



INVITATION TO BID

Alarm/Intrusion Security System & Monitoring

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals from qualified security service companies for its medical and dental clinics located at 50 Grand Avenue, New Haven, CT within the River Run apartment complex. The work includes installation of equipment (panic buttons, fob access entries, alarm monitoring tools) and web-based monitoring services that can be accessed from multiple devices locally and remotely. Security service support must be available 24hrs/7days a week. The selected vendor is expected to provide equipment and installation and is responsible for all subcontractor work which may include but is not limited to electrical, carpentry, plumbing and any other sub-contractors that may be necessary for the successful installation of the security system. Bidders are requested to provide a month to month contract with a minimum of a 12-month term and include options to purchase or lease.

Bids from women and minority owned businesses are encouraged.

Timeline: Bid Schedule

- Bid release, Friday, September 29, 2017 (direct by email and bid announcement listing on www.fhchc.org)
- Onsite walkthrough by appointment on Tuesday, October 3, 2017, please email J.davey@fhchc.org to make an appointment
- Final documents due to FHCHC on Tuesday, October 10, 2017 by no later than 2PM via email to J.davey@fhchc.org or in person delivery to front desk of clinic at 374 Grand Avenue. Address the envelope as indicated below:

Attention: Janine Davey/Camila Rubino
"PROPOSAL FOR ALARM/INTRUSION SECURITY SYSTEM"
FAIR HAVEN HEALTH CENTER AT 50 GRAND AVENUE
374 Grand Avenue, New Haven, CT 06513



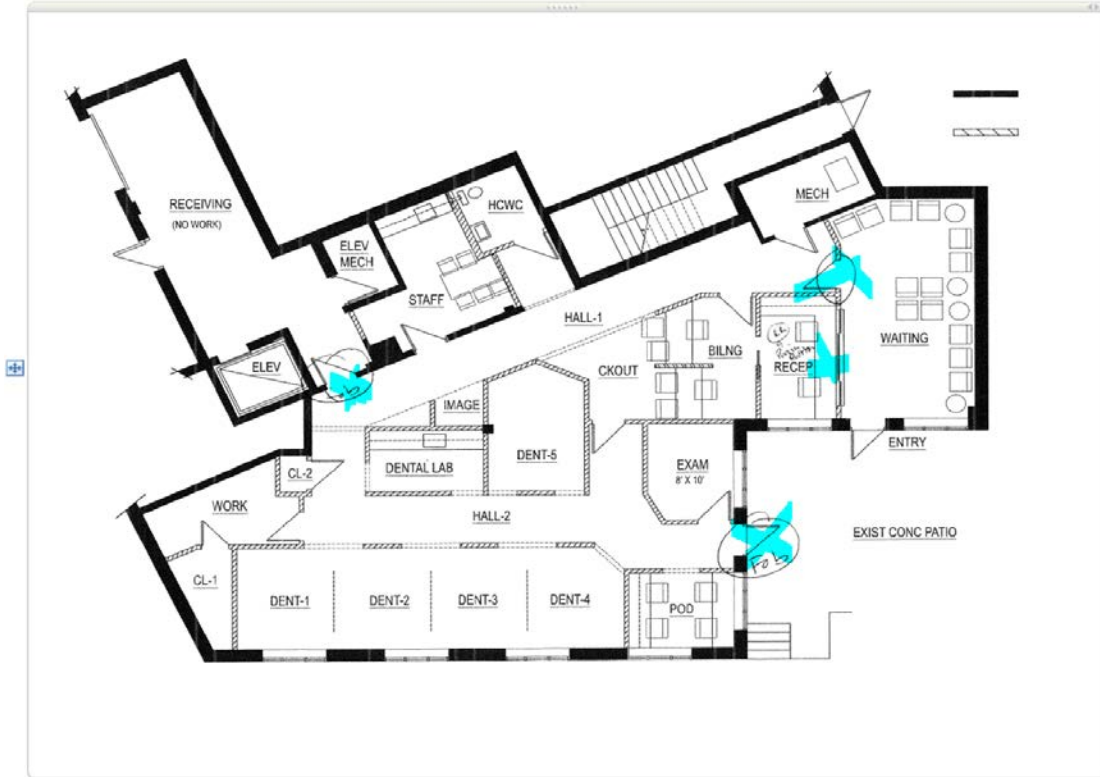
Request for Proposal

Alarm/Intrusion and Security Services

Fair Haven Health Community Health Center, Inc.

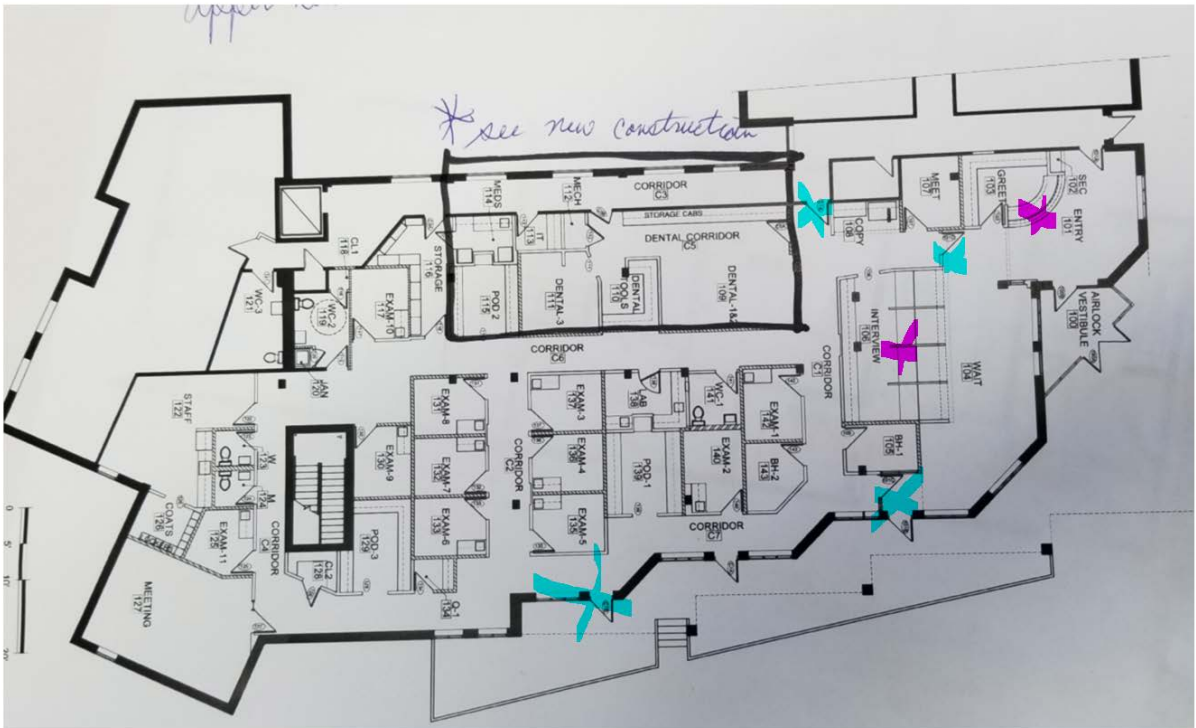
Lower Level

Friday, September 29, 2017
12:13 PM



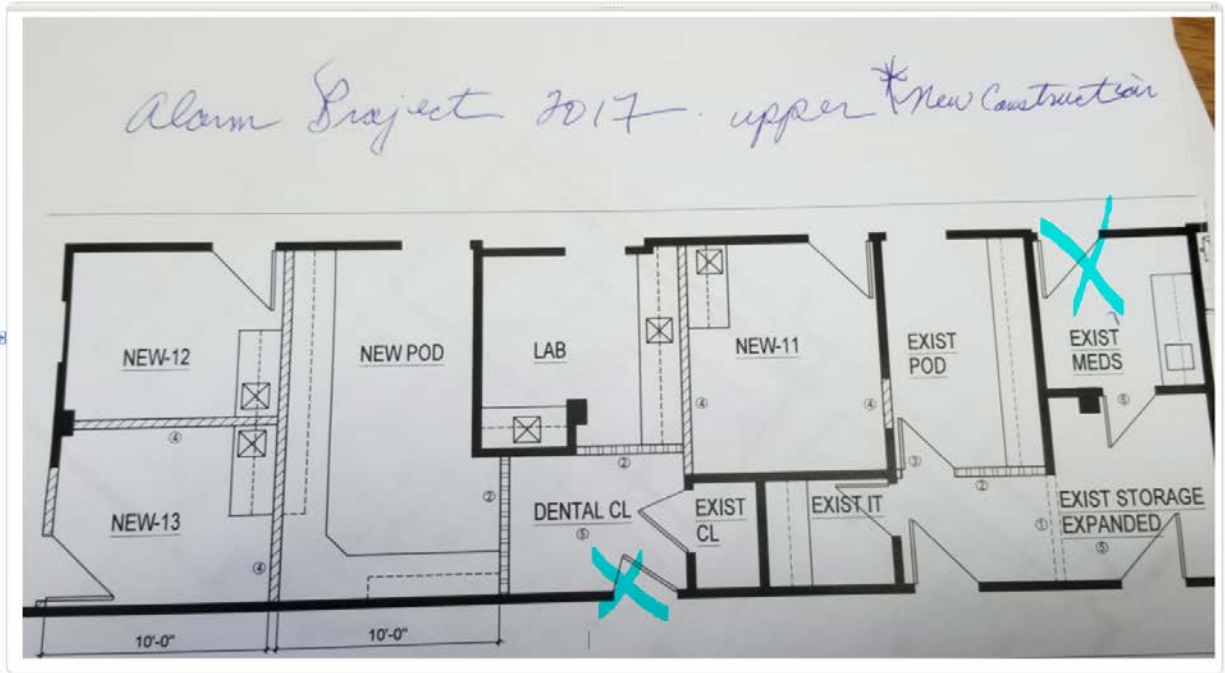
Current First Level

Friday, September 29, 2017
12:34 PM



Upper Level New Construction

Friday, September 29, 2017
12:41 PM





Alarm/Intrusion Security System

Introduction

Alarm/Intrusion Security System & Monitoring

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals from qualified security service companies for its medical and dental clinics located at 50 Grand Avenue, New Haven, CT within the River Run apartment complex. The work includes installation of equipment (panic buttons, fob access entries, alarm monitoring tools) and web-based monitoring services that can be accessed from multiple devices locally and remotely. Security service support must be available 24hrs/7days a week. The selected vendor is expected to provide equipment and installation and is responsible for all subcontractor work which may include but is not limited to electrical, carpentry, plumbing and any other sub-contractors that may be necessary for the successful installation of the security system. Bidders are requested to provide a month to month contract with a minimum of a 12-month term and include options to purchase or lease.

Scope of Services

Alarm/Intrusion & Security services shall include, but not be limited to:

- Installation of new and repurposed equipment and related labor
- Online Access Control; Account Maintenance & Activity Research
- Purchasing Option vs. Leasing Option
- Repurposing of Current Equipment (Intrusion/Monitoring Devices) vs. New Installation of Equipment
- Panic Buttons in Reception areas (Repurposed vs. New)
- Specify "Wear & Tear", Repair or Replacement of Equipment
- Month to Month contract with a minimum of a 12-month term and options to purchase or lease

Include but not limited to the following:

- **Existing Side Entrance Door** - Proximity Card Reader and Electric lock.
- **Med Room Door** - Proximity Card Reader and Electric lock.
- **Right Door from Waiting Area** – Proximity card reader and electric door strike.
- **Left Door from Waiting Area** – Proximity card reader and electric door strike. In addition, two (2) wireless door release buttons will be installed at the interview desks to allow staff to remotely unlock this door to allow patients to enter.
- **Hallway Door Entrance by Dental Offices** - Proximity card reader and electric door strike.
- **Hallway Dental Closet Door**- Proximity card reader and electric door strike.
- **Lower Level Main Entrance** - Proximity card reader, magnetic lock, request to exit motion and emergency release button to be installed. Release from the buildings fire alarm system.
- **Lower Level Interior Door from Waiting Area** – Proximity card reader and electric door strike to be installed. In addition, one (1) wireless door release buttons will be installed at the interview desks to allow staff to remotely unlock this door to allow patients to enter.
- **Rear Hallway to Elevator** - Proximity card reader and electric door strike.

The selected firm is expected to manage and coordinate all subcontractors needed for the successful completion of the project-including, but not limited to electrical, plumbing, and carpentry. Vendor is required to follow all existing municipal requirements related to acquiring appropriate permits.

Selected vendor will be required to update all diagrams for approval of work.

Deliverables: Medical Clinic first floor and Dental Clinic on ground level facing Front Street at

Timeline	
Friday, September 29, 2017	Bid Release to public on www.fhchc.org and by email to current vendors
Tuesday, October 3, 2017	Walkthrough of site by appointment-email j.davey@fhchc.org for an appointment
Tuesday, October 10, 2017	Proposals due to FHCHC by 2PM via email to j.davey@fhchc.org or in person delivery to 374 Grand Avenue front desk
Tuesday, October 17, 2017	Bid award notification by no later than this date
Tuesday, October 31, 2017	Work is expected to begin by no later than this date



Instruction to Proposers

Alarm/Intrusion Security System & Monitoring

1. This request for proposals/bid is being released on September 29, 2017.
2. For a pre-bid/proposal walkthrough on Tuesday, October 3, 2017, please contact Janine Davey via email at j.davey@fhchc.org
3. Proposals/Bids are due Tuesday, October 10, 2017 to FHCHC by 2PM via email to j.davey@fhchc.org or in person delivery to 374 Grand Avenue front desk. Late proposals will not be considered.

The outside of the envelope shall be clearly marked:

Attention: Janine Davey/Camila Rubino
"PROPOSAL FOR ALARM/INTRUSION SECURITY SYSTEM"
FAIR HAVEN HEALTH CENTER AT 50 GRAND AVENUE"
374and Avenue, New Haven, CT 06513

4. The CEO and FHCHC Project Team will select the service. If interviews are required, those companies requiring interviews will be informed of the exact time and place of the interview.

Content of Proposals

The following content will be evaluated by the CEO and FHCHC Project Team and be used as the basis for selecting the vendor to provide the service. Proposals shall be arranged in the following order and be organized for ease of understanding:

1. Cover sheet with organization name and contact information
2. Anticipated implementation timeline
3. Description or itemization of system design and integration with existing security tools/systems
4. Itemized costs and total cost of project
5. Description of ongoing support and maintenance

6. Other: Not required



Terms

1. Acceptance of Proposal: FAIR HAVEN COMMUNITY HEALTH CLINIC, INC. reserves the right to reject all proposals and to waive informalities, if, at its discretion, the interests of FAIR HAVEN COMMUNITY HEALTH CLINIC, INC. will be best served thereby.
2. Fair Haven Community Health Clinic, Inc. reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. Fair Haven Community Health Clinic, Inc. reserves the right to negotiate contract changes following the award.
3. If there is any conflict between these documents and the proposal, these documents shall control.
4. Fair Haven Community Health Clinic, Inc. reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
5. No proposer shall have a right to make a claim against Fair Haven Community Health Clinic, Inc. in the event FHCHC accepts a proposal or does not accept any proposals.
 - Validity of Proposals: Proposals must be valid for at least 60 days.
1. Assignability: Vendor shall not assign any interest in the contract and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of FAIR HAVEN COMMUNITY HEALTH CLINIC, INC
2. Nondiscrimination: Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status about public assistance or as veteran.
3. Payment: Payments shall only be made in accordance with the agreed upon Contract. Contract will be offered to the selected vendor of this bid process. No reimbursements will be made for any expenses incurred by the vendor except for expenses specifically described in the Contract. No payment will be made for any incomplete, inaccurate or defective work until same has been satisfactorily remedied at no additional cost to FAIR HAVEN COMMUNITY HEALTH CLINIC, INC. All work performed and all related documentation records, etc., shall become property of FAIR HAVEN COMMUNITY HEALTH CLINIC, INC.
4. Payment/Billing: Payment/Billing for completed service/equipment, etc. shall be based upon the terms outlined in the final contract.

5. **Proposer Responsibilities:** The Vendor is responsible for conducting necessary research, visiting the site and becoming familiar with the organization.
6. **Addenda to RFP:** Any changes, additions or clarification so the RFP will be made by written Proposal Addenda.
7. **Contract and Conditions:** The selected vendor will be required to enter into a contract with FAIR HAVEN COMMUNITY HEALTH CLINIC, INC. The proposal should indicate if your firm has any problems with the draft contract language. Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. FAIR HAVEN COMMUNITY HEALTH CLINIC, INC. Reserves the right to negotiate a change or modification to any of the proposed contractual conditions.