Each of the projects listed below is expected to be completed at a cost of less than \$25,000. St. Peter the Apostle invites vendor quotes and/or estimates for work outlined in Section 4.0 of this document. Projects included in Section 4.0 are exempt from sealed bid requirements and may be submitted electronically, delivered by hand or mail. **All project quotes and estimates must be submitted by the deadline. Any estimate provided after the deadline will not be considered.** Vendors submitted estimates or quotations for work outlined in Section 4.0 are invited to attend the optional vendor conference which will include a site walk through.

### 4.1 Protective Window Film or Coating

St. Peter the Apostle seeks to improve access control, prevent unauthorized entry and mitigate projectile damage or injury through the installation of protective window coating, lamination or glass enhancements in ground level windows of the Church building. This is primarily focused on exposed glass in entry doors, sidelights and ground level windows.

Vendors are invited to present estimates, quotations or detailed proposal(s) citing specific products and/or solutions designed to strengthen vulnerable glass throughout the Church building.

### 4.2 Vehicular Bollards

Vendors may submit stand alone estimates or quotations for bollards, or may propose bollards as part of a perimeter security package so long as bollard pricing is clearly identified.

Identified areas of vulnerability include the main entry way and sidewalk immediately adjacent to parking areas. Bollards may be placed along the sidewalk or pedestrian walkways to prevent vehicular attack.

Specifications for bollards are not set. Vendors may propose one or more solutions including decorative planters, steel or concrete. Bollards may be fixed or movable providing that any movable bollard must have sufficient mass to prevent vehicular damage (estimated 800 to 1000lbs minimum).

### 4.3 Alert/Alarm/Public Address System

In order to improve campus security and safety St. Peter seeks estimates and bids for communication systems offering: a) alert/alarm and/or the ability to communicate and broadcast information between buildings, b) contact or direct communication with police, fire and/or EMS agencies during an emergency situation (may include panic buttons and/or other alert/call devices), c) ability to communicate between campus buildings (updates to PA system), d) updates to phone system, e) held held walkie-talkie units (estimated 20).

Vendors may propose one or more solutions including: updates and/or replacement PA System, alarm systems, phone systems, walkie-talkie or hand held communication devices, panic buttons, alarms or similar alert systems.

Packages or solutions may optionally include: a) sound an audible or silent alert, b) ability to contact police, fire, EMS, and/or c) ability to send email, d) text alerts in response to various scenarios. **Minimum system requirement(s) include the ability to contact police or law enforcement during an active shooter event.** Panic buttons are preferred, but not required.

Email and text notifications are optional inclusions. Customized email and text based alerts (ie, related to the specific notice “inclement weather,” “tornado,” “cancellation,” are also welcome, but not required).

### 4.4 Back Up Power Supply

Vendors may propose estimates for the installation of one or more back up power supply sources (ie, UPS, APC) or small generator designed *at minimum* to ensure continued operation of camera, access control, public address and alert/alert systems. Such power sources should minimally provide 4 or more hours of continuous operation in the event of power loss. Solutions offering extended time frames will be given greater consideration.

Pricing estimates must include equipment as well as any installation or required electrical charges. Please note any exclusions.

## 4.5 Planning & Training Services

Vendors may provide pricing estimates and proposals for assistance or consulting services designed to help prepare a crisis response plan. Such services include: facilitated leadership meetings, review and/or development of emergency response materials, policies and procedures and best practice recommendations aligned with goals and objectives of St. Peter the Apostle community. Emergency Operating Procedures, Communications Plans and related policies and/or additional assessment work may also be included. Related staff training, table top strategy sessions may also be included. Vendors may propose fixed price solutions or quote hourly consulting rates which include a reasonable estimate for total billing.

## 4.6 Access Control

This project is designed to mitigate access control issues through the following: a) installation of electronic controlled access measures (such as FOB or keypad locking mechanism), b) any required upgrades to physical doors or door frames c) new or upgraded door equipment or hardware, d) key systems, re-keying, lock upgrades or a combinations thereof. This will include but is not limited to doors for the Adoration Chapel.

Vendors may propose solutions including electronic access control, updates to doors, locks and key systems. The preferred solution will allow controlled, verifiable access thereby increasing security and reducing the likelihood of unauthorized entry. Proposals may also include options for timed entry, or permission based access including both roles and/or calendar windows, mobile or remote access, remote locking/opening, emergency lockdown features.

This project is expected not to exceed \$20,000.

## Pricing

The Vendor is to provide the following details:

1. A comprehensive proposal to include all equipment, travel and/or any licensing costs associated with this project.
2. Identify any exclusions or ongoing costs of ownership.
3. Approximate lead time, shipping time and availability of component parts or materials.
4. All quotes/estimates/proposals are expected to be valid at least 60 days after RFP submission deadline.

## Selection Criteria and Interview Process

Vendor selection is based on the information provided in this RFP. Following review of bid document(s) vendors may be contacted for individual follow up questions or discussion. Vendor proposals are expected to remain valid for sixty days (60) following the RFP submission deadline.

A decision will be made no later than March 31<sup>st</sup>, 2025. St. Peter the Apostle Catholic Church will then engage the top ranked Vendor in contract negotiations by April 4, 2025.

## Vendor Conference

St. Peter the Apostle Catholic Church will host a vendor conference event on Tuesday February 4<sup>th</sup> beginning at 9:30am at 11000 West Southwest Blvd. Wichita, Kansas. This event is the only opportunity vendors will be provided to tour the building and/or inspect facilities. Vendors are not required to attend the conference in order to submit proposals, however any vendor not attending the event may not be provided access to the building outside of this time. Vendors seeking to attend the conference should RSVP via email to: [stpeterschoolschulte@gmail.com](mailto:stpeterschoolschulte@gmail.com). Please include the name of your organization, primary contact person and expected number of individuals who may be attending. RSVP's must be submitted not later than January 31<sup>st</sup> at 3pm.

## Directions for Submission of RFP

Interested individuals, firms and organizations are to submit one copy of their proposal to the following address:

**ATTN: Kyle Grant**  
**St. Peter the Apostle Catholic Church**  
**11000 West Southwest Blvd.**  
**Wichita, KS 67215**

**(414) 241-3112**  
[stpeterschoolschulte@gmail.com](mailto:stpeterschoolschulte@gmail.com)

All sealed proposals must show the following information:

1. Vendor name, address, phone and email contact information
2. Name and resume of Primary Contact Person/Project Manager
3. No less that three references including contact information and a brief description of the services provided
4. Only sealed hard-copy proposals are acceptable for items listed in Section 3.0. These can either be hand delivered or submitted via USPS, UPS, FedEx or other delivery service.

**CAUTION:** Be sure to allow time for your proposal to arrive, since UPS, FedEx and USPS delivery times can be erratic and unpredictable. "Next

Day Delivery” does not guarantee delivery by the deadline and all proposals received after the stated deadline will be rejected and returned unopened.

5. Questions concerning the project and proposal process will be answered and posted on the St. Peter Catholic Church website: [stpeterschulte.com](http://stpeterschulte.com) up until five (5) working days prior to bid opening. Questions submitted after that point will not be answered or processed.
6. All proposals must be clearly labeled on the outside of the envelope with the project name provided in the proposal instructions.
7. Proposal changes or modifications will be accepted by electronic (e.g., E-mail, FAX) means, but only if the change or modification is received prior to the bid deadline and then only if the information submitted does not reveal the base value being adjusted. Hardcopy, written confirmation of the value change/modification must be received within two (2) working days after the closing date; otherwise, no consideration will be given to the electronic modification.
8. Electronic submissions (e.g., E-mail and FAX) of complete proposals are **NOT** acceptable and will be rejected.
9. Neither duplicate hard copies nor electronic versions of proposals should be circulated to other parties affiliated with the project.

**Sealed proposals** will be accepted until **12:00 PM (noon), Central Time Tuesday March 25<sup>th</sup> 2025**. At that time, all proposals received for projects included in Section 3.0 will be publicly opened. That information will be passed on to the St. Peter tender committee which will consist of at least three people. Members of that committee shall then review the individual proposals in accordance with the following criteria.

Projects listed under Section 4.0 will be reviewed by the St. Peter tender committee. Final decisions will be based on receipt of at least three qualified bids or estimates.

## **Budget and Contract**

St. Peter the Apostle Catholic Church will enter into a contract with the selected firm(s) related to each project area. The Vendor is hereby informed that the contract document must be approved by the Kansas Highway Patrol prior to its final execution.

All persons awarded and/or entering into contracts with the St. Peter the Apostle Catholic Church shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action.

Furthermore, vendors are hereby advised the following forms must be completed and submitted prior to contract execution: *Boycott of Israel, Immigration & Reform of Control Act, Tax Clearance, Policy Regarding Sexual Harassment Acknowledgment*. Vendors are strongly encouraged to review federal procurement guidelines including prohibited practices and bans related to certain equipment and technology products produced or made in China.

All Contracts will be reviewed by the Kansas Highway Patrol prior to execution.