

Request for Bids

By: Concordia First United Methodist Church
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Concordia, KS 66901
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Project Funding: FY24 NSGP

Bid Information

Concordia First United Methodist Church (FUMC) has received a NSGP Grant from the US Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) to implement security enhancements to the facility at 740 W 11th St, Concordia, KS. The project will include installation of security alarm system, video surveillance system, and electronic access control system.

The Concordia FUMC, acting as fiscal, hereby invites you to submit a **sealed proposal** on the goods and/or services as described in this document. A complete background on the Concordia FUMC and the procurement process it follows can be sought by contacting concordiafumcsafety@gmail.com.

Bids will be accepted until Monday, **September 8, 2025 at 2:00 pm**. Project specifications are detailed below. Bids must be submitted in a sealed envelope, marked "**Concordia FUMC Security Project**". All bids must be submitted in writing to Concordia FUMC, 740 W 11th St, Concordia, KS, 66901. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

This Request for Bids will be published on the Concordia FUMC web site (www.concordiafumc.com) and on the Kansas Register.

General Specifications

- The work included in this project will utilize approximately \$120,000.00 of a DHS/FEMA grant. See applicable rules and regulations governing this purchase found at <https://www.datacounts.net/nsgp/sub-grantees.asp>.
- Proposed work needs to be completed no later than April 1, 2026. A time frame should be included in the proposal.
- System shall meet all Building and Fire Codes adopted by Cloud County and the City of Concordia.
- All systems should be connected via Ethernet cabling and not rely on Wi-Fi connectivity.
- Preference will be given to equipment manufactured in the United States. Vendors are advised to consult Federal Procurement guidelines to review prohibited brands and suppliers. Please include links or resources on all proposed equipment and hardware.
- Proposal should include all pricing for the following:
 - Equipment
 - Licensing or Software
 - Installation
 - Testing
 - Cabling
 - Small Parts
 - Staff Training
 - Travel
 - Any additional requirements identified by vendor
- Software Solutions that require ongoing subscriptions, outside of maintenance and support contracts, must be clearly defined.

Project Specifications

Security Alarm System

Installation of Security Alarm System including the following:

- Install security monitoring for all eight (8) existing exterior doors.
- Install security monitoring for two (2) existing interior doors.
- System should include five (5) wireless mobile panic buttons that are operational while on the Church grounds.
- System should retain a log of activity, including when the system was activated or inactivated and any unauthorized access.
- System should include battery backup that will sustain system operation for a minimum of four (4) hours.
- System should be seamlessly integrated with Access Control and Camera system; the same user interface and hardware should be used to control all systems.
- Installation should include:
 - Server rack/cabinet and shelving
 - All wiring/cabling to make system operational
 - All necessary hardware to make system operational
 - All necessary software and licenses to make system operational, including remote monitoring capabilities
 - Cloud Storage Capabilities
- Configuration of system features in collaboration with FUMC Safety Team.

- Training for paid staff and FUMC Safety Team.
- Monitoring services through December of 2027.
- Installation must be coordinated with vendor who will install new Exterior Doors.
- Per the grant requirements, alarm system should be installed without damage, or cause removal, or loss of historic building fabric, or historic architectural features, and can be removed easily in the future. Installation of equipment on masonry walls must be installed through mortar joints to avoid drilling holes directly into the (brick) masonry (where applicable).

Video Surveillance System

Installation of Video Surveillance System including the following:

- Remove existing video/camera monitoring system.
- Install video/camera monitoring system, including 21 cameras:
 - Eight (8) interior cameras on the lower level
 - Seven (7) interior cameras on the upper level
 - Six (6) exterior cameras
- Cameras should meet the following minimum specifications:
 - Cameras should be of commercial grade and quality and be UL listed.
 - All cameras should have low light capability and infrared technology where applicable.
 - Cameras should have a minimum resolution of 1080P (Full HD) 1920 x 1080 pixels.
 - Cameras may include single, dual, multi-head and/or 360 degree units.
 - Cameras and footage must be accessible remotely through a web browser interface or mobile application.
 - Features NOT allowed:
 - License plate reader and facial recognition systems are not allowed at this time.
 - Systems to detect weapons through video analysis and that offer pan, tilt and zoom are allowed and preferred.
- System should include battery backup that will sustain system operation for a minimum of four (4) hours.
- System should be seamlessly integrated with Access Control and Alarm system; the same user interface and hardware should be used to control all systems.
- System should include two permanent remote monitoring monitors.
- Installation should include:
 - Server with at least 10 TB of storage
 - Cloud Storage Capabilities
 - Storage of camera feed for a minimum of 14 days
 - Ability to automatically purge stored video files as storage media reaches capacity
 - Server rack/cabinet and shelving
 - All wiring/cabling to make system operational
 - All necessary hardware to make system operational
 - All necessary software to make system operational, including remote monitoring capabilities
 - All necessary licenses for software and cameras
- Configuration of system features in collaboration with FUMC Safety Team.
- Training for paid staff and FUMC Safety Team.
- Per the grant requirements, video/camera system should be installed without damage, or cause removal, or loss of historic building fabric, or historic architectural features, and can be removed easily in the future. Installation of equipment on masonry walls must be installed through mortar joints to avoid drilling holes directly into the (brick) masonry (where applicable).

Electronic Access Control System

Installation of Access Control System including the following:

- Install physical access control system, including:
 - Eight (8) exterior doors
 - 20 interior doors, with expansion capabilities up to 35 interior doors, including replacement of existing door knobs with locking knobs
- System should be seamlessly integrated with Alarm and Camera system; the same user interface and hardware should be used to control all systems.
- System should have multiple ways of managing security access:
 - Desktop Computer
 - Mobile Phone Application
- System should have multiple ways of issuing access to authorized users:
 - 100 smart card/key fobs
 - Mobile Phone Application
- System should include the following capabilities:
 - Ability to program door access by individual door and groups of doors based on a weekly calendar
 - Ability to program overriding of regular schedule, as needed
 - Assign authorized user access by door and calendar
 - Retain a log access activity, including when each door was accessed and by which authorized user
- System should include electronically controlled latches/strike plates. If there is a power outage, all doors operated by the system should remain locked.
- All doors should also have the ability to be unlocked (and remain unlocked) using a key.
- System should include battery backup that will sustain system operation for a minimum of four (4) hours.
- Installation should include:
 - Server rack/cabinet and shelving
 - All wiring/cabling to make system operational
 - All necessary hardware to make system operational
 - All necessary software and licenses to make system operational, including remote monitoring capabilities
 - Cloud Storage Capabilities?
- Configuration of system features in collaboration with FUMC Safety Team.
- Training for paid staff and FUMC Safety Team.
- Monitoring services through December of 2027.
- Per the grant requirements, access control system should be installed without damage, or cause removal, or loss of historic building fabric, or historic architectural features, and can be removed easily in the future. Installation of equipment on masonry walls must be installed through mortar joints to avoid drilling holes directly into the (brick) masonry (where applicable).
- Installation must be coordinated with vendor who will install new Exterior Doors.

Bidders Qualifications

Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. Insurance in a form acceptable to Owner will be required of the successful Bidder.

Bid Security

No bids may be withdrawn for a period of 60 days after opening of bids. All bids must be valid for a minimum of sixty (60) days from bid opening date.

Bid Form

Concordia FUMC Security Project

DUE September 8, 2025 at 2:00 pm

Bidder Information

Company Name: _____
Company Representative _____
Company Address _____
Company Phone _____
Rep Cell Phone _____
Rep Email _____

Bid Price

- Security Alarm System: \$ _____
- Video Surveillance System: \$ _____
- Access Control System: \$ _____

Total Bid (excluding taxes): \$ _____

Installation Timeframe: _____

Bid Valid Until: _____

Concordia FUMC is authorized to contact all references in this packet? _____ Yes _____ No

Is Future Software Support and Maintenance available? _____ Yes _____ No

Cost of Future Support and Maintenance: _____

Acknowledgements:

1. This purchase is funded by a federal grant from the US Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and administered by the Kansas Highway Patrol in its capacity as State Administrative Authority (SAA), which does not allow prepayment. Payment for services rendered will occur after all work is completed, approved, and final has been submitted to Concordia FUMC. The NSGP is a pass-through grant; all invoices will be submitted to the Kansas Highway Patrol for reimbursement and vendors will be paid after funds have been received by Concordia FUMC.
2. Vendor understands there is a termination date of May 31, 2027 associated with this

grant. Any products or services not delivered prior to that date are subject to cancellation at the sole discretion of Concordia FUMC without penalty or fee of any kind being assessed to Concordia FUMC or identified end-user by the vendor if such action is taken.

3. Vendor understands that a detailed invoice that includes all itemized costs for equipment, labor, and other services provided will be required for payment as part of the NSPG approval process.
4. Vendor hereby acknowledges it has read any questions and responses that arose during the bidding process on the Concordia FUMC website and addressed those; if applicable.
5. The Vendor understands and agrees that the following terms and conditions apply to Agreements and Purchase Orders funded by DHS/FEMA and issued by Concordia FUMC are subject to the provisions of the *Code of Federal Regulations, 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, July 22, 2015 and 44 CFR Part 13.36.*

Signature of Company Representative: _____

Date: _____

Bid Enclosures

Detailed Specifications for each system included in project.

Bidder Qualification Certification

I certify that my company can provide required proof of insurance.

Signature of Company Representative: _____

Date: _____

References

Concordia FUMC Security Project

Firm/Individual Experience

Please fill in the requested information below:

Total Number of Employees: _____

Number of Employees available for this Proposal: _____

Number of Years in Business: _____

Number of Home & Branch Offices: _____

List Office Location Address Closest to Church: _____

Type of organization: _____ Individual or Sole Proprietorship _____ Professional Corporation

_____ Partnership _____ Joint Venture Other: _____

Provide three references from past job experience:

Reference 1

Business Name: _____

Address: _____

Phone: _____ Contact: _____

E-Mail Address: _____

Reference 2

Business Name: _____

Address: _____

Phone: _____ Contact: _____

E-Mail Address: _____

Reference 3

Business Name: _____

Address: _____

Phone: _____ Contact: _____

E-Mail Address: _____

Applicable Federal Rules and Regulations Governing this Purchase

1. **Rights and Remedies.** The Vendor understands and agrees that failure to adhere to these terms and conditions constitutes a material breach of its contract with Concordia FUMC and that Concordia FUMC may take appropriate action against the Vendor to ensure compliance with these provisions, up to and including stoppage of work, suspending payments, and/or cancelling or rescinding the Agreement.
2. **Compliance with Laws and Regulations.** The Vendor agrees to comply with all applicable federal, state, and local laws and regulations. Agreements and Purchase Orders funded by the federal government, are subject to the provisions of the Code of Federal Regulations, 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, July 22, 2015 and 44 CFR Part 13.36.
 - a) **Drug Free Workplace Act.** Vendor certifies that it will comply with the requirements of the federal Drug Free Workplace Act, (41 U.S.C. 701 as amended and provide a drug-free workplace.
 - b) **Energy Policy and Conservation Act.** (42 U.S.C. 6201)
 - c) **Fly America Act of 1974**
 - d) **Hotel and Motel Fire Safety Act of 1990**
 - e) **SAFECOM**
 - f) **Terrorist Financing E.O. 13224**
 - g) **Trafficking Victims Protection Act of 2000**
 - h) **USA Patriot Act of 2001**
 - i) **Whistle Blower Protection Act**
 - j) **National Environmental Policy Act**
 - k) **John S. McCain National Defense Authorization Act of Fiscal Year 2019**
 - l) **Byrd Anti-Lobbying Amendment** (31U.S.C. 1352) Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
3. **Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
4. **Civil Rights and Non-Discrimination Compliance.** In connection with the performance of work under this Agreement, the Vendor agrees as follows:
 - a) The nondiscrimination clause and reporting requirements contained in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the U.S. Secretary of Labor, are incorporated herein. Additionally, the conditions and regulations applicable in the Vietnam Era Veterans Readjustment Act of 1972 and the Rehabilitation Act of 1973 (Employment of the Handicapped) are likewise incorporated.
 - b) The Vendor will furnish all information and reports required by Executive Order No. 11246 as amended, and by the rules, regulations, and orders of the U.S. Secretary of Labor, or pursuant thereto, and will permit access to Vendor's books, records, and accounts by the contracting agency and the U.S. Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - c) In the event of the Vendor's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts as provided by law.
 - d) Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal

Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- e) **Americans with Disabilities Act of 1990**
- f) **Age Discrimination Act of 1975**
- g) **Title VI of the Civil Rights Act of 1964**
- h) **Civil Rights Act of 1968**
- i) **Rehabilitation Act of 1973**
- j) **Title IX of the Education Amendments of 1975 (Equal Opportunity in Education Act)**
- k) **Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

5. **Kansas Open Records.** The Vendor must comply with all the requirements of the Kansas Open Records Act (K.S.A 42-215 et seq.) in providing services under this contract. The Vendor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act.
6. **Examination & Retention of Records.** The Vendor agrees that Concordia FUMC, and any Federal agency providing funding for this Agreement and the Comptroller General of the United States or any of their duly authorized representatives, shall have access to and the right to examine any pertinent books, documents, papers and records of the Vendor involving transactions related to this Agreement to the extent necessary to verify the nature and extent of costs incurred under this Agreement until the expiration of five (5) years after final payment under this Agreement. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years. Records may be retained in an automated format. Nothing in this Agreement shall be deemed to preclude an audit by the U.S. General Accounting Office of any transaction under this Agreement.
7. **Patents.** (37 CFR 401). Vendor warrants that the products/services being provided to Concordia FUMC under the Agreement, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright trade secret, or other proprietary right of any third party existing under laws of the United States or any foreign country. The Vendor agrees to, at the Vendor's own expense, to defend any and all actions or suits alleging such infringements and will save Concordia FUMC, its officers, agents, servants and employees harmless in cases of such infringement.
8. **Copyrights.** All vendors must affix the applicable copyright notices of 17 U.S.C. 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).
9. **Procurement of recovered materials.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the **Solid Waste Disposal Act**, as amended by the **Resource Conservation and Recovery Act**. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
10. **Termination/Cancellation of Agreement.** Concordia FUMC reserves the right to terminate the contract at any time, upon written notice, in the event the services of the Vendor are unsatisfactory based upon failure to progress with the work assigned with due diligence or to complete the work within the time limits specified by the proposal on any project, provided, however, that in any case, the Vendor shall be paid the reasonable value of the services rendered up to the time of termination on the basis of this agreement.