

The Basilica of St Josaphat
OFFICIAL REQUEST FOR PROPOSALS – ISSUED: November 1, 2023

Sealed bids will be opened on Tuesday, November 28th, 2023 at 10:30 A.M. for all **SAFETY & SECURITY ENHANCEMENTS**.

OVERVIEW

The Basilica of St Josaphat, including the Parish, Parish Center, School and Foundation seek to improve campus security and safety through the procurement of safety and security systems and services as outlined in this official Request for Proposal (RFP). While each organization is an individual entity and retains the right to make individual procurement elections, a combined RFP process will be utilized in an effort to provide vendors and service providers an opportunity to discount based on volume. We request individual estimates make reference to specific project(s) and individual addresses the vendor proposes to serve. Upon award vendors will be required to bill each entity individually, billing may be submitted concurrently however.

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

The Basilica of St Josaphat
ATTN: Security Project Bid
2333 S. 6th Street
Milwaukee, WI 53215-3220

Qualified, interested vendors may submit proposals to one or more project areas.

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

Building Locations: 2333 South 6th Street
801 West Lincoln Avenue
2322 South 7th Street
Milwaukee, WI 53215

Time for Completion: All work is expected to be completed not later than June 30, 2024.

This project includes installation of cameras in the School, Church and Parish Center Buildings as follows. Based on available budget and security consultation(s) to date we estimate not more than 40 single or multi-head cameras throughout campus buildings.

1.A) School Building – Between fifteen to twenty (15-20) single or multi-head, 4 Megapixel cameras including up to 15 placements throughout the interior of the School building. This includes placements in hallways on first, second and basement level, at the main entrance and in the gymnasium. Potential placement of 1 or 2 external cameras addressing main entry and exit points.

1.B) Church Building – Up to eight (8) single or multi-head, 4 Megapixel cameras installed on the exterior and interior of the main church building. This includes placements in the south church parking lot, central courtyard and up to four interior placements.

1.C) Parish Center Building – Up to six (6) exterior single or multi-head, 4 Megapixel cameras including placements facing the central courtyard, 7th street entrance, south lawn, south east entrance, the proposed new south entry way, and north parking lot.

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

Building Locations: 801 West Lincoln Avenue
2322 South 7th Street
Milwaukee, WI 53215

Time for Completion: All work shall be completed by March 1st 2024.

This project includes installation and/or update of an electronic door access system updates, including configuration and/or expansion of existing of entry/access systems within the Parish Center and School Building.

2.A School Building – This includes upgrades to four (4) physical doors and entry points throughout the school building. The NW staff entrance, including strike plate/FOB entry, first floor SE stairwell door including panic device, strike plate and key, the main entrance including replacement of the doors, to include a new double door system, sidelites and center mullion, strike plate(s), panic device and wiring, upgrade to (17) interior classroom doors to include metal vent/grating to replace wood louvers, and retractable window shades to cover glass windows in each door.

2.B Parish Center – This includes access control including exterior entry/door repairs and/or installation of FOB's at exterior entry points. Up to four (4) entry points are to be included. Entry controls should allow remote access and/or time/delay lock/open features.

PROJECT NO. 3: EXTERIOR LIGHTING

Building Locations: 2333 South 6th Street
801 West Lincoln Avenue
2322 South 7th Street
Milwaukee, WI 53215

Time for Completion: All work shall be completed by March 1, 2024.

This project includes installation or upgrade of lights at all three building locations. We project a need for up to 33 wall and pole mounted lights.

3.A Church Building – Includes installation of up to five (5) exterior lights at entry points and as necessary to illuminate the parking lot.

3.B Parish Center Building – Includes installation of up to twelve (12) exterior lights including north and south parking areas, and wall mounted building packs.

3.C School Building – Including replacement or installation of up to sixteen (16) exterior lights or wall packs. This includes front entry lighting (over main doorway – 5), wall mounted illumination along north side (Lincoln Avenue) of building (5 lights), replacement of wall mounted illumination along south side (alley) of building (5 lights). One light affixed to building (east side).

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

Building Locations: 2333 South 6th Street
801 West Lincoln Avenue
2322 South 7th Street
Milwaukee, WI 53215

Time for Completion: All work shall be completed by December 31, 2024.

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). Both Church 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 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: PRIVATE SECURITY/PATROL

Building Locations: 2333 South 6th Street
801 West Lincoln Avenue
2322 South 7th Street
Milwaukee, WI 53215

Start date: December 1, 2023 through May 31, 2026.

This project seeks a third party security service provider able to provide security teams during events and activities on the campus throughout the year. Providers may offer fixed fee or hourly pricing for consideration. Specific requirements include:

5.A School – Onsite personnel or patrols during 1) school/student entry/admission and release/student pick up, 2) during lunch or recess time(s), and 3) periodic overnight or random patrols to reduce vandalism, theft, etc.

5. B Church – Contracted “Greeters” to meet and screen guests/visitors during high profile events and activities throughout the year. Each session is expected to last 2-3 hours with up to five individuals required.

Please note any price variation for evening, weekends and holiday hours. Christmas and Easter are to be included as activity/event dates.

PROJECT NO. 6: PERIMETER FENCING & ENTRY GATES

Building Locations: 2333 South 6th Street
801 West Lincoln Avenue
2322 South 7th Street
Milwaukee, WI 53215

Start date: December 1, 2023 through December 31, 2024

This service includes removal (and disposal) of existing fencing along the St. Josaphat's Basilica campus, including both parking lots, Lincoln avenue, south alley, sixth street and seventh street perimeter areas. Project calls for installation of 6' or 8' high aluminum, steel or wrought iron fencing with remote access control in four (4) vehicle gate locations; two (2) eighteen foot, two (2) twenty-two foot, one (1) additional slide gate is also included (5 vehicle gates total), approximately 1100 lineal feet of fence required.

PROJECT NO. 7: ALARM/INTRUSION/PUBLIC ADDRESS SYSTEM

Building Locations: 801 West Lincoln Avenue
Milwaukee, WI 53215

Start date: December 1, 2023 through December 31, 2024.

This service includes installation and/or extension of a Public Address (PA) system and alarm or alert system and may include Intrusion Detection System (IDS). The completed system should allow campus wide broadcast ability including audio and intercom or telephone across all areas. The system should include installation of panic buttons at key locations throughout the Church, Parish Center and School buildings. This may include installation of a WAVE alarm and alert system, emergency radio and PA device.

PROJECT NO. 8: PROTECTIVE WINDOW COATING OR LAMINATION

Building Locations: 801 West Lincoln Avenue
Milwaukee, WI 53215

Start date: December 1, 2023 through December 31, 2024.

This service includes enhancements, upgrades or replacements to windows in the School building to increase safety, security and reduce 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.

IMPORTANT NOTICE(S): All bid respondents are expected to include staff training as part of the proposed pricing structure provided. Respondents must comply with the Civil Rights Act of 1964 and refrain from the practice of any discrimination based on national origin, the National Environmental Policy Act of 1969, which requires individuals to use all practical means within their authority to ensure people and nature can exist in productive harmony, the USA Patriot Act of 2001, which requires assistance in intercepting and obstructing acts of terrorism, the Age Discrimination Act of 1975. Respondents are further required to maintain a drug-free workplace. Furthermore awardees, subgrantees and assignees must acknowledge and provide access to documents, information and facilities as is necessary to ensure compliance and/or compliance reviews or investigations related to any of the aforementioned requirements. Contractors which are uninsured, debarred or suspended from work with State or Federal projects are prohibited from bidding on these projects. Contractors are expected to adhere to these and any other applicable State, Local or Federal work requirements.

CONTRACTOR SELECTION: All Contractors shall provide a detailed proposal 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. 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. All contracts are expected to be finalized not later than **Tuesday December 5th at 2:00pm**.

PAYMENT PROCESSING: Contractor shall be provided payment for services as follows: one third of contract pricing within 14 days of contract signing, any additional payments as may be mutually agreed upon with the final payment of the remaining balance due upon contract completion (and any required licensing or inspection approvals as may be required).

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

Thursday November 17, 2023 (9:00am to 11:00am)

Please contact Mr. Jeffrey Robb jeffrey@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 are welcome to contact Mr. Jeffrey Robb either by phone at: 262-723-1074 or via email jeffrey@symphonyadvancement.com

[END NEWS PRINT NOTICE – DO NOT INCLUDE BELOW]

Signed:

Jeffrey Robb
Special Projects Manager
St. Josaphat's Basilica

PUBLISH TWO (2) TIMES OR ONE MONTH WITHOUT FAIL