

REQUEST FOR PROPOSAL

Introduction

Aldersgate United Methodist Inc. of Wichita (AUMC) hereby invites you to submit a **sealed proposal** on the goods and services described below. A complete background on Aldersgate UMC and the procurement process it follows can be sought by emailing admin@aldersgatechurch.org.

Project Name

AUMC Security Camera System

Introduction

AUMC needs to install an updated, reliable audio/video surveillance camera system for the security of our congregation and building.

Scope & Deliverables

Remove current camera system and upgrade to an audio/video surveillance camera system and install a new system.

Vendor will provide all cameras, switches, hard drives, monitors, recorders and should be connected to our current network. All services/labor will be provided from the vendor with some possible support of our IT team.

Cameras needed are indoor dome cameras (up to 14) for hallways and key areas, outdoor weatherproof bullet cameras (up to 19) for perimeter monitoring, all should be high-resolution cameras with night vision capabilities. A map with specific locations requiring coverage can be provided.

System requirements should include, but not limited to: Network Video Recorder (NVR) with storage capacity, Video Management System (VMS) with remote access capabilities, motion detection and event recording features, and integration with our current network. PoE power supply is preferable.

Installation and implementation will include a detailed site visit to assess existing infrastructure and identify optimal camera placement; all necessary cabling for camera connections and network infrastructure; secure mounting hardware and installation procedures, network setup, camera calibration, and VMS configuration; on-site training for designated personnel on system operation and video management.

Maintenance and support will include equipment and software updates, training for church staff, and technical support/troubleshooting.

Important considerations (if necessary) include clearly state how the system will adhere to relevant privacy regulations regarding video surveillance, address data security concerns by

outlining encryption and access control protocols for the system, and consider future expansion needs when designing the system.

Pricing

The Vendor is to provide details concerning all-inclusive cost options. A detailed breakdown of proposed equipment, labor, system design, installation plan, pricing, warranty terms, and project timeline. Budget is not to exceed \$49,999.

Selection Criteria and Interview Process

It is anticipated that vendors will be selected for an interview. The interviews will occur either face-to-face or online at a time agreed upon by vendor, project committee and fiscal agent.

Following proposal reviews and interviews, if the latter are deemed necessary, the Project Committee will rank the interviewing proposals as follows:

- Vendor's knowledge of the subject;
- Representation of adequate staff capacity and the ability to perform the tasks desired in a timely manner;
- Price

Bidding company must be licensed and insured and can provide documentation and similar completed project pictures or referrals if requested.

A decision will be made no later than March 31, 2025. AUMC will then engage the top ranked Vendor in contract negotiations by April 11, 2025.

Directions for Submission of RFP

Interested vendors are to submit one copy of their proposal to the following address:

Nicole Guiliano
Aldersgate United Methodist Church
7901 W 21st St N
Wichita, KS 67205
316-722-8504
admin@aldersgatechurch.org

Such proposals must show the following information:

- Vendor name and address;
- Brief history of operation and range of service capabilities;
- No less than three references including contact information and a brief description of the services provided;
- Only **sealed hard-copy proposals** are acceptable. These can either be hand delivered or submitted via USPS, UPS, FedEx or other delivery service.

- Questions concerning the project and proposal process will be answered and shared with other vendors up until five (5) working days prior to bid opening. Questions submitted after that point will not be answered or processed.
- All proposals must be clearly labeled on the outside of the envelope with the project name provided in the proposal instructions.
- Proposal changes or modifications will be accepted by email, but only if the change or modification is received prior to the bid deadline and then only if the information submitted does not reveal the base value being adjusted. Hardcopy, written confirmation of the value change/modification must be received within two (2) working days after the closing date; otherwise, no consideration will be given to the electronic modification.
- Electronic submissions (e.g., E-mail and FAX) of complete proposals are **NOT** acceptable and will be rejected.
- Neither duplicate hard copies nor electronic versions of proposals should be circulated to other parties affiliated with the project.

Sealed proposals will be accepted until **1:00 PM (CST) Thursday, April 21, 2025**. At that time, all proposals received will be publicly opened. That information will be passed on to the AUMC FY24 NSGP Project Committee which will consist of at least three people. Members of that committee shall then review the individual proposals in accordance with the following criteria.

Budget and Contract

Aldersgate United Methodist Church, Inc. of Wichita, as fiscal agent for self, will enter into a contract with the selected firm. The Vendor is hereby informed that the contract document must be approved by the Kansas Highway Patrol prior to its final execution.

All persons awarded and/or entering into contracts with AUMC shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action. All Contracts will be reviewed by the Kansas Highway Patrol prior to execution.