

**First Baptist Church of Topeka, Kansas**  
**Request for Proposal (RFP) For Installation of a Panic/Duress System**

**July 18, 2024**

The First Baptist Church of Topeka (FBC) invites qualified and experienced vendors to submit a sealed proposal to install a panic button / duress system at FBC's church facility located at 3033 SW MacVicar Avenue, Topeka, Kansas 66611.

To be considered for this engagement, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposal (RFP). Proposals must be received at the address listed below by 4 p.m. on August 16, 2024.

First Baptist Church  
Jamie Tast-Pasley  
Office Administrator  
3033 SW MacVicar Avenue  
Topeka, Kansas 66611  
Phone: 785-267-0380  
Email: [email@firstbaptisttopeka.org](mailto:email@firstbaptisttopeka.org)

**I. INTRODUCTION**

The purpose of this RFP is to provide interested and qualified firms and individuals with sufficient information to enable them to prepare and submit proposals for consideration by the FBC Risk Management Committee as part of its procurement of needed professional services.

**A. Bid Submission and Project Representative**

To be considered, one (1) sealed hard copy of the proposal labeled "Panic System RFP" must be received by 4 p.m. on May XX, 2024. Only sealed hard-copy proposals are acceptable. Proposals can be either hand delivered during FBC's regular office hours or submitted via USPS, UPS, FedEx or other delivery service. Electronic submissions (e-mail or FAX) of proposals are not acceptable and will be rejected. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to the officer listed above. Answers will be posted on the FBC website ([www.firstbaptisttopeka.org](http://www.firstbaptisttopeka.org)) up to five (5) working days prior to bid opening. Questions submitted after that point will not be answered or processed.

Proposals must be signed by an official authorized to bind the firm to its provisions and the proposal must remain valid for at least one hundred twenty (120) days. The firm must not be disbarred from work by the federal government or the State of Kansas. Proposals must include the scope of work and data sheets and quantities of all proposed equipment and devices. All proposals must include a "not to exceed" fee including all out-of-pocket expenses for this proposal. No less than three (3) references including contact information and a brief description of the services provided must be included. There is no

expressed or implied obligation for FBC to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.

Sealed proposals will be accepted until 4:00 P.M. Central time on Friday August xx, 2024. At that time, all proposals received will be opened. That information will be passed to the Risk Management Committee of FBC. Members of that committee will review the individual proposals using the following criteria listed in order of importance:

1. Cost
2. Ability of the proposal to meet the needs of FBC for a panic/duress system as well as the capability to broadcast messages or announcements throughout the church facility
3. Ability of the proposal to provide additional benefits not specifically required by this RFP
4. Ability of the proposal to clearly articulate the functions and benefits of the proposed system
5. Prior relevant experience with similar projects

B. Right of Refusal

FBC reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of FBC, to waive irregularities in any proposal and to accept a proposal which best meets the needs of FBC, irrespective of bid price.

C. Contract

All firms awarded and/or entering into contracts with FBC shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action. All contracts will be reviewed by and must be approved by the Kansas Highway Patrol prior to final execution.

## **II. INFORMATION AND PROJECT SPECIFICATIONS**

A. Project Description

FBC is receiving proposals from qualified firms to install a system of hardwired activation devices and alert devices, LED Text Displays, and/or screens that, when activated, will indicate visually and audibly that an emergency situation is taking place within the FBC facility. Additionally, the proposal shall provide a solution to broadcast messages or announcements from multiple locations throughout the church facility. Technical questions or requests for clarification shall be directed to the key contact listed above. FBC's responses to a firm's questions will be posted as an informational document added to this request for proposal on the First Baptist Church of Topeka website at [www.firstbaptisttopeka.org](http://www.firstbaptisttopeka.org) (the firm asking the question will not be revealed).

B. Reimbursement

This project is part of a reimbursable grant funded by the federal government. Invoices are to be submitted on the 1st of the month. FBC will make payments within 45 days of the receipt of an Application for Payment submitted by the contractor. Such requests will be submitted by the contractor monthly (on the 1st of each month) with detailed supporting documentation including an indication of milestones completed and percentage of work accomplished. FBC may withhold 10% of each pay request as a retainage, until the project is completed, fully operable and accepted by FBC (including non-construction items such as operating manuals/ etc.).

C. Phases

The following phases describe the major work to be accomplished under this proposal:

- Identify the number, locations, and types of activation devices, alert devices, LED Text Displays, and/or screens, microphones or input devices, speakers, cabling, racks, and network switches to be installed
- Identify all equipment for installation and ensure it is not on Federal or State prohibited lists
- Install and successfully test all equipment
- Provide training materials and conduct training for FBC staff and volunteers

D. Technical Details

FBC, seeks a qualified and experienced vendor to provide a Panic Button and Duress Notification System with public address or intercom capability to alert members, staff, and visitors during emergencies or periods of duress, which is hereafter referred to as the “system” and / or “proposed system” or “system as proposed.”

The system will provide permanent hardwired activation devices at locations to be determined and identified with the capability to initiate an emergency notification throughout the facility. The system will provide a vendor-recommended number of permanent alert devices, LED Text Displays, and/or screens that will signal an emergency situation both visually and audibly. Additionally, the proposal shall provide a solution that will provide public address or intercom messages or notifications throughout the church facility.

The overall system will have the potential for future expansion and will include all devices and equipment, all racks and racking, cabling, switches, gateways, links, routers, firewalls, connections, Uninterruptible Power Supply (UPS), including all hardware and or software to make this proposed system function as required and proposed by the bidding vendor.

Vendors must list any fees including recurring annual or monthly fees that are required to install, operate, and/or maintain the system as proposed. Optional service or maintenance agreements beyond the first year following acceptance of the system shall be indicated in the proposal with any associated costs.

The proposal shall include a statement of the expected usage lifetime of the system, recommended maintenance, and associated costs.

#### E. System Design

- State the general expansion capability of the proposed system describing the overall system capacities with the hardware proposed, including the number of additional activation devices and alert devices, LED Text Displays, and/or screens which can be added to the system as proposed.
- The proposed system shall include hardwired activation devices, hardwired alert devices, LED Text Displays, and/or emergency notification video screens, microphones, and speakers to be mounted in various physical locations. Additionally, an optional bid for portable panic buttons, if available, to be synced with other equipment, shall be provided, if available, with a unit cost for inclusion.
- The proposed system shall include the ability, when activated, to notify specified persons via email, SMS text and mobile notification.
- The system shall include speakers to provide audio in all corridor spaces. The audio shall be able to be heard in the classrooms and meeting spaces under normal conditions.
- The system shall specify the location and identification of the hardwired activation devices that were triggered, and the identification of any mobile activation devices that were triggered to be contained in the aforementioned notification.
- The system shall log device activations for review, audit, and / or logging.
- The system shall log the uptime and downtime of devices.

#### G. Equipment Racking

- All back-end equipment shall be able to be mounted in a rack or cabinet with appropriate ventilation.
- All equipment must be commercially available.
- Appropriate cabling, connectors, wiring, conduit, and / or wire carrying structure, and all hardware necessary for the installation and maintenance of the equipment shall be provided and installed to all applicable local and national codes. All cabling must be installed in accordance with BICSI standards.

#### H. Backup Power

- All equipment shall be installed with a minimum of 30 minutes of battery backup to allow time for a customer-provided site UPS to provide longer-term backup power.

#### I. Administrative System Management

- The system shall provide a mechanism to allow a system administrator to configure/maintain/review/access core system functions as well as users and interfaces both at the FBC facility and from remote offsite locations. The administrator shall be able to rename activation and alert notification device locations.
- The system shall be supported by the system installer. Please describe your customer support process.

#### J. Monitoring and Alarms

- The system must be capable of self-monitoring vital processes and sending alarms in the event of an alarm condition.
- The system must notify the local system administrator and designated personnel upon detection of an alarm via email / and or text message and give a brief description of the alarm condition.
- Please state if the system supports a variety of alarm conditions or categories.

#### K. Installation

- The vendor and FBC shall agree upon a proposed delivery timeline prior to the start of system installation.
- Floor plan drawings shall be provided showing proposed equipment and device locations, required cabling and point to point wiring diagrams for installation.
- The vendor shall be responsible for all aspects of the installation and successful operation of the system including work completed by any subcontractors.
- The vendor is responsible for installing all equipment and new cabling required for the proposed system to include any necessary cable extenders for computers, keyboards, mice, speakers and monitors as may be required.
- All cables must be identified on each end with permanent labels per BICSI standards
- System grounding must comply with applicable industry standards and good engineering practices. The vendor shall provide a comprehensive grounding review prior to system installation and notify FBC of any deficiencies found. FBC and the vendor shall then agree upon a remediation plan and responsibilities for any deficiencies noted.
- The vendor shall calculate the power requirements for the entire system. The vendor shall provide UPS power devices for all equipment installed by the proposal. Please document the voltage and amperage requirements for all provided UPS equipment.
- All work shall comply with the applicable national, state, and local codes and regulations.
- All equipment installed on or near masonry on building exterior shall be installed without drilling holes into masonry but instead by drilling into mortar joints.
- The vendor is responsible for securing all required licenses and permits for any work performed in connection with this RFP.
- FBC reserves the right to reject any subcontractors. If this should occur, the vendor may submit an alternative that is acceptable. Should a subcontractor fail to provide a reasonable level of service, the vendor must resolve this failure at their expense.
- The vendor shall be responsible for replacement and/or repair of any damage to existing systems or structures during the installation of the system.

#### L. Training

- The vendor shall include in its response a training curriculum for users and administrators. The training curriculum shall include instruction on all aspects of the system to include operational manuals for the usage/administration of hardware and software included.
- Training materials for users and administrators shall be approved prior to the delivery of any training.
- The training schedule and location shall be approved prior to training classes beginning with up to three training sessions provided.

#### M. System Testing and Acceptance

- The vendor shall create a written testing and acceptance plan after award of the contract based on the equipment selected for approval.
- System Acceptance will not be approved until all items on the acceptance test plan are met to the satisfaction of FBC.
- Punch list items shall be agreed upon as a condition of acceptance.
- FBC shall not be deemed to have accepted any component or piece of equipment until such time as said equipment has been installed, tested, and is operating in accordance with the specifications contained herein.

#### N. Warranty, Maintenance, and Documentation

- System Warranty periods for all hardware and software shall begin upon final acceptance of the system and shall run for a minimum period of twelve (12) months. Please state any warranties that exceed the required twelve (12) month minimum.
- A complete listing of all warranties including systems and equipment, detailing what is included and what is not included shall be provided.
- This System Warranty requirement shall take precedence over any conflict in the vendor's warranty agreement.
  - The system maintenance period for all hardware, software and on-site maintenance shall begin upon final acceptance of the entire system and shall run for a period of twelve (12) months.
- The vendor shall be responsible for the installation of any upgrades, patches, and updates during the system maintenance period.
- No unplanned system downtime shall be acceptable for upgrades, patches, and updates.
- The vendor shall guarantee the availability of service assistance, repairs, and spare parts for a minimum of five (5) years after system acceptance.
- Technical and maintenance support shall be available by phone.
- Technical and maintenance on-site support must be available. Please provide an outline of your support levels.
- Certified local service centers must be based within an eight (8) hour response time area and be capable of support, troubleshooting, and maintenance of the system.
- The vendor shall include quarterly on-site visits during the system maintenance period to perform preventive maintenance to include an agreed-upon checklist of items.
- Two complete sets of as-built drawings are required.
- Provide documentation for the installation, operation, and maintenance for each component of the system. This documentation will include user manuals, maintenance manuals, and parts list of the equipment necessary for the continued and proper preventative maintenance and repair.
- Drawings showing rack elevations, including all installed equipment and cabling shall be provided electronically in both Visio and PDF formats depicting the as-built system equipment.
- Please provide pricing for any additional hardware, software, or services for which, in the opinion of the vendor, would make the proposed system more functional and or better equipped to handle the tasks required of the proposed system

### **III. CONTRACTOR INSURANCE REQUIREMENTS**

The contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this section, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Kansas and acceptable to FBC. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR) are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

**1. Worker's Compensation Insurance**, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Kansas.

**2. Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**3. Automobile Liability**, including Kansas No-Fault Coverages, with limits of liability not less than \$500,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**4. Additional Insured:** Commercial General Liability and Automotive Liability, as described above shall include an endorsement stating the following shall be Additional Insureds: First Baptist Church of Topeka, Kansas, all elected and appointed officials, all employees and volunteers, agents, all boards, and/or authorities and board members, including volunteers thereof. It is understood and agreed by naming FBC as additional insured, coverage afforded is considered to be primary and other insurance FBC may have in effect shall be considered secondary and/or excess.

**5. Cancellation Notice:** Worker's Compensation Insurance, Commercial General Liability Insurance, Automobile Insurance, as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: First Baptist Church, Attention: Jamie Tast-Pasley, 3033 SW MacVicar Avenue, Topeka, Kansas 66611.

**6. Owners' and Contractors' Protective Liability:** The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate. FBC shall be "Named Insured" on said coverage. A thirty (30) day, ten (10) day for non-payment of premium, Notice of Cancellation shall be endorsed onto this policy. In lieu of this requirement, per project aggregate on the Commercial General Liability policy may be acceptable for jobs requiring a \$1,000,000 liability limit.

**7. Proof of Insurance Coverage:** The Contractor shall provide FBC at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to the County at least ten (10) days prior to the expiration date.