

**Town of Kitty Hawk**  
**Access Control System Installation**  
**Request for Proposals**  
**12/14/2023**

**BACKGROUND**

The Town of Kitty Hawk is looking for a qualified firm to install a key access control system in some buildings. The proposal will include the equipment, software, materials, and installation. The Town of Kitty Hawk seeks a proposal to include a key access control system at three physical locations including our Town Hall, Fire Station, and Public Works.

Proposals should be delivered no later than 2:00 pm on December 28, 2023. The Town of Kitty Hawks will use procurement methods outlined in N.C.G.S. 143-135.9.

For questions concerning this project please contact Melody Clopton @  
mclopton@kittyhawktown.net.

**SCOPE**

The general scope of work consists of furnishing and installing the software and equipment to provide an electronic locks system in 3 Town buildings. The work includes the removal and disposal of the old units. The proposal should include all necessary software licenses, badge printers, and a considerable number of cards for badging current town employees for the use of the system. The proposal should include the cost of all necessary wires, equipment, materials, and labor required to train Town employees on the use of the access control system.

**EQUIPMENT**

All units and components must be new to the factory. Secondhand or used equipment will not be accepted. The equipment will be installed in 3 locations:

Town Hall – 5 doors

Fire Station -9 doors

Public works – 4 doors

All components of this system located in the server room should receive electric power through Battery backup units. Battery Backup units should keep all system units operational during an electric outage until the generator can switch on and provide power.

### **ELECTRICAL**

It is the responsibility of the contractor to verify the existing available electrical circuits feeding each unit and to modify the circuit in each case as needed to accommodate the new units. All Electrical wiring should be installed inside appropriate conduit as required by the building code, and the electrical code. Any old wiring that cannot be used will be removed by the contractor.

### **EXECUTION**

This specification is for a complete, turnkey installation including equipment installation, electrical installation, and commissioning of the entire system. The successful contractor will be responsible for coordinating the project utilizing his personnel and with minimal disruption to facility operations. The staging of new equipment and the removal and disposal of old equipment will be the responsibility of the successful contractor.

### **QUALIFICATIONS**

Contractors for this project must have all North Carolina licenses that are required for the completion of this project. The successful contractor must demonstrate their ability to complete this project by including in their proposal three (3) references for projects completed of similar scope and size. References shall include the name of the facility, contact person, phone number, and a brief description of the project.

### **PAYMENT TO VENDOR**

Compensation will be made to the successful contractor in a series of three payments. Upon delivery of all new equipment to the grounds of the Town of Kitty Hawk, the contractor may invoice The Town for 50% of their contract amount. The contractor may invoice for 40% of the contract amount once the system has been installed and commissioned. The contractor may present to the Town an invoice for the final 10% of the contract total of 30 days after the system has been commissioned and operational.

### **CONTRACTOR'S LIABILITY INSURANCE**

The winning contractor shall purchase and maintain such liability and other insurance as appropriate for the work being performed and will provide protection from claims that may arise out of or result from the contractor's performance of the work and the contractor's other obligations under the contract documents, whether it is to be performed by a contractor, any subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable.

**WARRANTY**

The entire system shall be warranted for at least a period of one (1) year for defects in material and workmanship. The warranty period shall commence upon acceptance by The Town of Kitty Hawk of a working system. If a problem occurs with the system in the first year, the vendor shall arrive on site within 24 hours of being contacted to evaluate and begin repairs.

**PERMITS**

All permits required by state and/or local law shall be drawn up, filed, or pulled by the accepted contractor.