

Gloucester Township Fire District No.: 6
REQUEST FOR PROPOSAL For
"BUILDING ACCESS CONTROL SYSTEM"

I. PURPOSE AND INTENT

The Gloucester Township Fire District No.: 6 ("District") is requesting proposals for a qualified contractor to upgrade the existing key fob access control system and to supply and install electric door strikes and/or door controllers as needed. The expected services are described in **Section III** of this request for proposal (RFP). The intent of this RFP is to identify a qualified contractor who can assess the current access control infrastructure, upgrade the key fob system, and add electric strikes or controllers to enhance building security and operational control of access points at District facilities.

II. PROPOSAL SUBMISSION

- 1) Submissions shall be submitted in sealed envelopes and must be marked **"RFP FOR BUILDING ACCESS CONTROL SYSTEM"** and addressed to:

Gloucester Township Fire District No.: 6
Attention: Christopher Brown
Fire Chief/Fire Administrator
1946 Williamstown Erial Road
Sicklerville, NJ 08081

The proposal must be received no later than Friday, August 7, 2026 at 11:00 A.M.

Faxed proposals will NOT be accepted.

- 2) Any inquiry concerning this RFP should be directed in writing by email:
Christopher Brown
Email: cbrown@gtfd6.com
- 3) All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq. The District will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The District reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The District further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the District reserves the right to re-solicit proposals.
- 4) All contractors on projects for public work shall adhere to all requirements of the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48, et seq., and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25, et seq.

III. SCOPE OF WORK AND/OR REQUIRED ITEMS

General Requirements: It is the intent of these specifications to describe and govern the upgrade of the existing key fob access control system and the supply and installation of electric door strikes and/or door controllers upon the request of the Fire District administration and consistent with local ordinances and the laws of New Jersey.

Services: Services provided shall conform to the following specifications:

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Access Control System Upgrade: The District is seeking a qualified contractor to upgrade the existing key fob access control system. The contractor shall assess the current system, recommend and implement upgrades to hardware and software as necessary to ensure reliable, secure, and modern operation of the key fob system.

Electric Strikes and Controllers: The contractor shall supply and install electric door strikes, electric locks, and/or door controllers on doors designated by the District or as recommended following a site assessment. All installations shall be compatible with the upgraded key fob system and shall provide secure electronic access control.

Programming and Integration: The contractor shall fully program the upgraded system, enroll existing and new key fobs as directed by the District, integrate any new controllers or strikes, and ensure seamless operation across all controlled access points.

Training and Documentation: The contractor shall provide training to District staff on system operation, user management, and basic troubleshooting. Complete system documentation, including as-built drawings, programming records, and user manuals, shall be provided upon completion.

Warranty and Support: The contractor shall provide a minimum one-year warranty on all labor and materials and shall offer options for ongoing maintenance and support agreements.

Site Assessment and Proposal: Prior to final pricing, the successful bidder may be required to perform a site assessment of District facilities located at 1946 Williamstown Erial Road, Sicklerville, NJ 08081 (and any other locations designated by the District) to determine exact quantities of strikes, controllers, readers, and related equipment required.

Required Qualifications and Equipment:

The bidder must demonstrate experience in the installation and servicing of electronic access control systems, including key fob/proximity card systems and electric locking hardware. The bidder must submit proof of ownership or lease of necessary tools and equipment, and evidence of relevant licenses, certifications, or manufacturer training as applicable.

All work shall be performed by qualified technicians. The contractor is responsible for obtaining any required permits.

Insurance

A. The bidder must submit with its bid proof of insurance, as explained in the following schedule, which proof will be reviewed by the District insurance broker for acceptability of the companies and coverage.

B. All insurance policies must be obtained from an insurer authorized to conduct business in the State of New Jersey.

C. The District will be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible must be the sole responsibility of the Contractor.

D. It will be the responsibility of the bidder to maintain in force the insurance policies named below throughout the engagement for access control system services.

WORKER'S COMPENSATION INSURANCE, including Occupational Diseases, shall be required of each approved Contractor, covering its employees engaged in the work, in accordance with the statutory requirements of the laws of the State of New Jersey. The Worker's Compensation Insurance Policy shall contain an Employee's Liability endorsement providing limits of not less than statutory requirements.

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COMMERCIAL GENERAL LIABILITY INSURANCE written on an occurrence basis and must not be altered by any endorsements limiting coverage. Limits of liability shall not be less than the following:

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$1,000,000	Each Occurrence Combined Single Limit for Bodily and Property Damage
\$ 500,000	Fire Legal Liability

The coverage shall include:

- (1) Premises/Operations
- (2) Independent Contractors
- (3) Contractual Liability
- (4) Broad form Personal Damage Liability
- (5) Products and Completed Operations

AUTOMOBILE LIABILITY INSURANCE with a limit of not less than \$1,000,000.00 single limit bodily injury and/or property damage combined for damages arising out of bodily injuries to, or death of all persons in any one occurrence and for damages to, or destruction of property, including the loss of use thereof in any one occurrence covering owned, non-owned, or hired vehicles.

Rate Schedule: The contractor shall submit a detailed proposal including unit pricing and/or lump-sum pricing for the upgrade of the key fob system, supply and installation of electric strikes and/or controllers, programming, training, documentation, and any proposed maintenance or support services. All pricing shall be firm for the duration of the project. The District reserves the right to select individual line items or the complete package based on available funding and operational needs.

Submission: All responses shall provide evidence that all specifications and qualifications mentioned in this RFP are met and the scope of services can be complied with. Proposals should include company background, relevant experience, references for similar projects, proposed equipment manufacturers/models, project timeline, and detailed pricing.

IV. MANDATORY REQUIREMENTS

1) BUSINESS REGISTRATION

N.J.S.A. 52:31-44 requires that each approved vendor submit proof of business registration with the submission. Proof of registration shall be a copy of the Applicant's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. No firm may be approved unless it complies with the Affirmative Action regulations of N.J.S.A. 10:5-31, et seq. (P.L. 1975, c. 127).

2) FORM W-9

3) AFFIRMATIVE ACTION COMPLIANCE NOTICE (Exhibit A)

4) REQUEST FOR PROPOSAL FORM (Exhibit B)

5) RFP DOCUMENT CHECKLIST (Exhibit C)

V. APPROVAL CRITERIA

- 1) Compliance with RFP Specifications
- 2) Experience of the Applicant with similar access control system upgrades and installations

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- 3) Product/Service availability and proposed timeline
- 4) The Applicant's past performance under similar contracts including, if applicable, the Division of Purchase and Property's vendor performance database.

VI. SELECTION AND APPROVAL

The Board of Fire Commissioners will, by Resolution, adopt an Approved Access Control System Provider / Contractor.

(Exhibit A)

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS

(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; OR
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1, et seq., and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, et seq.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

PRINT NAME: _____

DATE: _____

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(Exhibit B)

REQUEST FOR PROPOSAL FORM

The undersigned proposes to furnish and deliver the goods/services pursuant to the Request for Proposal (RFP) specification and made part hereof:

Company Name: _____ Federal I.D. # or Social Security #: _____

Address: _____

Signature of Authorized Agent: _____ Type or Print Name: _____

Title: _____

Telephone Number: _____ Date: _____

Fax Number: _____ E-mail address: _____

Gloucester Township Fire District No.: 6

Authorized District Representative: _____ Date: _____

Attest:

Christopher Brown, Fire Administrator

(Exhibit C)

RFP DOCUMENT CHECKLIST

X	Submission Requirement	Initial each required entry and if required submit the item
X	Business Registration	
X	W-9 Form	
X	Affirmative Action Compliance Notice	
X	Request for Proposal Form	

Required by Owner