



October 3rd, 2023

REQUEST FOR PROPOSALS
High-Security Master Key System

Table of Contents

Invitation to Bid.3
Introduction.4
Scope of Work.5
Project Schedule.6
Proposal Submission Format and Requirements.6
Proposal Selection Procedures.7
Acknowledgement of Addendum.9
Bid Form.	10
Commitment to Minority Business Participation Form	11

ATTACHED EXHIBITS

EXHIBIT A: Hardware Standards for The Columbus Zoo and Aquarium

INVITATION TO BID

The Columbus Zoo and Aquarium Association (CZA) invites qualified bidders to submit proposals for the High-Security Master Key System. Proposals for the project will be received by The Columbus Zoo and Aquarium until 5:00 PM on October 31st, 2023.

Bids must be received on the included bid form and must be submitted via email to Steven.Langton@Columbuszoo.org. Bids arriving after the above date and time will be rejected.

Any questions pertaining to the interpretation of the contract documents are to be submitted electronically in email to Steven Langton, Steven.Langton@columbuszoo.org

No questions will be heard after 2:00 PM on October 20th, 2023. Answers deemed necessary will be given in the form of an addendum to the bidding documents and issued to firms on record with The Columbus Zoo and Aquarium Association (CZA) as confirmed bidding contractors.

Requests to conduct a site survey of the property must be made prior to the identified site survey timeline, provided below. Requests must be submitted via email to steven.langton@columbuszoo.org. Requests made during or after the time set aside for site surveys will be rejected.

INTRODUCTION

Our Mission: Empowering People. Saving Wildlife.

Our Vision: To become one of the most impactful wildlife conservation institutions globally.

Our Purpose: To make a positive impact on people, wildlife, and wild places.

The Columbus Zoo and Aquarium Association (CZA) is a 501 (c) (3) not-for-profit organization that manages and operates a highly acclaimed zoo, golf course, and an LLC waterpark on 612 adjacent acres of land on the northwestern outskirts of Columbus, Ohio.

The CZA and affiliated LLC properties are currently utilizing a non-commercial, unrestricted master key system that is outdated and inconsistent throughout the property.

The CZA has antiquated controls and equipment in this critical infrastructure system and has assessed the need to update the keying system campus-wide in order to improve physical security measures consistent with industry best practices. The overall goals of this project include:

- Elimination of existing key system components
- Implementation of an entirely restricted high-security master key system
- Elimination of the potential for copied or ghost keys
- Development of improved administrative controls in the management of keys and cores
- Full-integration and compatibility with existing Schlage hardware, wherever possible

The ideal design-build firm will be capable of completing a campus-wide site-survey of all doors and hardware (at expense of the Proposer) prior to submitting a proposal; procurement of all necessary hardware that meets existing Schlage specifications for a restricted Large-Format Interchangeable Core (LFIC) at competitive rates; fully manage and implement new hardware installation; and provide ongoing locksmith services throughout and after the completion of the project.

General property details include:

- Collective CZA infrastructure dispersed across nearly 600 acres
- Approximately 1,200 affected door keyways/cores
- Approximately 150 buildings varying in size and scope
- Approximately 1,000 affected padlocks

SCOPE of WORK

The Columbus Zoo and Aquarium requests proposals from firms (Proposer) interested in providing professional services to design and build a new high-security master key system, implement the new key system and provide continual locksmith service and maintenance post-implementation.

The design and implementation of a high-security master key system will replace the current non-commercial, unrestricted master key system that is outdated and inconsistent throughout the property. The CZA is requesting proposals from firms that have the expertise, capability and design-build philosophy to provide a high-security master key system design specification with integration into existing Schlage hardware (where possible), and according to our hardware standards (attached as Exhibit A). Complete implementation to include door hardware replacement and/or integration, restricted large-format interchangeable cores (LFIC) with concealed key-control for all necessary keyways and institutional padlocks, restricted keys and key blanks, key cabinets (where applicable), key management solutions and continuation of consistent, reliable and timely locksmith services throughout and following completion of the key system implementation.

Keying meetings needed to determine specifics of the new high-security master key design will take place after the contract is awarded and costs associated with those meetings should be included in the proposal.

The contractor shall furnish all labor, materials, and equipment to perform all work required. This project is considered Prevailing Wage for the State of Ohio and proposals should reflect this as such.

PROJECT SCHEDULE

All work must be completed no later than March 29th, 2024. The CZA anticipates issuing a notice to proceed on or about November 17th, 2023.

Allowable time for site survey: 16 - 20 October, 2023 – One week in duration

Bid Deadline: Tuesday, October 31st. 5:00 PM

Notice of Award: Friday, November 17th, 2023.

Anticipated Notice to Proceed: Friday, November 17th, 2023.

Final Completion: March 29th, 2024.

Equal employment opportunity, Drug Free Safety Policy Requirements and Prevailing Wage rates are applicable to this project. This project is tax exempt.

The CZA desires to engage a minority spend of 10% of the total project cost. (Total cost includes design cost and installation cost by successful bidder). The CZA recognizes traditionally defined Minority Businesses who voluntarily self-disclose their classification.

Other groups, or individuals, found to be socially and economically disadvantaged and to have suffered racial or ethnic discrimination and decreased opportunities to compete in the area markets will be evaluated on a case by case basis.

PROPOSAL SUBMISSION FORMAT AND REQUIREMENTS

Please include the following information in your submission:

1. Corporate Information
 - a) Provide firm name, officers of the firm as applicable and their contact information.
 - b) Provide a brief overview of the firm's history, including services provided.
 - c) State limits and deductible of professional liability coverage.
2. Relevant Experience
 - a) Identify successful past projects achieved by your company that express similar work.
4. Strategic Approach and Proposed Schedule
 - a) Provide a statement that your firm understands the proposed Scope of Work and how well your firm might be able to respond to that Scope of Work.

b) Provide a brief description of your firm's proposed process for completing the Scope of Work, including how you envision the process and schedule for time to turn around this volume of work.

5. Proposed cost of services

a) Identify any other pertinent information that would relate to your firm's philosophy regarding costs, design fees, ownership of errors and omissions, partnership opportunities, etc.

PROPOSAL SELECTION PROCEDURE, TERMS AND CONDITIONS

1. **Proposals must be received electronically no later than 5:00 PM on October 31st 2023.** Proposals received after this time will not be considered.
2. All responses received by the deadline will be evaluated based on: ability to perform the work described within the Scope of work; ability to meet the schedule; relevant experience; and the proposed cost of services.
3. Proposals received from firms who did not conduct a site survey of the property prior to submitting a proposal, will be rejected.
4. Once a decision has been reached, a Letter of Intent will be processed and forwarded to the selected company and the other candidates will subsequently be informed of the decision in a timely and respectful fashion.
5. All costs of developing these proposals, to include a complete site survey prior to submission, and any subsequent expenses relating to the process or to contract negotiations are entirely the responsibility of the Proposer and may not be charged to the CZA.
6. It is the policy of the CZA to solicit proposals with a bona fide intention to award a contract. This policy notwithstanding:
 - This Request for Proposal is not subject to the competitive bidding process.
 - Any contract entered into as a result of any proposal submittal will not necessarily be based on the concept of lowest apparent bidder.
 - The CZA reserves the right to accept or reject any or all RFP's that may be submitted or to procure any service by any other means.
 - The CZA reserves the right at any time to modify the selection process or the scope of the project or the required responses.
 - Soliciting proposals and granting of exclusive negotiation rights does not commit the CZA to accept any terms of any proposal. Final terms of any agreements are

subject to the approval of the CZA. We may suspend or terminate negotiations at any time that we determine additional negotiations would be unproductive.

- Submission of a proposal constitutes express acceptance by the Proposer of all provisions of this Request for Proposal.

ACKNOWLEDGEMENT OF ADDENDUM

Bidders must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: ____

Addendum No.: ____

Addendum No.: ____

Addendum No.: ____

Addendum No.: ____

Addendum No.: ____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

Commitment to Minority Business Participation Form

Use “√” or “X” to mark option included in bid

If marking Option B, also show percentage of proposed participation.

_____ **Option A**

Bidder commits to meet or exceed the advertised MBE participation goal of the contract award amount, calculated as a portion of the base bid plus all accepted alternates, by using certified MBE business enterprise(s) or other group as described in the RFP.

Bidder agrees that if selected for consideration of the contract, it shall provide (if not provided with the Bidder’s base bid) to the CZA, within 3 business days after receiving notice from CZA, MBE affidavit form for each certified business enterprises proposed for use by the bidder if awarded the contract for this project.

_____ **Option B**

Bidder does not meet the advertised MBE or other group as described in the RFP Participation Goal percentage, but if awarded the contract for this project, commits to provide _____ percent of the contract award amount, calculated as a portion of the base bid plus all accepted alternates, by using certified MBE business enterprises or other group as described in the RFP.

Bidder acknowledges it understands the requirement for it to provide and agrees to provide to the CZA, if selected for consideration of the contract, within 3 business days after notice from CZA, a “Demonstration of Good Faith” form describing its efforts undertaken prior to submitting its bid to meet the advertised MBE participation goal percentage for the contract for this project.

_____ **Option C**

Bidder declares that the bidder is certified MBE business enterprise or other group as described in the RFP and that if awarded this contract, the MBE participation percentage will be 100 percent of the Contract award amount.