



CLARE COUNTY TRANSIT CORPORATION

Replacement of Door Lock System & Camera Security Solution

Request for Proposal

Due: *February 25th, 2025* at 4:00 PM EST

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1 Statement of Work

1.1 Background

Clare County Transit Corporation (CCTC) is a rural transit agency that provides curb-to-curb demand response public transportation services throughout Clare County Michigan. During the fiscal year 2024, our busses were driven 441,637 miles servicing approximately 53,390 riders. The ridership includes adults, senior citizens, students, and individuals living with a disability.

1.2 Project Summary

The CCTC is soliciting bids for the replacement of 12 door readers, 2 gate readers, and the controllers at our facility located at 1473 Transportation Dr. Harrison, Michigan. The CCTC is also soliciting bids for cameras located at several door locations. Products must be new and not refurbished. The vendor is required to provide all materials and equipment for installation, permits, support licensing, and activation. Proposals must be received by *2/25/2025 4pm* and proposed prices need to be good for *90 days* past the submission deadline. An optional site visit will be held at CCTC on Tuesday, February 13th, 2025 at 11 am. Questions and answers from the site visit will be posted on CCTC's website www.clarecountytransit.org.

This project is NOT subject to the Davis-Bacon prevailing wage requirement. This project is also NOT subject to Buy America requirements.

1.3 Project Specifications

The following is a list of current door and gate readers that will need replaced.

Door Readers:

1. Dispatch Room
2. Employee Entrance
3. Employee Hall Garage
4. Employee Service
5. Dispatch Garage
6. Garage Service
7. Garage NE
8. Garage SE
9. Lobby Hall
10. Service SE
11. Main Entrance
12. Workroom

Gate Readers:

1. North Gate
2. South Gate

The following is a list of the location of current security cameras that will need to be replaced and/or added

1. Employee Entrance
2. Garage Service
3. Garage NE
4. Garage SE
5. Main Entrance

1. North Gate
2. South Gate

2 Procurement Process

2.1 Issuing Office

This Request for Proposal (RFP) is issued by CCTC.

All communications regarding this project during the procurement process must be in writing and either emailed or sent via mail and addressed to the *Executive Director*. Phone calls will not be accepted and verbal comments are not part of this solicitation. Questions and answers will be posted on www.clarecountytransit.org. The Question submission deadline is 2/17/25.

Katie MacInnes, Executive Director

director@claretransit.org

2.2 Project Oversight

The oversight of this CCTC Project AFTER AWARD is the responsibility of the CCTC Project Manager named below or his/her designee.

- Jeremy Switzer- Operations Manager

2.3 Proposal Requirements

To be considered for award, each respondent must submit a complete response to the RFP. An official authorized to bind the respondent to the proposal must sign the Signature Page of the proposal in ink. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than 90 days following the submission deadline

Respondents shall submit one electronic (PDF) copy via email to director@claretransit.org. Additional instructions for submission are included in Section 2.6: Submission.

Proposals, including the Price Proposal, must be submitted to CCTC by the Proposal Due Date. Price proposal must include a detailed price breakdown. The respondent is solely responsible for the timely delivery of the proposal to CCTC. Late proposals will not be considered.

Proposals shall be organized as follows:

Section 1: Cover Letter

Section 2: Replacement of Door Lock System & Camera Security Solution and Staff Qualifications/Experience

Section 3: Signed Signature Page (Attachment A)

Section 4: Price Proposal Form (Attachment B)

Section 5: CCTC Acknowledgement Form, signed (Attachment C)

Section 6: Certification of Compliance with Federal Contract Clauses, signed (Attachment D)

Section 7: Materials and Supplies Less Than \$250,000 Certification, signed (Attachment E)

Each proposal must be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements and objectives of this RFP. Emphasis must be on completeness and clarity of content.

CCTC is not liable for any cost incurred by any party prior to signing of a contract with that party and then only upon written authorization from CCTC to proceed with the project.

2.4 Primary Vendor Responsibilities

The Vendor will be required to assume responsibility for all products and services offered in its proposal whether or not the vendor performs them. Further, CCTC will consider the Selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The prime contractor is responsible for adherence by the subcontractors to all provisions of the contract.

2.5 Schedule of Activities

Activity	Date
RFP Released	2/6/25
Written Questions to CCTC Due By	2/17/25
Proposals Due	2/25/25
Anticipated Award Date	2/28/25
Project Start Date	3/10/25

2.6 Submission

All proposals submitted in response to this RFP will become the property of CCTC and will not be returned to the respondent. Proposals may be withdrawn in writing at any time

prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. CCTC shall require proof of agency from the person withdrawing the proposal.

This solicitation will result in a firm, fixed-price contract. Each respondent shall propose an individual price for the replacement of the door lock system; an individual price for the security camera solution; and a total price combined for both projects.

2.7 Evaluation Criteria

Proposals will be evaluated using the following weighted criteria which are ranked in order of importance. The evaluation committee will be made up of CCTC's Executive Director, Operations Manager and Office Manager. They may be assisted by non-scoring technical advisors as needed.

CCTC will award the Vendor with the highest-scored proposal. Price is relatively less important than the other criteria as a whole. Award will only be made to a responsive and responsible firm. CCTC reserves the right to waive any minor informalities or irregularities. CCTC reserves the right to award to other than the lowest price proposal. CCTC reserves the right to not exercise the security camera option if deemed not in CCTC's best interest.

Firms scoring in a competitive range may be invited for interviews by persons and/or by video conference. The scoring of the non-price criteria may be modified based on interview.

1. How Well the Submitted Plan Meets CCTC's Operational And Future Needs

- Functionality of standard equipment and features to meet our specific needs
- Ease of system growth and expansion
- Ease of use
- Ease of system administration
- Product quality, reliability and warranty
- Service and support

2. Qualifications and Experience

- Identification of staff and qualifications
- Overall experience and reputation in the industry
- Experience with the proposed system
- A commitment by the vendor to ensure that installation and service personnel are knowledgeable about the proposed system and capable of troubleshooting and servicing that system.
- Verifiable quality of service provided by vendor to previous and current customers

3. Cost (Cost will be evaluated using the following formula: lowest proposed price/price being evaluated x available points.)

Conditional proposals, or those which take exception to the specifications, will be considered non-responsive. The CCTC reserves the right to postpone the due date or reject any/or all proposals using sound, documentable, business reasons.

2.8 Award

Based upon the Evaluation Criteria described above, a Review Committee will evaluate submitted proposals. Award will only be to the most responsive, responsible proposer having proven experience as described herein.

2.9 Compliance with Laws and Regulations; Bonding

The Vendor shall render the services required by this RFP in complete compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations. It shall be the responsibility of the Vendor to be familiar with and comply with said regulations and policies. The Vendor should also provide satisfactory evidence to obtain the required insurance from a company licensed by the Insurance Commissioner of the State of Michigan to transact surety business in the State of Michigan. The Vendor shall maintain insurance in force at all times during the term of this agreement.

CCTC is exempt from Federal, State, and local taxes. CCTC will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

2.10 Indemnification

The Vendor agrees to indemnify and hold the agency, its officers, agents, employees and/or trustees, harmless from and against any and all claims or causes of action brought against the agency and from any and all damages, losses, expenses, attorney fees, costs and liabilities sustained by the agency arising out of any claimed defect in the goods and services provided by the Vendor. The Vendor's obligation under this paragraph shall include the obligation to indemnify and hold the agency harmless for negligence, whether active, passive, or concurrent, in the performance of the agency's duties and obligations pursuant to this project and agreement.

2.11 Written Protest

Contractors wishing to protest procurement decisions or processes must submit the protest in writing to the Executive Director at the CCTC, 1473 Transportation Dr., Harrison MI, 48625. Protests about solicitation specifications or processes must be received 10 business days before the solicitation due date. Protests received after the due date, but before award must be received before 3 business days after the due date. Post award protests must be received by the CCTC no later than 5 business days after the award decision.

Attachment A: Signature Page

Company Name:	
Address (including ZIP Code):	Telephone Number: Fax Number:
Email Address:	Federal Tax ID Number:
Check ONE of the following: <p style="text-align: center;"> Partnership Non-Profit Corporation Profit Corporation </p> Check ONE of the following. If you have a DBE status, submit current certificate with proposal: <p style="text-align: center;"> DBE Non-DBE </p> Other, Specify:	
Race & Gender of Company Majority Owner:	Age of Company (Years):
<i>I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder.</i> Signature of Person Authorized to Sign:	Title of Authorized Signatory:
Name of Authorized Signatory (print):	Date:
<i>The above individual is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for a period of at least 90 days past the submission deadline.</i>	
EXCLUSIONS Please list any exclusions for this RFP: <i>(Check here if a separate page is necessary, please indicate these are exceptions to any portion of this solicitation)</i>	

Attachment B: Price Proposal Form

Clare County Transit Corporation

Replacement of Door Lock System & Camera Security Solution

Request for Proposal

Amount of Replacement Door Lock System Proposal:

\$ _____

Amount of Camera Security Solution Proposal:

\$ _____

Total Amount of Proposal

\$ _____

Provide a signed and completed copy of this page as your Price Proposal.

Company Name: _____

Printed Name and Title of Signer: _____

Signature: _____ Date: _____

Please attach a detailed price breakdown

Attachment C: Acknowledgement Form for Terms & Conditions

I have received, read, understand, and agree to comply with the Terms & Conditions and the Required FTA Clauses included in CCTC's Request for Proposal (RFP) for **Replacement of Door Lock System & Camera Security Solution** that was issued *February 6th, 2025*.

I understand that failure to acknowledge or comply with any of these terms, conditions, or requirements will deem our firm unresponsive to this RFP or result in our default of the contract after its execution.

Date:

Printed Name of Authorized Representative:

Signature of Authorized Representative:

Name of Firm:

Address, City, State:

Attachment D: Certification of Compliance with Federal Contract Clauses

Please see additional Attachments

Attachment E: Materials and Supplies Less than \$250,000 Certifications

Please see additional Attachments