

OFFICIAL REQUEST FOR PROPOSALS – ISSUED January 15, 2025

Sealed bids will be opened on Wednesday, February 26th, 2025, at 12:00pm for all
SECURITY & FACILITY HARDENING INVESTMENTS.

OVERVIEW

St. Alphonsus Catholic Parish, including the Parish, Parish Ministry Center (PMC), and School seek to improve campus security and safety through the procurement of equipment and services outlined in this official Request for Proposal (RFP). This RFP includes several projects or areas of work within three (3) distinct locations; a. the Church, b. Parish Ministry Center, and c. School.

Each project and location should be considered as a distinct and separate entity for the purposes of bidding and proposal submission. Vendors will be required to clearly label proposals noting both the project line and specific building or site address related to proposed services along with pricing information. Upon award vendors will be required to separately bill for each site location. Invoices may be submitted concurrently.

While each site location shall be treated as an individual entity and retains the right to make individual procurement elections, a combined RFP process will be utilized in an effort to offer vendors and service providers an opportunity to provide discount(s) based on volume.

Any estimate in excess of \$75,000 is subject to “sealed bid” requirements and must be submitted via sealed hard copy only. Bids below \$75,000 may be submitted electronically or by hard copy.

Submit your bid either via email to: stalphonsusgrants@gmail.com or by mail or delivery of a hard copy to:

ST. ALPHONSUS PARISH
ATTN: SAFETY AND SECURITY BID
5960 WEST LOOMIS RD.
GREENDALE, WI 53129

Qualified and interested vendors may submit proposals to one or more project areas.

PROJECT NO. 1: SURVEILLANCE CAMERA SYSTEMS (INTERIOR AND EXTERIOR)

Building Locations:
6060 W. Loomis Rd.
5960 W. Loomis Rd.
6000 W. Loomis Rd.
Greendale, WI 53129

Time for Completion: All work is expected to be completed by June 30, 2026.

This project includes the installation of cameras in the Church, PMC, and School buildings as follows: Based on available budget and security consultation(s) to date we estimate not more than 57 single or multi-head cameras throughout the campus buildings. Updates to the server are also included in this project.

1.a) Church Building – Includes up to 12 additional or replacement cameras. Placements include the main sanctuary, lobby/gathering space, sacristy, and interior and exterior building entrances.

1.b) PMC – Includes up to 20 additional or replacement cameras throughout the PMC building. Placements include entry points, hallways, reception areas, stairwells, and outside elevator.

1.c) School – Includes up to 25 additional or replacement cameras. Placements include all school entry points, interior hallways, main office, stairwells, playground, cafeteria, gym, afterschool care rooms, preschool play area, and kitchen.

PROJECT NO. 2: DOOR ACCESS SYSTEM, ELECTRONIC DOOR ACCESS CONTROL

Building Locations:

6060 W. Loomis Rd.

5960 W. Loomis Rd.

6000 W. Loomis Rd.

Greendale, WI 53129

Time for Completion: All work shall be completed by June 30, 2026.

This project includes the installation of and/or update of an electronic door access system, including configuration and/or expansion of existing access systems. In addition, it includes the replacement exterior doors throughout the Church, PMC, and School buildings.

2.a) Church – Includes upgrades to physical locks, hardware, electronic access control, and replacement of four (4) entry areas. Each entrance has two to four (2-4) doors.

2.b) PMC – Includes the re-key of interior office doors and electronic access control and replacement of exterior doors at the main entrance. In addition, it may include an updated buzzer system.

2.c) School – Includes the re-key of up to 60 interior classroom doors, and access control and replacement of exterior doors at school entry areas. Exterior doors include the main entrance, gym doors, and four (4) other entry points.

PROJECT NO. 3: EXTERIOR LIGHTING

Building Locations:

6060 W. Loomis Rd.

5960 W. Loomis Rd.

6000 W. Loomis Rd.

Greendale, WI 53129

Time for Completion: All work shall be completed by June 30, 2026.

This project includes the installation or upgrade of lights throughout the Church, PMC, and School buildings. We expect a need for up to 36 lights throughout the exterior of the buildings.

3.a) Church – Includes up to eight (8) exterior wall mounted lights to illuminate entrances, parking lots, and playgrounds.

3.b) PMC – Includes up to 20 exterior wall mounted lights to illuminate entrances and parking lots.

3.c) School – Includes up to eight (8) exterior wall mounted lights to illuminate entrances and parking lots.

PROJECT NO. 4: SECURITY CONSULTING SERVICES, POLICY, & PLANNING

Building Locations:
6060 W. Loomis Rd.
5960 W. Loomis Rd.
6000 W. Loomis Rd.
Greendale, WI 53129

Time for Completion: All work shall be completed by December 31, 2027.

This project includes facilitated meetings, planning and consulting services engaging organization leadership and staff. Specific outcomes include assistance in identifying and creating emergency policies, response and communications procedures (and/or updates to any existing plans). The Church, School, and PMC must have separate policy manuals and materials which indicate specific staff roles during crisis scenarios. A Communication Plan is also requested as part of this proposal. With respect to School policies such policies must comply with statutory requirements outlined by the Department of Public Instruction.

Policy and protocols must include: 1) response in emergency situations including fire, severe weather, active shooter, or other workplace violence. 2) missing child or staff scenarios, including on and off-site absence. 3) Special protocols related to the protection of minors against sexual abuse.

PROJECT NO. 5: PERIMETER FENCING, ENTRY GATES, AND BOLLARDS

Building Locations:
6060 W. Loomis Rd.
5960 W. Loomis Rd.
6000 W. Loomis Rd.
Greendale, WI 53129

Time for Completion: All work shall be completed by June 30, 2026.

This project includes the replacement (removal and disposal of existing gates and installation of new gates) throughout the campus. Gates include both double and single swing gates for a potential total of seven (7) gates. In addition, this project includes the installation of fencing around the entire campus (approximately 2,973 linear ft.) and bollards. Bollards are to be installed in front of the Church main entrance to deter vehicular attacks or accidents. We expect a need for up to eight (8) bollards.

PROJECT NO. 6: ALARM/INTRUSION/PUBLIC ADDRESS SYSTEM

Building Locations:
6060 W. Loomis Rd.
5960 W. Loomis Rd.
6000 W. Loomis Rd.
Greendale, WI 53129

Time for Completion: All work shall be completed by June 30, 2026.

This service includes installation and/or extension of a Public Address (PA) system and alarm or alert system and may include Intrusion Detection System (IDS). The completed system should allow campus wide broadcast ability including audio and intercom or telephone across all areas. The system should include installation of panic buttons at key locations throughout the Church, Parish Center and School buildings. This may include installation of a WAVE alarm and alert system, emergency radio and PA device.

PROJECT NO. 7: PROTECTIVE COATING OR LAMINATION

Building Locations:
6060 W. Loomis Rd.
5960 W. Loomis Rd.
6000 W. Loomis Rd.
Greendale, WI 53129

Time for Completion: All work shall be completed by June 30, 2026.

This service includes enhancements, upgrades or replacements to ground level windows in the Church, PMC, and School buildings to increase safety, security and reduce likelihood of penetration or shattering in the event of projectile contact or attempts at forced entry. This includes entryway sidelights as well as doors with large glass openings. Proposals may include lamination of existing windows, window film or replacement of glass to include new, improved durability glass. Proposals should address bullet resistance as well as other projectiles such as rocks or metal objects.

PROJECT NO. 8: BACK-UP POWER SUPPLY

Building Locations:
6060 W. Loomis Rd.
5960 W. Loomis Rd.
6000 W. Loomis Rd.
Greendale, WI 53129

Time for Completion: All work shall be completed by June 30, 2026.

This project includes the installation of a back-up power supply in the form of a generator system to mitigate power loss and ensure cameras access control systems, sump pump, lights, and alerts maintain function across all three buildings in the event of a power outage.

PROPOSAL SUBMISSION: All Vendors or Contractors wishing to be considered for work outlined in this RFP shall provide a detailed proposal separately identifying any/all service sites or addresses. **A clearly defined price proposal must be included for each individual site and project area (ie, Church, School, etc.).** If helpful, vendors may treat proposals as though each project constitutes a separate bid, submitting up to three (3) individually formatted proposals, one for each service area. Any combined proposal, must include separate pricing for each site.

Respondents are encouraged to present their own detailed solutions to the proposed projects outlined in the RFP. Specify any recommended equipment, model numbers, and include technical specifications.

Equipment quantities, when included, within the RFP constitute an upper limit or **not to exceed amount**. **Under no circumstances shall such unit number be exceeded.**

Proposals should clearly define all costs and may include optional upgrades or enhancements available. Anything not included in the scope of work, whether related to equipment, software, or installation should also be clearly defined. This project is funded by a government grant, as such any solutions involving long term contracts, ongoing service charges or monthly fees will be less likely to be selected compared to solutions offering a single purchase or fixed bid price.

Vendors may submit questions related to the RFP until February 14, questions and all responses will be published by February 19th. Any questions received after February 14 will not be posted or responded to.

CONTRACTOR SELECTION: All Contractors shall provide one or more detailed proposal(s) outlining a fixed bid project cost. Respondents may at their discretion include fixed pricing options for additional services or features. Respondents must specify key milestones including an interim or midway check-in point. Proposals will be reviewed and scored according to internal procurement guidelines. Preference will be given to contractors providing discounts across multiple project areas, contractors with prior work experience with the organization, locally based contractors, and contractors experience with similar systems or equipment which may be readily integrated into existing systems. Following review of all proposals contractors will be ranked and contacted individually within five business days of the proposal submission deadline. Contractors not responding or unable to provide services within the specified timeline may forfeit the right to project work. Any contractor failing to submit a properly formatted proposal by February 26, 2025, at 12:00pm (Central Standard Time) will have their proposal rejected. Vendors will be contacted within three days to discuss any follow-up questions or clarifications required. Contracts are expected to be finalized by February 26, 2025.

PAYMENT PROCESSING: Projects outlined within this request for proposal document are funded through a federal government grant. Vendors must provide services, equipment or products subject to final review and approval by St. Alphonsus Parish. Upon completion of work vendor invoices will be submitted for payment. Vendors are advised the State of Wisconsin will review all invoicing and billing materials. Expected payment terms should be NET 60.

CONTRACTOR REQUIREMENTS: As a federally funded project all vendors are required to comply with applicable state and federal procurement guidelines found in 2 C.F.R. §§ 200.317-200.327. Vendors will be required to complete certification forms related to *Boycott of Israel, Immigration & Reform of Control Act, Tax Clearance, and the Policy Regarding Sexual Harassment Acknowledgement*. Vendors are also hereby advised to review federal procurement guidelines and regulations related to certain equipment and technology products manufactured or produced in China.

OPTIONAL SITE VISIT AND FACILITY TOUR: Contractors may participate in an optional site visit and facility tour which will be conducted:

Monday February 10th, 2025 (1:00pm to 3:00pm)

5960 W. Loomis Rd.
Greendale, WI 53129

Please RSVP to stalphonusgrants@gmail.com to register to attend the site visit. Include number of guests attending, company name and please reference interested project area(s). A response will be provided acknowledging your attendance.

Contractors or respondents with any questions regarding this RFP are welcome to contact us at stalphonusgrants@gmail.com.