



Proposal Request

Marion County Housing Authority (MCHA) is requesting proposals for the following project:

Project #25-22

Exterior Door Access Control System

I. INVITATION

The Marion County Housing Authority (MCHA) invites qualified vendors to submit proposals for the design, installation, and maintenance of an Access Control System. This system aims to enhance the safety of residents by regulating and monitoring access to MCHA property using advanced technologies. This system should be scalable to accommodate future expansion across all MCHA properties. The access control system will ensure the safety and security of all buildings, assets and residents.

II. CONTRACT

The base contract term shall be for three (3) years, beginning on the effective date of the Agreement. The contract may be renewed for up to two (2) additional one (1) year renewal terms. Notice of renewal will be issued in writing approximately thirty (30) days prior to the end of the current performance period. The maximum duration of the contract, including the exercise of optional renewals, shall not exceed five (5) consecutive years unless mutually determined otherwise.

III. SCOPE OF WORK

MCHA seeks to install an electronic access control system at one (1) apartment building located at 705 N. Elm, Centralia, IL 62801 to manage and monitor access efficiently. MCHA also has other locations that may eventually be added to this solution. The system must allow seamless, secure entry for authorized residents while preventing unauthorized access.

1. Provide quotation on a per building basis.
2. Provide Estimate annual recurring maintenance cost.
3. 705 N. Elm - 4 exterior doors.

**Marion County Housing Authority
719 E Howard St.
Centralia, IL 62801
618.532.1894**

4. Install control panels at the building working with MCHA to determine the location.
5. Install access readers at all entry points that are compatible with fobs, smartphone apps, and/or keypad combination. The access readers shall be fully weatherized, and shall have an operating temperature and humidity ranges suitable for the installation location.
6. Install electric locks on doors to be controlled by the access control system.
7. Ensure all components have reliable power supplies and backup systems to maintain functionality during outages.
8. Install necessary wiring and cabling for all hardware components.
9. Cover any exposed wiring and repair any damage to walls, doors, or other surfaces incurred during installation.
10. Ensure secure data storage and management including user credentials and access logs.
11. Configure the system according to the specific needs of MCHA, including user roles and access levels.
12. Conduct thorough testing of all components and the system as a whole to ensure proper functionality. Upon completion of the installation, the proposer shall submit a written report that demonstrates all systems are free of errors and problems.
13. Provide detailed documentation, including system manuals, user guides and maintenance schedules.
14. Provide necessary training to MCHA staff.
15. Use modular hardware and software components that can be added or upgraded without disrupting the existing system.
16. Include a start of at least 100 fobs. Provide information for a vendor(s) to order future replacements.
17. Provide the necessary hardware and software for MCHA to manage access through fobs as necessary. MCHA must be able to revoke or grant access at all times.
18. The system should be able to provide a variety of reports, including but not limited to, reports with detailed access reader information, status of each access fob issued and an access reader activity log.
19. The access control system shall provide a web-based management interface using industry standards. The access control system shall also have the ability to perform the most common management tasks from a mobile device.
20. The access control system shall be capable of integration with existing video surveillance systems, where corresponding video and door access events can be reviewed through a common web interface.

IV. PROFILE OF THE AUTHORITY

The Marion County Housing Authority is located in Marion County, Illinois in the communities of Centralia, Salem, Sandoval, Odin, Patoka, Alma and Kinmundy. MCHA is a public agency, which provides housing assistance to the low-income residents of Marion County. MCHA is governed by a seven-member Board of Commissioners appointed by the County Board. An Executive Director is appointed by the MCHA Board and is responsible for managing the daily operations of the agency with a budget of approximately \$3 million and a staff of 20.

MCHA owns and operates 445 public housing units in the County of Marion, Illinois.

Attention is called to the Equal Employment Opportunity and Affirmative Action Provisions which is a requirement of all contracts entered into by the Marion County Housing Authority. All Proposals will be considered without regard to race, color, religion, sex, national origin, age,

marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. The Marion Housing Authority is an Equal Opportunity Employer.

V. PROPOSAL REQUIREMENTS

1. All prospective bidders are required to attend a mandatory site visit as part of the bidding process. The site visit will provide an opportunity to assess the existing infrastructure, clarify technical specifications, and address any questions regarding installation requirements. Site visits will be scheduled by appointment. Please email Angie Clifton at aclifton@mchahomes.org to schedule a date and time for a site visit.
2. Proposals should include a description of the proposed scope, the firm's approach, and the proposed schedule for each phase of the work.
3. Proposals should provide a schedule of fees and costs. Including an estimate of yearly maintenance costs.
4. Proposals should include the individual's/firm's qualifications, credentials and experience, and include resumes of the individual's/firm's members that will perform the services and their current workload.
5. Proposals should include references and a listing of the businesses for which the individual/firm has completed similar services, including housing authorities, and state and local agencies, with names and telephone numbers of reference persons.
4. Proposals should detail the level of assistance the individual/firm would require of MCHA staff.

VI. MANNER OF SUBMISSION AND DEADLINE

Proposals can be hand-delivered, mailed or delivered via email, and must be received and date stamped by no later than 3:00 PM CST on Friday, February 21, 2025, to Marion County Housing Authority, Attn: Angie Clifton, Executive Administrative Assistant, 719 Howard, Centralia, IL 62801, aclifton@mchahomes.org. Proposals received after the stated deadline will not be accepted.

VII. EVALUATION CRITERIA

All proposals will be reviewed by the Selection Committee and evaluated on the following factors:

1. Proposer's professional qualifications, education, and training experience in areas specified in the Scope of Services. 20%
2. Proposer's demonstrated capacity to provide services and accomplish tasks in a timely manner in compliance with schedules. 20%
2. Security. 30 %

5. Cost Proposal. 30%

VIII. HOUSING AUTHORITY RIGHTS AND RESPONSIBILITIES

The MCHA reserves the right to sole and exclusive judgment in the determination of the qualifications of the proposers. The MCHA reserves the right to reject any and all proposals or to accept or select any proposal as the MCHA, in its sole and absolute discretion, determines best meets its needs, or to negotiate the fee. The MCHA reserves the right to waive any informality in any submissions received. The MCHA reserves the right to request additional information, an oral discussion or a presentation in support of written proposals in order to award a contract to the most responsive and qualified proposer.

IX. GENERAL CONDITIONS

1. Questions regarding this RFP should be directed to Angie Clifton, Executive Administrative Assistant, by email at aclifton@mchahomes.org.
2. All contractors must adhere to the Davis-Bacon and Related Acts. For information, please visit their website at <https://www.dol.gov/whd/govcontracts/dbra.htm>. Contractors will be required to submit certified payroll reports before issuance of payment. Payroll reports must be submitted weekly.
3. All awarded contracts will be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968.
4. All acceptance of contracts should be accompanied by a current Certificate of Insurance (general liability and workers compensation). Should your company be awarded a contract, MCHA must be listed as an additional insured and an updated Certificate of Insurance must be sent to MCHA directly from the insurance broker.
5. All awarded contracts should be accompanied by a copy of any applicable license(s) pertaining to the Scope of Work listed above.
6. PHA reserves the right to make its final decision based solely on the proposals and/or to negotiate further with one or more firm/party.
7. PHA reserves the right to award in part, to reject any and all proposals in whole or in part, or to waive any technical defects, irregularities and omissions if, in its judgment, the best interests of the Housing Authority will be served.
8. PHA reserves the right to not award a contract pursuant to this RFP.
9. PHA reserves the right to terminate any contract awarded pursuant to this RFP, at any time for its convenience upon fifteen (15) days written notice to the successful proposer(s).

10. PHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
11. Any person or agency subject to the HUD Debarment or US Attorney General's list of ineligible contractors will not be considered.
12. Any solicitation or lobbying to any Authority staff or Board of Commissioners concerning the outcome of this proposal is strictly prohibited and is grounds for disqualification from the proposal process.
13. The proposer awarded a contract is required to comply with all State and Federal requirements related to the contract, including the execution of all required State and Federal contract forms, documentation of adequate general liability, worker's compensation and any other required insurance with the Authority listed as an individual insured. Proposer will also be required to comply with the Privacy Act of 1974 and all the rules and regulations issued under the Act that are applicable to the contract.
14. Submissions shall be considered public information unless advised otherwise by the proposer. The proposer shall include a separate letter stating which parts of the submission are deemed confidential and/or proprietary information not to be released.
15. The proposer's submission will become part of any contract awarded.