



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

May 5, 2009

Request for Quote No. 2009-023

Sale and Installation of New Hirsch Card-Readers

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (District) is seeking quotes for the sale and installation of a new Hirsch Card access system that will work with the Velocity software program.

To respond to this RFQ, an interested company should submit one (1) copy of its quote sheet to:

Rebekah Davies, Purchasing Agent
Bay Area Air Quality Management District
939 Ellis Street San Francisco, CA 94109
or emailed to:
rdavies@baaqmd.gov

**Quotes must be received at the District offices at
939 Ellis Street, San Francisco, California, 94109 by 4:30 PM on May 19.
Late quotes will not be considered.**

Proposals must address all information requested in this RFQ. A quote may add information not requested in this RFQ, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFQ should be directed to Matt Serier at voice: (415) 749-4987 or email: mserier@baaqmd.gov.**

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of this proposal.
2. The District may modify the RFQ or issue supplementary information or guidelines during the quote preparation period prior to May 19, 2009.
3. The District will hold an optional walkthrough on Wednesday, May 13 at 10:00 a.m. and will answer any questions regarding this project at that time. Please RSVP to Rebekah Davies at rdavies@baaqmd.gov at least one day prior.
4. Quotes shall constitute firm offers. Once submitted, quotes cannot be altered without the written consent of the District, but quotes may be withdrawn.
5. The District reserves the right to reject any and all quotes.
6. The cost for developing the quote is the responsibility of the bidder, and shall not be chargeable to the District.

B. Submittal of Quotes

1. A copy of the quote must arrive at the address specified in Section I by 4:30 p.m. on Tuesday, May 19, 2009.
2. Proposals received after the time and date provided previously specified will not be considered.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Quote

Submitted proposals must follow the format outlined below and include all requested information.

1. Technical Proposal

The technical proposal must include estimated length of installation.

2. Cost Proposal

The cost proposal must include the cost of the materials and labor costs for the installation component of the work plan.

SECTION VI – QUOTE EVALUATION

A panel of District staff will evaluate all quotes. The District reserves the right to reject any and all quotes submitted and/or request additional information. During the selection process, the District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time.

If two or more quotes receive the same number of points, the District will accept the lower cost offer.

SECTION IV – SCOPE OF WORK

Description of Work:

Firm shall provide the labor to remove existing Northern DSX control panels and furnish and install a Hirsch access control system at the District's headquarters on Ellis Street in San Francisco. Firm should use existing wire where possible, as well as use the existing electrified locking hardware, lock power supplies, readers, door contacts, and RQEs. Work will include custom configuration, programming and testing of all doors. Work will also include replacing existing badge printer and camera for employee badging. District shall provide power and access to network as needed. District shall provide PC and monitor for viewing Velocity access control software as Client.

The firm shall offer a one (1) year full warranty, starting from the date of final installation. Warranty will not cover damage caused by others.

The firm should provide their quote based on the use of the following parts for the installation of the new card reader system:

Qty	Hirsch Part Number	Description
7	M8N2	Hirsch Model 8 Door Controller with SNIB2
1	M2N2	Hirsch Model 2 Door Controller with SNIB2
35	MRIA	Match Reader Interface Assembly
35	MB2	Surface Mounting Box
35	MELM2	Line Supervision Module
1	Material	Misc materials: conduit, connectors, etc.
1	VEL	Hirsch Velocity Access Control Software (District already owns copy)
1	SMES-H	Enrollment Station – HID
1	IDP-MLT2E	Magiccard Latin Tango 2E
1	IDCAMKIT	ID Camera Kit with PTZ Flash: PTZ camera with synchronized flash. USB camera and accessories connect via USB. Does not require PCI cards to connect to the PC. Includes external USB interface box, camera, camera power supply, flash assembly, USB cable, USB hub, large bracket, multi-cable for flash, tripod, and 4' X 4' blue backdrop
2	IDP-ML6PR	ID Print – Magiccard Latin 6P Ribbon: 6 panel color ribbon for Magiccard Latin Series Tango printer. YMCKOK-300 shots, 5 th panel is for clear overlay, 6 th panel is black for reverse side.
100	PVC-CP-H	HID Prox Cards