

**Regional Recreation Corporation of Wood Buffalo (“RRC”)
Fort McMurray, Alberta
Request for Proposal (“RFP”)
For
Access Control System**

RFP # 2019-05-02-Access-Control-System

Closing Time: May 16, 2019, 4:00PM MST

This is not a tender. This RFP will not be publicly opened and read.

1.0 DEFINITIONS

The following definitions apply to the terms used throughout this document:

- 1.1 Closing Time means the date and time for the closing of this RFP as identified in section 3.1.
- 1.2 Contact means the position identified in section 2.2 and is responsible for managing the RFP process through whom all correspondence will flow, including receiving all commercial and technical questions and issuing addenda to this RFP.
- 1.3 Evaluation Team means the individuals who will evaluate the Proposals on behalf of the RRC.
- 1.4 Mandatory Requirements means those requirements in this RFP described with a “must”. Failure to provide mandatory information could result in a Proposal being rejected.
- 1.5 Proponent means a party responding to this RFP.
- 1.6 Proposal means the Proponent's response to the RFP and includes all the Proponent's attachments and presentation materials.
- 1.7 RFP means a Request for Proposal.
- 1.8 RMWB means the Regional Municipality of Wood Buffalo.
- 1.9 RRC means the Regional Recreation Corporation of Wood Buffalo.
- 1.10 Work means the goods and services described in section 2.1 and in detailed in Appendix A.

2.0 REQUEST FOR PROPOSAL INVITATION

2.1 *Project Overview:*

The RRC's procurement mandate promotes fair, transparent, and open exchange of opportunities to the public to develop relationships that will support the growth of the RRC.

This RFP is issued to invite Proposals for the RRC's requirements, hereinafter is referred to as Work. See Work definitions that are summarized below and detailed in Appendix A attached within.

Project Name: Access Control System

Location: Suncor Community Leisure Centre & Shell Place, 1 CA Knight Way, Fort McMurray, AB

Work Description: Provide electronic access control gates for perimeter entrances to two (2) locations; high performance and fitness gyms.

The Work is expected to be completed by August 30th, 2019.

The contract term for services, warranties, licenses and any other support agreements will be specified in any contract resulting from this RFP.

The Proponent acknowledges and agrees that this procurement process is a RFP and is not a tendering process. It is part of an overall procurement process intended to enable the RRC to identify one or more potential vendors for the requested product or service. The submission of a Proposal does not constitute a legally binding agreement between the RRC and any Proponent.

2.2 Contact Information:

It is the Proponent's responsibility to clarify interpretation of any matter the Proponent considers to be unclear before the Close of Questions Deadline, by contacting:

Supervisor, Supply Chain
Email: RFP.Support@RRCWB.ca

All inquiries relating to this RFP shall be directed in writing via email to the Contact above no later than then five (5) business days (May 9th, 2019) prior to Closing Time. Contact with any other RRC personnel, consultants, or others affiliates may result in non-acceptance of Proposals and Proponent disqualification.

The RRC is not responsible for any misunderstandings on the part of the Proponent regarding this RFP or its associated process. Questions will be deemed to be received once the questions submitted by Proponents have been received by the Contact noted above.

2.3 Delivery Requirements:

Proposals must be received via email to the email indicated in section 2.2 above before the Closing Time and the subject line must clearly reference this RFP number (**RFP # 2019-05-02-Access-Control-System**).

Proponents shall submit one copy of their Proposal, via email to the Contact in Section 2.2.

2.4 Proposal Validity Period:

Proposals shall be valid for a period of 90 days from the Closing Date or other such period as may be agreed by the Proponent and the RRC.

2.5 Proposal Eligibility:

In order for Proposals to be eligible for consideration, they must:

- 2.5.1 be received by the Contact on or before the Closing Time, at the email address specified in Section 2.2;
- 2.5.2 meet the Delivery Requirements, as specified in Section 2.3;
- 2.5.3 meet the Proposal Validity Period requirements, as specified in Section 2.4 and;
- 2.5.4 include a copy of the Acknowledgement Form – Appendix B signed by an individual authorized to do so on behalf of the Proponent.

3.0 Instructions to Proponents

3.1 RFP Timetable:

Interested parties should obtain the RFP directly from Alberta Purchasing Connection (APC) or the Regional Recreation Corporation of Wood Buffalo (RRC) websites facilitate receiving any RFP amendments issued.

The timetable below shows the anticipated schedule to award this RFP. The dates shown are estimates. The RRC will strive to meet the activity dates shown; however, the RRC reserves the right to change the schedule as its sole discretion.

Activity	Date	Time
Issuance of RFP:	May 2 nd , 2019	4:00 PM MST
Mandatory Meeting-Shell Place-Guest Services:	May 7 th , 2019	9:00 AM MST
Close of Questions Deadline:	May 9 th , 2019	4:00 PM MST
Closing Date and Time:	May 16 th , 2019	4:00 PM MST
Anticipated Award Date:	May 23 rd , 2019	4:00 PM MST

3.2 General Conditions:

3.2.1 Business Code of Conduct

Proponents must be aware that RRC employees hold exclusive loyalty to the RRC and must never be put in a position where personal or financial incentives or interests may impair their judgment and ability to make decisions in the best interest of the RRC. Proponents must not offer nor should a RRC employee accept any gifts, gratuities, discounts or any other favors from a supplier or potential supplier to the RRC.

3.2.2 Consent to Use of Information

By responding to this RFP, the Proponent consents, and has obtained the written consent from any individuals identified in the Proposal for the RRC to use the personal information

provided in the Proposal to evaluate the Proposal. The success Proponent shall provide proof of the consent of individuals as described in this paragraph to the RRC upon request.

3.2.3 Conflict of Interest

Proponents must fully disclose, in writing to the Contact on or before the Closing Time, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to the RFP. The RRC shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of the RRC, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to the RFP.

3.2.4 Alberta's Personal Information Protection Act (PIPA):

The RRC recognizes that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The RRC also understands that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law.

The Proponent should identify appropriate parts of its Proposal as confidential since this will clearly establish its expectations toward the document, both to the RRC as a public body and to the Information and Privacy Commissioner in any review or refusal of access. The RRC, however, may not be able to meet these expectations in every instance.

3.3 Pre-Submission Requirements:

3.3.1 Pre-proposal Meeting

A mandatory site visit/briefing is required for all Contractors intending to submit a proposal to this RFP. It shall be the responsibility of the Contractor to thoroughly understand the information and scope of services contained in this RFP. Interested contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided.

A proposal meeting is scheduled as follows:

Date and Time: May 7th, 2019; 09:00 AM MST

Location: Shell Place – Guest Services
1 CA Knight Way
Fort McMurray AB T9H 5C5

Contact: Supervisor, Supply Chain
Email: RFP.Support@RRCWB.ca to make arrangements.

Any Contractor that does not arrange a mandatory site visit/briefing shall not be eligible to submit a proposal to this RFP.

3.3.2 Request for Extension

Any request for an extension to the Closing Time will not be considered.

3.3.3 Addenda

The RRC reserves the right to respond to questions, make clarifications and changes, in its sole discretion, to this RFP at any time prior to the Closing Time through the issuance of addendums. Should the RRC issue any addendums to the RFP, the changes will be posted on the Alberta Purchasing Connection (APC) and the Regional Recreation Corporation of Wood Buffalo (RRC) website: no other notices will be issued. Proponents are cautioned to ensure they have received and reviewed all addenda (if any) prior to submitting a Proposal. All addenda issued by the RRC form part of this RFP.

3.3.4 Cost of Preparation

The Proponent is responsible for all costs of preparing and presenting the Proposal.

3.4 Submission Requirements:

3.4.1 In evaluating the Proposals received, the RRC will consider all of the criteria listed below in Section 3.6, and the RRC will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the RRC has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

3.4.2 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the RRC to award points in respect of the criteria noted below (the "Evaluation Criteria").

3.4.3 Proposals and any accompanying documentation, upon receipt by the RRC, will become the property of the RRC and will not be returned to the Proponent.

3.5 Proposal Content:

Proposals submitted should be in enough detail to allow the RRC to determine the Proponent's qualifications and capabilities from the documents received. Every effort should be made to include complete details of the proposed Work.

Proposals should contain, at minimum, the following items and should be identified accordingly:

3.5.1 Introduction

The RRC is soliciting firm, **'fixed'** price bids, including implementation services, from qualified access control contractors, to provide a complete RFID electronic access control system for controlling ingress/egress for two of its sports and fitness gyms, numerous access control points using iClass readers and electric strikes.

The rear entry door of one of the two gyms will require an anti-tailgating solution for the purpose of detecting when more than one person attempts to pass through the door after a valid access has been granted.

The access control systems must include software integration between the RRC's administrative membership management system (Global Northstar) and the RRC's Lenel Onguard building access control system.

The scope of the project includes the delivery, furnishing and installation of equipment, materials, labor, and system commissioning performed by a factory certified technician.

The Proposal should include:

- i. A description of the overall company, in sufficient detail to explain how the Proponent is organized and its areas of business. The description should be in sufficient detail to demonstrate how the staff, organization and financial resources ensure the ongoing ability to provide timely and professional services to the RRC.
- ii. Summary of the corporate history including the full legal name of the company, company address, name of the President/CEO/Owner/Partner(s) and the date the company started business.
- iii. Provide details of any and all subcontracting arrangements proposed by the Proponent.
- iv. Details of any joint ventures, consortiums or partnerships that may be used to complete the Work.

3.5.2 Experience and References

Proponent should provide a minimum of three (3) references with contact information for the purpose of evaluation of the Proposal.

References should include:

- a. the name of the references providing the reference;
- b. the contact name, title, address and telephone number;
- c. the size and nature of the client's business;
- d. the period of time dealing with the client.

3.5.3 Proposed Equipment and After-Sales Services

Proponent should identify persons or teams who will provide specific knowledge and experience in performing work for the projects and services requested in this RFP.

Proponents should include a schedule highlighting all critical dates including manufacturing lead times and related delivery information to achieve operational readiness on or before August 30th, 2019. This schedule should identify responsibilities of both the Proponent and the RRC.

Proponents should:

- a. provide complete breakdown of pricing,
- b. identify any discounts that may apply
- c. provide separate pricing for optional accessories
- d. provide all pricing information in Canadian funds, exclusive of G.S.T.;

Proponents should highlight after-sales service capabilities including service capacities and lead time, stocking capability of replacement parts, delivery lead times of replacement parts, etc.

3.5.4 Additional Information from Proponents

If the Proponent wishes to include any other option not specifically requested by this RFP, it may do so by including additional option, as appendices to the Proposal.

3.5.5 Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

- a. proposals shall be signed by an authorized representative for the Proponent; (Appendix B)
- b. if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal (as needed per corporate bylaw) shall be affixed;
- c. if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- d. if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- e. if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

3.5.6 Primary Contact Name

Provide the name of a single contact person for all future communications between the Proponent and the RRC. Also provide the name of a secondary contact in the event the primary is not available. These persons will be the sole contacts for the purposes of this RFP.

3.6 Evaluation of Proposals:

3.6.1 Clarification

The RRC reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.

3.6.2 Acceptance or Rejection

Proponents are advised that all of the Instructions to Proponents and conditions of the RFP must be strictly complied with and any non-compliance may invalidate the Proposal in question. The RRC reserves the right to reject any Proposal not adhering to material requirement set out in this RFP.

The RRC may, in its sole discretion, accept or reject for its consideration any and all Proposals that contain minor and inconsequential irregularity, or where practicable to do so, the RRC may, as a condition of acceptance of a Proposal, request a Proponent to correct a minor and inconsequential irregularity with no change in proposed price.

The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the RRC.

3.6.3 Method

Once a proposal has been accepted as eligible, the RRC will evaluate it using a Weighted Matrix method. A sample matrix is shown in Figure 1 below. During the draft of the RFP, the RRC will select the evaluation criteria and assign a “weight” to each one. The weight indicates each criterion’s relative importance in determining the successful Bidder. Proposals will be evaluated against each criterion using a scoring scale from 0 to 5, with the resulting score then being multiplied by the assigned weight to give a Result. The Results are summed up to give a Total Score for the evaluation. The RRC will assign scores at its sole discretion.

Item	Criteria	Weight	Score	Result
1	Proposal Cost	40	5	200
2	Proposal Content	40	5	200
3	Past Experience	20	3	60
	TOTAL	100	N/A	460

Figure 1 – Sample Weighted Matrix showing scores and Totals

In this sample, the vendor would have scored **three hundred and seventy (460) out of a possible total of five hundred (500)**. This Total will be compared against all other submissions, with the Proposal with the highest Total being deemed the Winning Proposal.

The RRC recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore the RRC may prefer a Proposal with a higher price, if it offers greater value and better serves the RRC’s interests, as determined by the RRC, over a Proposal with a low price. The RRC’s decision shall be final.

The RRC may, at its sole discretion, invite one or more Proponents for an interview or request further clarification to address any questions relating to their Proposal(s). Proponents will be responsible for any costs associated with the preparation for, and attendance at the interview to take place at a specified location in Fort McMurray, Alberta. The RRC may, at its sole discretion, select the format for the interview (i.e. in-person, telephone, video-conference, etc.).

The RRC may, if necessary, re-evaluate and adjust the previously determined scores based on the results of the interview(s).

3.7 Recapitulation of Proposals

The RRC reserves the right to internally publish the names of Proponents and any summary cost information deemed appropriate.

3.8 Proposal Return

Proposals and accompanying documentation, upon receipt by RRC, will become the property of RRC and shall not be returned to the Proponent.

3.9 Negotiation and Selection

By submitting a Proposal, a Proponent accepts that a contract may be negotiated between the RRC and the Proponent whose Proposal is evaluated as the best value. The RRC reserves the right to negotiate with any Proponent, or more than one Proponent. If the parties after having negotiated in good faith are unable to conclude a formal agreement, the RRC and the Proponent will be released without further obligations other than any

surviving obligations regarding confidentiality and the RRC may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude an agreement with it, and so on until an agreement is reached.

The RRC may at its discretion 1) negotiate with a Proponent to award a contract for all or a portion of the Work; 2) cancel this RFP and issue a new RFP with a new scope of work; or 3) cancel this RFP in its entirety.

3.10 Commitment

Proponents are advised that the RRC makes no commitment under this RFP. Any commitment resulting from this RFP will be made by means of a duly authorized contract.

3.11 Business License

The successful Proponent will be required to obtain licenses to operate in the Province of Alberta. To perform work within the Regional Municipality of Wood Buffalo the successful Proponent will be required to obtain a municipal business license. All costs associated with licensing, insurance and all other requirements are to be borne by Proponent.

3.12 Amendment or Revocation of Proposal

A Proponent may amend its Proposal prior to the Closing Time by submitting a clear and detailed written notice to the Contact. A Proponent may revoke its Proposal at any time prior to an agreement being entered into with RRC by submitting a clear and detailed written notice to the Contact.

3.13 Independent Determination

A Proposal will not be considered by the RRC if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

3.14 Funding

The RRC may cancel this RFP or decide not to enter into an agreement pursuant to this RFP if appropriate budget funding approval is not available.

3.15 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

3.15.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;

3.15.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;

3.15.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;

3.15.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;

3.15.5 to hold harmless the RRC, its directors, officers, employees, agents, advisors, Regional Municipality of Wood Buffalo and all of their respective successors, from all claims, liability and costs related to all aspects of the RFP process;

- 3.15.6** that it shall not be entitled to claim against the RRC, its directors, officers, employees, insurers, agents, advisors and Regional Municipality of Wood Buffalo on grounds that any information, whether obtained from the RRC or otherwise, regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 3.15.7** that the RRC will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the RRC's acceptance or non-acceptance of a Proposal; and
- 3.15.8** to waive any right to contest in any proceeding, case, action or application, the right of the RRC to negotiate with any Proponent for the Contract whom the RRC deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the RRC and acknowledges that the RRC may negotiate and contract with any Proponent it desires.

3.16 Discretion of RRC

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Article prevail, govern and override all other parts of this RFP. The RRC is not bound to accept any Proposal. At any time prior to execution of the Contract, the RRC may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the Work or proceed with the Work on different terms. All of this may be done with no compensation to the Proponents or any other party.

The RRC reserves the right, in its sole and unfettered discretion, to:

- 3.16.1** utilize any designs, ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 3.16.2** negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the Work;
- 3.16.3** waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 3.16.4** receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;
- 3.16.5** determine whether any Proposal meets the submission requirements of this RFP;
- 3.16.6** negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP; and
- 3.16.7** transfer any negotiated or executed contractual documents to a related corporation.

3.17 Selection

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the RRC.

3.18 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by the RRC, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

3.19 Representations and Warranties

3.19.1 The RRC makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.

3.19.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.

3.19.3 No implied obligation of any kind by, or on behalf of, the RRC shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the RRC, are and shall be the only representations and warranties that apply.

3.19.4 Information referenced in this RFP, or otherwise made available by the RRC or any of its directors, officers, employees, agents or advisors, is provided for the convenience of the Proponent only and none of the RRC, its Directors, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the RRC any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

Appendix A – Project Details

Scope of Work

The Regional Recreation Corporation of Wood Buffalo (RRC) is requesting proposals from qualified access control contractors to provide electronic access control gates for perimeter entrances to two (2) of its high performance and fitness gyms. The objective of this project is to add access control for both ingress and egress to the Suncor Leisure Fitness Center, Shell Place High Performance Training center, and several change rooms. It is the intent of the RRC to have the entire system, including all software integrations, installed, commissioned and operational by August 30, 2019.

Each access control entrance system should consist of a single-lane double swing door access gate, be fully integrated with the RRC’s Lenel Onguard building access control system and the NS administrative membership management software system. Additionally, the proposal must include handheld reader technology with the capability of randomly scanning RFID wristbands from a distance of no less than 6 feet. The purpose of this technology is to confirm the identity of a badge holder by comparing the patron to the patron’s photo extracted from the Lenel Onguard system.

Work shall include the furnishing and installation of all equipment, materials, labor, and tools required for system installation, and a final terminations and system commissioning performed by a factory certified technician.

The following is a partial bill of material list of items to be included in the proposal:

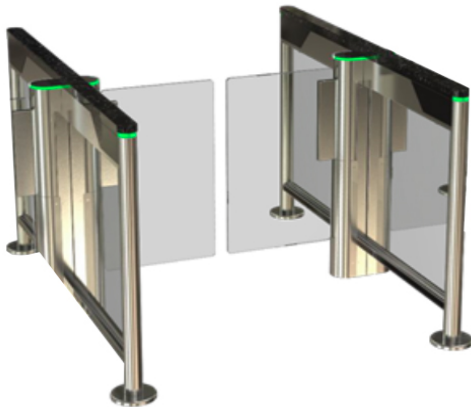
Approximate Quantity	Description	Location
TBD	Lenel software licenses	
2	Mobile Handheld RFID readers/scanners for member verification: Similar to Alutel or Telaeris XPE handheld technology.	TBD
2	Access control entrance gates	Main entrances into the SCLC Leisure Fitness and Shell Place High Performance Training Centers
2	Hi-frequency RFID multiclass readers with keypads (RPK40 or equivalent)	Must be integrated into access control entrance lanes
1	Ceiling mounted anti-tailgating detection system	Installed in plenum space above rear entrance man door to the SCLC Leisure Fitness Center
1	Hi-frequency RFID multiclass readers with keypads (RPK40 or equivalent)	Installed on rear entrance man door
8	Hi-frequency RFID multiclass readers with keypads (RPK40 or equivalent)	3- Readers installed in Aquatics 2- Readers installed in Badminton gym 2- Readers in change rooms next to Curling rink 1- Reader on main entrance door to indoor playground.
2	RFID readers for reading RFID UID codes from RFID wristbands for import into NS	Installed at Guest Services desks in SCLC and Shell Place
TBD	Communications equipment (I.e. Lenel control boards, power supplies and/or	TBD

	transformers, door strikes and supplies, banana composite cable and cable installation for readers, locks, and panel communication, conduit, etc.)	
5000 - 6000	RFID Silicone wristbands (waterproof) in two colors and compatible with proposed iClass RFID readers. Require a percentage to be hypoallergenic – quantity TBD. Sizes TBD <u>The wristbands should be quoted separately.</u>	

General/Technical Requirements

Access Control Entrance Gates

- Access control entrance gates must be capable of controlling and restricting patron traffic and feature double swing doors similar to the following illustration:



- Passageway inside dimensions must be no less than 39" - 40" wide by 47" - 48" high. The entrance gate assemblies must be fitted with fixed glass on either side of the pedestals to prevent circumventing passage through the access control lane.
- The design of the unit must come integrated with the following readers within its housing and/or accommodate surface mounted readers: high frequency RFID keypad reader.
- The units must be UL listed as per 2593 and certified as per CAN/CSA – C22.2/247-92 (R 2008) Standards
- The gates must be capable of being automatically operated and bidirectional, allowing pedestrian traffic in both directions. Each direction must be independently configurable in one of three states:
 - Free: all patrons are authorized to pass under all conditions (I.e. egress)
 - Controlled: each pedestrian must present a valid means of authentication to the reader before being authorized to pass. (I.e. ingress)
 - Locked: no one is authorized to pass, and authentication means are ignored.

- The gates must be capable of being designed to operate in a “normally open” or “normally closed” operation mode.
 - In the “Normally Closed” mode, the security entrance lane provides a closed pathway and will only open upon acceptance of a valid signal
 - In the “Normally Open” mode, the security entrance lane provides a passageway that is always open in the rest position and will only close at unauthorized entry or tailgating attempts.
- The system must use access control to grant or deny access to the fitness amenity and must be capable to operate with iClass RFID keypad user authentication devices.
- Construction: Frame, side panels, and top covers must be made of brushed 16 Gauge stainless steel type AISI 304 or equivalent. The self-supporting kinematic frame must be made of 3/16” thick steel type S355 or equivalent.
- Swing gates must be manufactured from monolithic clear 3/8” thick tempered glass.
- The opening and closing time of the gates must not exceed 1.0 second.
- The drive unit must be silent with a noise level that does not exceed 55db.
- In the event of a power failure, the access gates must fail over in the direction of egress.

Tailgate Detector System

The anti-tailgating system must be capable of monitoring the entry point located at the rear entrance to the SCLC gym. The system must be installable above the man door in the dropped ceiling plenum space and use sensing technology that profiles objects as they pass through the entry point ensuring only “one read/one entry” for each valid access. The system must be configurable to operate in a “card-in/free-exit” mode.

The man door will require installation of a RFID keypad capable iClass reader and be integrated into the Lenel building access control and anti-tailgating systems.

The system must also be capable of producing an audible alert and sending SMS/Email alerts when a security breach has occurred.

Mobile Handheld RFID Readers

Mobile RFID readers must have a minimum RFID read range of 6 feet. The proposed readers must be able to read RFID tags, search the Lenel Onguard database and display a badge holder’s photo for visual verification. It’s desired that the handheld reader have the capacity to download the entire Lenel database onto the portable handheld reader storage medium or a subset of information, likely just the badge holder photo and name.

The readers must be capable of connecting to our network wirelessly.

System Interoperability and Integration Requirements

Though the RRC’s expectation is for a completely integrated end-to-end solution between the Global Northstar administrative system and the Lenel Onguard building access control system, we recognize

that to adequately address the full scope of integration and not impact NS software enhancements already in progress a phased approach is required.

Phase 1 (Interim):

The scope of this phase will require extracting membership records from the NS system on a daily basis for overnight import into the Lenel Onguard system.

The anticipated tasks and deliverables for this phase may include, but are not limited to the following:

- Document Requirements and Integration Design
- Develop and implement a technology solution for importing RFID wristband unique identification codes (UID) into the NS system. **This may require either fixed or mobile reader stations.**
- Identify and document software enhancements required for both the Lenel and NS systems.
- Size and document the types of data elements (I.e. Data Record formats) that will need to be extracted from the NS system for integration into the Lenel Onguard database.
- System maintenance and optimization strategy, plan and process (I.e. ensure Lenel database is optimized on an ongoing basis)
- Develop a system acceptance test plan
- Develop a training and knowledge transfer plan
- Develop a Go-Live plan, which should include a detailed task plan, including a readiness checklist. The plan should include a back-out strategy and clearly defined go/no-go decision points.

Phase 2 (Full Integration)

Phase two will run parallel to phase one and will include all anticipated tasks and deliverables as itemized in phase 1.

The scope for phase two must include bidirectional integration between the RRC's Lenel Onguard building access control system and its administrative software (Global Northstar Club Management System – NS). At a high-level, the integration shall send/push NS member records including amenity access privileges and the member's photo, to the Lenel system for subsequent badge configuration and the Lenel Onguard system shall send/push membership amenity access information back into the NS system for reporting and tracking purposes. The contractor should explain the method of integration that will be used (I.e. real-time, near real-time, store and forward, etc.)

Mobile readers must be capable of reading/scanning RFID wristbands and integrating with the Lenel Onguard database for the purpose of validating a member's identity.

Management Reporting

The Vendor shall provide samples of all available Lenel Onguard reports to report the following:

- Usage of each amenity
- Demographic of usage per amenity (age, gender)
- Daily scans by area, and by member, includes both a summary and detailed option
- Members who are using specific areas the most

In addition, the RRC requires extensive query and reporting capabilities and requires a process be developed for copying the Lenel Database into a SQL database for generating adhoc management reports using tools such as Crystal Reports and other analytic programs. The copy process must be capable of being programmed to either run on a predetermined schedule (i.e. nightly) and/or adhoc basis.

Support and Maintenance

The Vendor must offer a maintenance agreement that will cover all Lenel Onguard software integration enhancements excluding any modifications and/or customizations of the NorthStar system for a period of 1-year starting from the date the entrance gates are fully commissioned.

Third Party Services

List names of any technology companies that your organization has partnered with for the purposes of submitting the proposal and the nature of the relationship.

Describe the overall approach to developing, testing, implementing, and upgrading all software and system components.

Detail any limitations/issues regarding the ability to integrate the proposed solution with the Lenel Onguard and/or NS Systems.

Should customization of the Lenel Onguard building access control system be required as opposed to configuration changes, describe how this will affect the long-term support and maintenance of the system, and post support after implementation.

Training and Support

The successful contractor will be expected to provide training to the RRC's IT and Operations teams to allow for routine ongoing maintenance to be carried out to the manufacturer's specifications. Each contractor shall clearly describe user training provided, including materials and procedures employed. The successful contractor shall provide all reference manuals, booklets and other materials required for training.

Project Proposal Deliverables

The following contains a list of specific proposal deliverables:

- Complete Bill of Materials, including information and specifications on all equipment to be installed.
- Proposed Statement of Work.
- Proposed Project Plan, including a proposed schedule for completion of the work with defined milestones.
- Copy of the Lenel Onguard Database Schema, with a complete description of all tables, indices, and fields within each table.
- Dimensional Drawings:

- Floor plans indicating entrance lane equipment locations. Floor plans shall include equipment identification and direct references for all wiring details for each access lane installation.
- Wiring diagrams shall indicate proposed connections of equipment, model numbers, and designations for readers, cables and termination points.
- Provide project specific manufacturer drawings for all access lanes.
- Provide detailed specific mounting diagram for each access lane including recommended raceway layouts for wiring between side pedestal railings. These details shall be referenced on the floor plans.

WARRANTY

The contracted vendor must provide an all-inclusive minimum 12-month warranty for all equipment, software integration and labor to commence after final commissioning and acceptance. State any extended warranty offered at no additional cost (i.e. manufacturer warranty). The vendor shall be responsible for repair or replacement of any equipment or software that is not working without charge to the RRC.

Software/firmware maintenance: new releases or updates of hardware, software released by the manufacturer shall be applied to the system at no cost to the RRC during the 1-year warranty period.

If selected as the successful Proponent, the Proponent, at its own expense, must provide a certificate of insurance on which the Regional Recreation Corporation of Wood Buffalo and Regional Municipality of Wood Buffalo are named as an additional insured, and must maintain, with Insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta the following insurance policies:

Workers Compensation Insurance – The firm or individual shall procure and maintain during the life of the Agreement, workers compensation insurance, including employer's contingent liability coverage, in accordance with all applicable statutes.

Commercial General Liability Insurance – The firm or individual shall procure and maintain for the life of the Agreement commercial general liability insurance, including Contractual liability coverage, against claims for personal injury, bodily injury and property damage on an "occurrence basis" with coverage in the amount of five million dollars (\$5,000,000) per occurrence combined single limit.

Motor Vehicle Liability – The firm or individual shall procure and maintain during the life of the Agreement motor vehicle liability insurance with limits of the liability not less than two million dollars (\$2,000,000) per occurrence. Coverage shall include all owner, non-owned and hired vehicles.

Professional Liability - The firm or individual shall procure and maintain during the life of an Agreement professional liability insurance coverage in the amount of two million dollars (\$2,000,000) for each claim.

The said insurance policy is to include provision for the insurers to endeavour to provide the RRC with thirty (30) days written notice prior to cancellation.

Proponent shall furnish documentary evidence satisfactory to the RRC of such policies and of the renewal or continuance of such insurances prior to thirty (30) business days of any expiry date or dates thereof.

Proponent, and not the RRC, shall be responsible for any deductible that may apply in any of the said insurance policies.

Appendix B – Acknowledgement Form

Company / Proponent Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Telephone: _____ Fax: _____

Website: _____ GST#: _____

Primary Contact: _____ Office: _____

Email: _____ Mobile: _____

Alternate Contact: _____ Office: _____

Email: _____ Mobile: _____

By signature below, the Proponent hereby acknowledges that 1) its understands and agrees with the RFP process described in this document, and 2) it has thoroughly reviewed the information contained in this RFP and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the Index, and any amendments or addenda thereto:

Print Name

Title

Signature

Date

(Detach this page and return with your Proposal)