

OFFICIAL REQUEST FOR PROPOSALS – ISSUED February 20, 2025

All proposals are due not later than Wednesday, April 16, 2025, at 12:00pm for all
SAFETY & SECURITY ENHANCEMENTS

OVERVIEW

St. Mary’s Visitation seeks to improve campus security and safety through the procurement of equipment and services as outlined in this official Request for Proposal (RFP). The proposed scope of work includes projects at three (3) individual buildings located on the same campus. As a federally funded grant project, each building shall be treated as a unique entity, with the right to make individual procurement elections. A combined RFP process will be utilized in order to provide vendors and service providers with an opportunity to discount based on volume.

All responses to this proposal must be individually formatted based on each building and project line item proposed. Individual estimates or cost proposals should include a reference to the specific project(s) and addresses the vendor proposes to serve. If the vendor seeks to provide products or services at multiple sites or buildings, cost proposals must be clearly delineated for each site. Upon award vendors will be required to bill each entity as a separate client. Invoices may be submitted concurrently.

Vendors are requested to submit their own proposal in response to each project area identified. Detailed architectural, construction or other bid specification documents and drawings are not included as part of this RFP.

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

ST. MARY’S VISITATION
ATTN: SAFETY & SECURITY BID – LINDSAY JOHNSON
1260 CHURCH ST.
ELM GROVE, WI 53122

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

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

Building Locations:

1260 Church St – Church
13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)
13000 Juneau Blvd. – School
Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

This project includes the installation of cameras in the Church, Thrift Shop & School buildings. Based on the available budget and security consultation(s) to date, we estimate not more than seventy-five (75) cameras total for the entire campus. Video displays for staff viewing are expected to be included in all proposals. Proposals should also reflect any required electrical, cabling and other work related to installation.

Cameras must be at least 4MP or higher and include night vision and motion detection. Systems should include at least 30 days of archival footage. Single, dual or 360 degree/panoramic cameras may be included at the discretion of the vendor. Additional features such as remote access, mobile access, panning and zoom may also be included. Vendors are advised to consult the Department of Homeland Security for a list of banned equipment providers or brands (specifically including HIKVision). Proposals including any restricted brand will be rejected.

Fixed price proposals will be given preference over proposals which include ongoing or recurring monthly charges for cloud-based services. St. Mary's reserves the right to elect a provider offering cloud-based services at its own discretion.

1.a) Church – includes up to twenty-five (25) single or multi-head cameras throughout the building. Placements include the church, rectory, sacristy, choir loft, church atrium, entrances, and adoration entrance.

1.b) Thrift Shop – Includes up to twenty-five (25) single or multi-head cameras throughout the building. Placements include the reception area, vault room, ATTIC entry and hallways, cash register, entrances, and donation drop-off area.

1.c) School – Includes up to twenty-five (25) single or multi-head cameras around the exterior of the building. Placements include the main entrance, office, hallways, gym, playground, delivery entrances, stairwells and basement/pit doors.

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

Building Locations:

1260 Church St. – Church

13150 Juneau Blvd. – St. Mary's Thrift Shop (Offices)

13000 Juneau Blvd. – School

Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

This project includes the installation and/or upgrade of an electronic door access system, including the configuration and expansion of existing access systems within the Parish Offices, Church & School, and Convent. This project also includes door repairs and/or door replacement throughout the buildings.

2.a) Church – Includes the update or installation of access control systems at the narthex entrance, gathering space, adoration chapel, and tunnel access points. Updates to key and lock systems and replacements of deteriorating doors are also needed. Replacement of physical exterior doors along the west side of the Church are also included as part of this project.

2.b) Thrift Shop – Includes the update or installation of access control systems at the parish office, ATTIC, and Thrift Store entrances. Updates to key and lock systems and replacements of deteriorating doors are also needed.

2.c) School – Includes the replacement and installation of access control systems at the main entry, office, door #28, vendor doors, #33, #40, faculty door, and preschool doors. Updates to key and lock systems and replacements of deteriorating doors, specifically Crescent Drive Doors, are needed.

FOB systems are preferred for electronic access control; however vendors may propose keypad and/or other systems at their discretion. All electrical, cabling and any other work related to installation are expected to be included in the cost proposals.

PROJECT NO. 3: EXTERIOR LIGHTING

Building Locations:

1260 Church St. – Church
13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)
13000 Juneau Blvd. – School
Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

This project includes the installation or upgrade of exterior lighting at all three building locations. We project a need for not more than 30 wall-mounted lights.

3.a) Church – Includes the installation and/or upgrade of up to twenty (20) wall-mounted interior and exterior lights to illuminate tunnels, entrances, parking areas, and adoration chapel.

3.b) Thrift Shop– Includes the installation and/or upgrade of up to five (5) wall-mounted lights strategically placed to illuminate entry points, parking areas, and thrift shop pick up and drop off.

3.c) School– Includes the installation and/or upgrade of up to five (5) wall-mounted lights to illuminate playground, delivery entrances, and basement/pit doors.

Permits, licensing, trenching and any other required work for installation of lights is expected to be included in the proposal. Vendors are advised of the need to comply with city licensing, permitting and inspection requirements.

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

Building Locations:

1260 Church St. – Church
13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)
13000 Juneau Blvd. – School
Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

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, Thrift Shop, and School 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.

In addition to facilitating the collaborative development of these policies and protocols, this project may include staff and volunteer training and/or student, volunteer and family training as may be recommended or necessary.

PROJECT NO. 5: ALARM/INTRUSION/PUBLIC ADDRESS SYSTEM

Building Locations:

1260 Church St. – Church
13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)
13000 Juneau Blvd. – School
Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

This service includes installation of cellular communicators and alarm systems including panic buttons or the ability to contact first responders.

Vendors are free to propose one or more solutions which provide the following functionality: a) an audible, and/or visual alert and/or instructions, b) include one or more alarm types for fire, weather or active shooter scenarios, c) mass communications including text, email and/or other broadcast alerts, d) direct or indirect contact to first responders including law enforcement agencies.

Proposed solutions may include a series of individual software suites, phone/VOIP solutions, PA systems, panic buttons, or other products offering the same functionality.

PROJECT NO. 6: PROTECTIVE WINDOW COATING OR LAMINATION

Building Locations:

1260 Church St. – Church
13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)
13000 Juneau Blvd. – School
Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

This project includes enhancements, upgrades, or replacements to windows in the Church, Thrift Shop, and School buildings to increase safety, security, and reduce the likelihood of penetration or shattering in the event of projectile contact. 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. This project will likely be limited by budgetary constraints. The highest priority will be glass entry doors and sidelights, second priority ground level

windows in public gathering spaces, third priority includes interior sidelights, classroom windows and other interior windows.

6.a) Church – Includes the installation of protective glass coating at the main entrance and ground level exposed glass.

6.b) Thrift Store– Includes the installation of protective glass coating at the main entrance and ground level exposed glass.

6.c) School – Includes the installation of protective glass coating at the main entrance, preschool entrance, cafeteria, library, and ground level exposed glass.

PROJECT NO. 7: BOLLARDS

Building Locations:

1260 Church St. – Church

13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)

13000 Juneau Blvd. – School

Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by August 30, 2025.

This project includes the installation of bollards to protect the buildings from vehicular attack. Bollards will be strategically installed at high traffic areas in front of pedestrian walkways, adjacent to parking areas and building entry ways.

Vendors may proposal steel, concrete or other types of bollards including decorative planters. Bollards may be fixed or movable, subject to the condition that any bollard is reasonably capable of stopping a moving vehicle. (At least 800lbs or more in weight).

PROJECT NO. 8: BACK-UP POWER

1260 Church St. – Church

13150 Juneau Blvd. – St. Mary’s Thrift Shop (Offices)

13000 Juneau Blvd. – School

Elm Grove, WI 53122

Time for Completion: All work is expected to be completed by December 31, 2025.

This project includes the installation of gas, natural gas or battery back up system sufficient to power interior lighting, emergency lighting, CCTV systems, access control, PA/Alert systems, and other critical infrastructure for a period of not less than 4hrs.

Vendors may propose one or more power solutions including generators or batteries. Funding for this project is allocated across all three locations. A gas or natural gas powered generator is assumed to be located near or adjacent to the Church. Battery systems may be located at all three buildings. Continuing power supply is expected across all three sites.

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. Worksheets will be provided at the vendor conference which vendors may voluntarily use to submit cost proposals.

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 Wednesday, April 16, 2025, at 12:00pm (Central Standard Time) will have their proposal rejected. Vendors will be contacted within ten (10) business days to discuss any follow-up questions or clarifications required. Contracts are expected to be finalized by April 30, 2025.

PAYMENT PROCESSING: Projects outlined within this request for proposal document are funded through a federal government grant. Vendors offering flexible or extended billing terms will be given preference (ie, net 60 days). Advance or prepayment(s) will not be allowed for service items. Vendors must provide services, equipment or products subject to final review and approval by St. Mary's Visitation 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.

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.

Vendors must also comply with applicable state and local laws including all permitting and licensing requirements for the State of Wisconsin and City of Elm Grove. The Archdiocese of Milwaukee may also impose requirements for vendors including background checks, proof of insurance and additional insured. Vendors are expected to include all costs related to installation of any equipment proposed, this is to include: license or permit fees, electrical or trenching work, cabling and any other work necessary for installation. Anything not included must specifically be stated as such.

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

Friday, March 28, 2025, 10:00am

1260 Church St. (Parish Office)
Elm Grove, WI 53122

Please contact Ms. Taylor Mair at taylor@symphonyadvancement.com to RSVP to 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 Mr. Jeffrey Robb either by phone at: 262-723-1074 or via email jeffrey@symphonyadvancement.com