

Richland County Children Services Access Control System Request for Proposals

Richland County Children Services is seeking proposals on the purchase of a new access control system to operate the doors of its office building located at 731 Scholl Rd., Mansfield, OH 44907. Deadline for submitting proposals is 11:00 A.M. (Mansfield time), April 18, 2025. Proposals received after this time will not be considered.

There is \$25,774 budgeted for this project, contingent on availability of funds.

Richland County Children Services reserves the right to reject any or all proposals, to accept or reject any or all of the items in a proposal, to waive any informality in the proposals received, and to award the contract in whole or in part, if it is deemed to be in the best interest of Richland County Children Services. Richland County Children Services reserves the right to negotiate with any vendor after proposals are reviewed, if such action is deemed to be in the best interest of Richland County Children Services.

Proposals that meet minimum requirements in accordance with the enclosed checklist will be considered complete. All complete proposals will be rated by Children Services' staff in accordance with the enclosed rating sheet. The proposal rated highest will be selected for contract negotiations.

If Richland County Children Services determines that the selected vendor is unable to successfully come to terms regarding the contract, Richland County Children Services reserves the right to terminate contract discussions with that vendor. Richland County Children Services reserves the right to select another vendor from the RFP process, cancel the RFP or reissue the RFP, if it is deemed necessary.

The agency currently has a TruPortal system operating 12 doors, including one overhead garage door. The proposed system should operate those 12 doors and have the scalability to add more doors as needed. Doors are currently operated by dual-control readers (proximity & PIN). Proposals should include replacement of the dual-control readers with new, dual-control readers. In order for the door to unlock, an employee must present the fob to the reader and enter a PIN. Readers must be weatherproof / weather resistant.

Proposal should explain the vendor's experience with installing, maintaining, troubleshooting access control systems. Proposal must include at least 3 references (not Richland County Children Services), including contact information.

Proposal must be all-inclusive, meaning it should include costs for all hardware, software, wiring, control panels, readers, electrical work, door hardware, installation costs, setup costs, testing costs, training costs, etc., needed to purchase, install, setup, test, and operate the system. There are ONLY three (3) exceptions to this requirement. First, if required, Children Services will provide a stand-alone personal computer on which the vendor can install & operate its access control client software. Second, door strikes that are currently in operation may be reused. Last, wiring that is currently in operation may be reused.

Proposed system must NOT use magnetic locks on exterior doors. All exterior doors must remain locked in the event of a power outage.

Proposal must state how many proximity fobs are included. A minimum of 150 proximity fobs are required. Preference will be given to systems that can use the IdentiPROX fobs we already have.

Proposal must explain how vendor intends to train Children Services' staff to use the new system and how many hours of training are included in the purchase price.

Proposal must include a type-written explanation of what equipment / software the vendor intends to use in this project. Include names of all subcontractors to be used. Discuss features of the system, including potential for expansion, scheduling flexibility and reporting capabilities. Discuss reliability of the proposed system. Discuss whether the system will operate on a local pc / network or be cloud-based. Discuss any requirements for Children Services to furnish a stand-alone personal computer & what operating system it must use for purposes of installing & running any client software for the system. Discuss whether or not vendor intends to reuse door strikes / wiring from the current system.

Proposed system must allow Children Services to set up a minimum of 10 different access schedules for the various staff who will use the system to enter the building.

Proposed system must be able to print a variety of reports. Examples are: activity of each fob & daily activity for all fobs.

Proposed system must allow fobs to be activated / deactivated at any time on a per-fob basis.

Proposed system software may be installed locally on a PC or may be cloud-based and operate via internet access. If the proposed system is cloud-based, it must continue to operate during power outages and / or internet outages.

Proposal must include a job completion timeframe. Specify number of weeks from contract execution date. Children Services would like to have the project completed by June 27, 2025.

Proposal must include warranty information.

Vendors are highly encouraged to conduct a site visit prior to submitting a proposal. Site visits must be arranged by calling Kevin Goshe at 419-774-4105 (desk).

Vendors may submit multiple proposals, but each proposal must be submitted separately.

All proposals and associated materials become the property of Richland County Children Services. All proposals received in response to this RFP will be considered public record.

Please limit proposals to 10 pages.

Address your questions to kevin.goshe@jfs.ohio.gov or 419-774-4105 (desk).

Submission of proposals

Please submit 3 unbound copies of your proposal, sealed in an envelope clearly marked, “**Access Control Proposal,**” and mailed or hand delivered to:

Kevin Goshe
Richland County Children Services
731 Scholl Rd.
Mansfield, OH 44907

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Minimum Requirements Checklist

(Only those proposals meeting all of the following will be rated)

- Proposal includes minimum of 150 fobs _____
- Proposal includes warranty information _____
- Proposal includes completion timeframe _____
- Proposal includes 3 references _____

**Access Control System
Rating Sheet**

(Vendor whose proposal earns the most points will be offered a contract)

System Features (40 Points) Rate the proposed system against the RFP. Take into account scheduling flexibility, reporting capability, expansion capability, 150 fobs included, ability to use current IdentiPROX fobs, training hours, self-contained system, etc.	
Price (30 Points) Rate the price of the proposed system relative to the \$25,774 budget and to the other proposals.	
Warranty (10 Points) Rate the warranty of the proposed system relative to the other systems proposed. Consider length of warranty and items covered.	
References (10 Points) Rate the vendor based on responses of references. Consider whether the vendor is responsive to the reference's needs, reliability of vendor's equipment, adequacy of training, etc.	
Completion timeframe (10 Points) Rate the vendor based on how quickly after contract execution the proposed system can be installed and operational.	
TOTAL POINTS FOR THIS PROPOSAL (Out of possible 100)	

Vendor name _____