

**HUNTINGTON CONVENTION CENTER OF CLEVELAND
&
GLOBAL CENTER FOR HEALTH INNOVATION**



REQUEST FOR PROPOSALS

For

MEETING ROOM CARD ACCESS SYSTEM



**HUNTINGTON CONVENTION CENTER OF CLEVELAND
AND GLOBAL CENTER FOR HEALTH INNOVATION
REQUEST FOR PROPOSALS**

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ADVERTISEMENT

Request for Proposals (RFP)

Notice is hereby given that SMG, managing agent of the Huntington Convention Center of Cleveland/Global Center for Health Innovation (the Facilities), is seeking bids from qualified respondents (Providers) for the provision of expanding the current facility wide Security Management / Physical Access Control System.

All comments and questions concerning the Request for Proposals and the corresponding procedures and requirements must be addressed in writing, via facsimile, mail, or email to the following:

Huntington Convention Center of Cleveland
Global Center for Health Innovation
1 St. Clair Avenue NE
Cleveland, OH 44114
Attn: Mike Campo
Fax: 216-920-1451
Email: mcampo@clevelandconventions.com

A Pre-Bid Conference will be held **Friday July 13th, 2018 at 10:00 AM** in the Huntington Convention Center of Cleveland/Global Center for Health Innovation Conference Room located on the Mezzanine level. Upon request, tours will be provided of the Facility following the pre-bid meeting.

Responses must be received by **Monday, July 30 at 1:00 PM EST** at the Huntington Convention Center of Cleveland. SMG reserves the right to reject responses if not submitted by the time, date and at the place designated in the RFP. All responses may be rejected if deemed in SMG's best interest.

ARTICLE 1
INTRODUCTION

1.1 PROJECT DESCRIPTION/LOCATION.

FACILITY DESCRIPTION: Opened in 2013 the Huntington Convention Center of Cleveland and the Global Center for Health Innovation is located at 1 St. Clair Avenue NE, Cleveland, OH 44114. The Convention Center features 225,000 sq. ft. of contiguous exhibit space as well as 35 meeting rooms totaling over 90,000 sq. ft. of meeting space.

The Global Center for Health Innovation is the only facility in the world that displays the future of health and health care. The Global Center serves health and health care innovation, technology, education and commerce through state-of-the-art spaces, programs and virtual offerings.

The Facilities are managed by SMG as agent for the Cuyahoga County Convention Facilities Development Corporation.

PROJECT DESCRIPTION: The HCCC and GCHI utilize the Lenel On-Gaurd system as the facility wide Security Management /Physical Access Control System.

There are 32 doors which use an offline electronic lock by Sargent. Management of these devices is time consuming and cannot be done remotely which burdens emergency response resources.

Drawings and specifications, containing additional information and requirements will be provided at the mandatory pre-bid meeting.

ARTICLE 2
CRITICAL DATES

2.1 The following are the critical dates and times:

Notification	Friday, July 6 th , 2018
Mandatory Pre-Bid Conference	Friday, July 13 th , 2018 at 10:00 AM
Response Due Date	Monday, July 30 th , 2018 at 1:00 PM
*Interviews	Thursday, August 2 nd , 2018
*Selection	Friday, August 17 th , 2018
*Projected Contract Commencement	Monday, August 27, 2018

*This is a targeted date under optimal circumstances and is tentative based on actual selection factors. SMG reserves the right to either conduct or not to conduct interviews. SMG further reserves the right to hold them on site at the Facilities or via other means.

ARTICLE 3

PROCEDURES/CONTENT

3.1 CONTENTS OF RESPONSES

1. Responses must include the following:
 - a) **Company History/Qualification:** Provide a detailed history and a statement of qualifications including a description of comparable services provided for comparable Facilities including dates, overall management and organizational approach. Identify the roles, qualifications, responsibilities and experience on similar projects of the personnel to be assigned to this project. Provide further detail regarding whether Provider has performed services like those described in Attachment A.
 - b) **Scope:** Provider shall provide detailed work and technical plans that describes their understanding of the Scope of Services as well as their strategies, methodologies, resources, approach to labor and action plan with timelines to accomplish the requirements defined with the Scope of Services within Attachment A.
 - c) **Financial Qualifications:** Provide evidence that Provider has the financial ability to fulfill its obligations as outlined within the Attachment A.
 - d) **SMG wishes to achieve certain participation goals related to participation in the County of Cuyahoga, OH's Small Business Enterprise (SBE) program.** If Provider is registered or will utilize sub-contractors that are registered as a Small Business Enterprise (SBE) certified by the County of Cuyahoga, OH in the performance of their obligation under the Agreement the Response should so indicate.
 - e) **References:** Provide five (5) references stating name, title, company, address and telephone numbers for everyone within these companies who may be contacted.
 - f) **Fees:** Provider must identify any applicable fees for their services within the enclosed Quotation Sheet within Attachment A and specifically Exhibits A, B, and C.
 - g) **Sub-Contractors:** Provider shall identify all sub-contractors which the Provider anticipates having a significant role in the services.
 - h) **Certifications and Licenses:** Provider must provide all their licenses that are required by the State of Ohio, the County of Cuyahoga, OH and the City of Cleveland, OH.
2. All Responses shall be typewritten without erasures or deletions.
3. Each copy of the Response shall include the legal name of the Provider and a statement identifying the Provider as a sole proprietor, partnership, corporation or other legal entity as appropriate. Each copy shall be signed by the person or persons legally authorized to bind the Provider to a contract. A Response by a corporation shall further give the state or

incorporation and whether the Provider is qualified to do business in the State of Ohio. A response submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Provider.

3.2 PROPOSED TERMS OF THE BID

- 1.) Provider must identify any applicable fees for their services within the enclosed Quotation Sheet within Attachment A and specifically Exhibits A, B, and C. If there are portions of the Work the Provider cannot price, provide fee schedules with an "estimated cost of service". SMG reserves the right to reject any Response that is incomplete or is not submitted on the forms provided.
- 2.) In addition to Providers detailing their proposal as per the items contained herein, Providers may put forth alternative proposals for SMG to consider. SMG recognizes Providers inherent ability and knowledge to do so and SMG reserves the sole right to consider such approaches and further reserves the right if necessary to obtain additional details from said Provider regarding said proposal.
- 3.) In the event Providers are not able to provide a certain portion of the services listed herein SMG reserves the right to award certain services to the Provider(s) that it feels is in the best interest of the Facility.

3.3 SUBMISSION OF RESPONSES

- 1.) Submit three (3) properly executed Responses with any other documents required. The envelope shall be identified with the Provider name and address, type of Response (i.e. Meeting room card access system) and the bid due date to the following address:

Huntington Convention Center of Cleveland
1 St. Clair Avenue NE
Cleveland, OH 44114
Attn: Anastasia Volsko

- 2.) **SEALED RESPONSES shall be submitted no later than 1:00 p.m., EST. on the above noted date. Responses received after that time and date will be returned unopened. The Provider shall assume full responsibility for timely delivery at the location designated for the receipt of Responses.**
- 3.) Submission of a Response signifies careful examination of the RFP and complete understanding of the nature, extent and location of the Work to be performed.
- 4.) Oral, telephonic or emailed Responses are invalid and will not receive consideration.

3.4 CLARIFICATION

Each Respondent shall carefully examine the site, all RFP documents and related materials as well as any addendum and will thoroughly familiarize themselves with all requirements prior to submitting a bid. Should a Provider find discrepancies or ambiguities in, or omissions from the proposal documents, or should the Provider be in doubt as to their meaning, Provider shall at once, and in any event, not later than seven (7) days prior to proposal due date, submit to SMG a written request for interpretation or correction thereof. The person submitting the request for clarification will be responsible for its prompt delivery to the Director of Operations at the address noted in Section 3.3. Facsimile requests for clarification will be accepted at 216-920-1451 or via email to mcampo@clevelandconventions.com. Each Provider is responsible for confirming receipt of any facsimile or emailed materials to SMG.

Any interpretation or correction of the RFP will be made only by written addenda to all Providers. No allowance will be made after bids are received for oversight, omission, error, or mistake by the Provider or SMG. Addenda so issued will become part of the bid Documents and receipt thereof by the Respondent shall be acknowledged in the bid.

3.5 MODIFICATION OR WITHDRAWAL OF RESPONSE

- 1.) A Response may not be modified, withdrawn or canceled by the Provider during the time following the date designated for the opening of the Responses, and each Provider so agrees in submitting a Response.
- 2.) Prior to the time and date designated for receipt of Responses, a Response submitted might be modified or withdrawn by notice to the party receiving Responses at the place designated for receipt of Responses. Such notice shall be in writing over the signature of the Provider. Change shall be so worded as not to reveal the amount of the original Response.
- 3.) Withdrawn Response may be resubmitted up to the date and time designated for the receipt of Responses if they are then fully in conformance with these Instructions to Providers.

3.6 DUE DILIGENCE

- 1.) Prior to submitting a bid, each Provider shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigation and examinations shall not relieve the successful Provider for the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any provision required by the Contract.

3.7 CONDITIONS AND LIMITATIONS

- 1.) The bids and any information made a part of the bids will become part of SMG's official files without any obligation on SMG's part to return them to the individual Provider(s).
- 2.) This RFP and the selected Provider(s) bid may, by reference, become part of any formal Contract between SMG and Provider resulting from this solicitation.
- 3.) Provider(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of SMG for purpose of influencing consideration of a bid.

3.8 NO CONTACT POLICY

- 1.) Prior to the Response Due Date and after receipt of bids by SMG, and until the award of this Contract, no Provider, subcontractor to Provider shall contact or communicate, in any manner, with the following parties concerning matters directly related to this Contract:
 - a) any member of the Huntington Convention Center of Cleveland /Global Center for Health Innovation, SMG, the Cuyahoga County Convention Facilities Development Corporation, any employee or agent thereof, except in the manner described herein; except as noted below in 3.8 - 2
 - b) any elected official or employee of the State of Ohio or the County of Cuyahoga, OH.
- 2.) All comments and questions (requests for information) concerning this Request for bid and the corresponding procedures and requirements must be addresses in writing, via facsimile, mail or email to the following:

Huntington Convention Center of Cleveland
1 St. Clair Avenue NE
Cleveland, OH 44114
Attn: Mike Campo
Fax: 216-920-1451
Email: mcampo@clevelandconventions.com

SMG will respond to all comments and questions to all Providers within three to five (3-5) days of the request being received. All requests for information must be received by SMG at least seven (7) days prior to the Response Due Date to receive consideration. SMG will not be responsible for comments and/or answers received in any manner other than as described above.

- 3.) Any contact violation of the above instructions shall be grounds for disqualification and/or rejection of a Response, and in the case of a subcontractor, the preclusion of that subcontractor providing services for the Project. Each Provider is responsible for notifying its prospective subcontractors of these instructions.

ARTICLE 4

CONSIDERATION OF RESPONSES

4.1 OPENING OF RESPONSES

- 1.) The properly identified Responses received on time will be opened and acknowledged.
- 2.) To be considered for the award, a Provider must be experienced and regularly in the business of providing the Scope of Services required by this RFP, and must have a business phone and be available for consultation.

4.2 REJECTION OF RESPONSES.

- 1.) SMG shall have the right to reject any or all Responses, reject a Response not accompanied by the data required by the RFP, or reject a Response, which is in any way incomplete or irregular.

4.3 ACCEPTANCE OF A RESPONSE

- 1.) It is the intent of SMG to award a contract to the qualified Provider submitting the response which is in the best interest of the Facilities, provided the Response has been submitted in accordance with the requirements of the RFP. SMG shall have the right to accept the Response which in its judgment, is in the best interest of the Facilities.
- 2.) Following the evaluation of written bids, Provider(s) may be requested to offer oral presentation to SMG or provide clarification regarding its response. Failure to comply with such a request will disqualify Provider from consideration.

4.4 TIME OF AWARD

- 1.) Responses will be irrevocable for 30 days from the date of opening. It is the intent of SMG to enter contract negotiations with the Provider under consideration for the provision of Services herein described of the highest quality obtainable for the most reasonable price.
- 2.) This RFP does not commit SMG to the awarding of a Contract.
- 3.) SMG will not be liable for any costs incurred in the preparation and/or presentation of the Responses.

ARTICLE 5

FORM OF AGREEMENT BETWEEN SMG AND PROVIDER

5.1 FORM OF AGREEMENT

- 1.) The successful Provider may be required to enter a written contract with SMG. For informational purposes, several of the pertinent matters of the Agreement have been included below:
- 2.) The Response of the awarded Provider, along with any addendum or amendments thereof, shall be incorporated into the Agreement.
- 3.) Term: Provider and SMG shall enter into a service contract which shall not expire until all installation and software services have been completed to the satisfaction and approval of SMG. Applicable warranties shall apply beyond the project completion date and shall be spelled out in the contract. Despite anything contained herein to the contrary SMG may terminate this Agreement at any time and for any reason upon providing forty-five (45) days-notice to Provider.
- 4.) The successful Provider will be required to obtain and maintain in force always during the term of the agreement as a direct cost of operation, insurance coverage as directed by SMG. Such coverage will be obtained from an insurance company authorized and licensed to do business in the State of Ohio and rated not less than A-VIII by the most current Best's Manual. Furthermore, said insurance company or companies must be approved by SMG. It is anticipated that such coverage shall include the following:
 - a. Comprehensive General Liability Coverage in the amount of \$1,000,000.00. This coverage must be written on an occurrence form, claims made policies will be unacceptable to SMG. This Comprehensive General Liability insurance shall cover the Contractor, SMG, the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation (CCCFDC), and their employees, agents and officers from and against any claim arising out of personal injury of Provider or the Provider's failure to comply with the terms of this Contract. Such policy or policies of insurance shall include coverage for claims of any persons because of an incident directly or indirectly related to the employment of such persons by a Provider or by any other persons. This coverage shall include blanket contractual insurance and such coverage shall make express reference to the indemnification provisions set forth in this agreement. The policy shall also be endorsed to include coverage for products, completed operations, and independent contractors.
 - b. Workers' Compensation Coverage shall comply with all State and Federal requirements for all employees of Provider and will be in statutory required limits.

- c. Excess Liability Coverage, in the amount of \$1,000,000.00 shall be in the form of an Umbrella policy rather than a following form excess policy. This policy or policies shall be specifically endorsed to be excess of the required Comprehensive General Liability Coverage, the Employers' Liability Coverage on the Workers' Compensation policy, and the Comprehensive Automobile Liability policy.
 - d. Comprehensive Automobile Liability Coverage, in an amount not less than \$1,000,000.00, shall be maintained. Such coverage will include all owned, non-owned, leased and/or hired motor vehicles, which may be used by Provider about the services, required under the Contract.
 - e. All such insurance coverage, except for Workers' Compensation, shall name SMG, the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation and their employees, agents, officers and directors as additional insured thereunder.
 - f. Provider shall waive any and every claim against SMG, County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation and their respective agents and employees which arises or may arise in their favor for all loss or damage to any of its property. If any policy does not presently contain provisions which permit such a waiver, contractor agrees to obtain an endorsement to its insurance policies permitting such waiver of subrogation.
 - g. Indemnification: The Provider shall defend, indemnify, and hold harmless SMG, the County of Cuyahoga, OH, and the Cuyahoga County Convention Facilities Development Corporation and Members, Officers, and their employees from, and against all claims, suits, judgments, expense, and costs of every kind and description, by reason of injury to persons or damage to property, resulting or alleged to result from any act or omission of the Provider or his employees or agents, including, but not limited to expenses or claims related to environment contamination, injury or clean up.
- 5.) All licenses and/or permits will be provided by the Provider.
 Provider shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations and shall indemnify, save and hold harmless, SMG, and the Cuyahoga County Convention Facilities Development Corporation and all of their officers, agents and employees against any and all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by Provider, or its agents, employees, suppliers, or subcontractors.
- 6.) SMG requires that Provider shall not discriminate against any person or group of persons based upon race, creed, sex, sexual orientation, religion, color, age, veteran status, national origin or ancestry.

- 7.) Conflicts of Interest: The Provider must state in its proposal, as of the date of the Response that it knows of no conflicts of interest which would be created by its contract for the project. It will be the continuing duty of the selected Provider to report all potential conflicts of interest to SMG.
- 8.) Prevailing Law: The Provider and subcontractors must comply with all local, state, and federal laws, rules, and regulations applicable to this Agreement and to the services performed hereunder.
- 9.) Either party may terminate this Agreement if the other commits a material breach of the Agreement; provided, however, that the terminating party has given the other party written notice of the breach and the other party has failed to remedy or cure the breach within thirty (30) days of such notice.
- 10.) Warranty: At a minimum all electrical parts and equipment shall be fully guaranteed against defects in parts workmanship and labor for a minimum of (2) two years. Provider shall list and supply additional manufacturer's standard guarantees for the software and all other electrical equipment, fixtures, parts and control.

5.2 EVALUATION CRITERIA

- 1.) The successful Provider shall be determined by the following criteria:
 - a. General Qualifications: Includes but not limited to Providers overall experience, resources, financial capabilities, qualifications and levels of service and responsiveness to be provided. Also, includes Providers detailed work and technical plans and approach to the services as well as their commitment to sustainability.
 - b. Financial Proposal: Includes the proposed pricing to perform the Services described within Attachment A.
 - c. Small Business Enterprise (SBE) participation.
 - d. References.
 - e. Oral Presentation/Interviews (optional)
- 2.) SMG reserves the right to award or not award the contract based on the initial response.
- 3.) (Optional) Oral Presentations/interviews will be held during the tentative dates shown within 2.1 Critical Dates. Provider will be given approximately 45 minutes to make a presentation and respond to questions. Providers will be limited to an attendance of five (5) individuals to participate in the process.

ARTICLE 6

SCOPE OF WORK

6.0 Provider's services shall include, but not be limited to the following:

- 1.) **See Attachment "A"**

ATTACHMENT A

HUNTINGTON CONVENTION CENTER OF CLEVELAND & GLOBAL CENTER FOR HEALTH INNOVATION

SCOPE

I. GENERAL

1. Mobilization: Provider shall be ready to begin the work plan within 30 days after such time that SMG approves. Work will need to be completed with respect to the operations of the Facility.
2. Work Plan Requirements: Provider is responsible for gathering all information including any applicable drawings or specifications necessary to be able to propose a Work Plan that is effective, efficient and in-line with Facility standards.
3. Provider shall use industry best practices that integrate green principles of sustainability and resource efficiency into all facets of operations.
4. In addition to Providers detailing their plan as per the items contained herein, SMG encourages Providers to put forth alternative solutions and approaches to the services as well as the corresponding fees. SMG recognizes Providers inherent ability and knowledge to do so. SMG reserves the right to consider such approaches and reserves the right if necessary to obtain additional details from said Provider.
5. Warranty: At a minimum all electrical parts and equipment shall be fully guaranteed against defects in parts workmanship and labor for (2) two years. Provider shall list and supply additional manufacturer's standard guarantees for the card readers and all other electrical equipment, fixtures, parts and control.
6. Documents: Provider shall prepare and submit technical plans/work plan, reports, and as-built drawings as requested by SMG. The reports shall conform to document formats previously approved by SMG. SMG shall supply Provider with any existing drawings/specifications related to the project as reasonably requested by Provider. Provider shall update these technical drawings as necessary to complete Work Plan and repair, renovation, upgrade, and maintenance activities. As-built drawings shall be submitted to SMG's designated project manager.

II. LABOR

1. Provider agrees to obtain and maintain at its own expense all necessary labor, licenses, permits, tools, equipment and supplies required to occupy, use and perform the services described herein.

2. Provider shall designate and as needed update a listing of its personnel to provide the services detailed herein and shall designate and maintain a primary point of contact for SMG related to the services. This primary contract shall be available always to handle and respond to any issues that arise with regards to the services.
3. Provider shall use only trained, licensed, competent and efficient personnel in the performance of its obligations hereunder. Providers labor must be uniformly dressed having a neat and clean appearance and shall conduct themselves in a professional manner always. Provider shall work within the confines of any existing collective bargaining agreements, Facility jurisdictions and maintain labor harmony at all times. The following minimum labor shall be required in the delivery of a fully functioning door access system:
 - a. Licensed electrician
 - b. Lenel certified re-seller
 - c. Lenel certified technician
 - d. Architectural Door Hardware Consultant
4. Provider's personnel will sign-in and out at the area of the Facility commonly referred to as the Employee Entrance and agree to fully cooperate with SMG's safety and security policies and procedures.

III. DESCRIPTION OF WORK

1. SOLUTION

- a. Provider's solution must contain all items for a remote function hardwired card access system to tie into the existing Lenel card reader system for building access.
- b. Migrating 32 doors with existing, off-line electronic locks, to the On-Guard system via a hardwired connection.
- c. Adding 16 additional doors to the system which currently have only mechanical locking hardware.
- d. Adding / expanding Lenel control equipment and licenses to accommodate new devices.
- e. Updating system programming for new devices and to facilitate emergency operations.
- f. Training for a minimum of 10 people on 3 different shifts on the Lenel Access System, it's features.
- g. Initial programming and setup of all software working with the onsite IT contacts at the Facility.

Drawings and specifications, containing additional information and requirements, will be available at the mandatory pre-bid meeting.

**FINANCIAL PACKAGE
QUOTATION SHEET**

MUST INCLUDE ALL CHARGES TO BE ASSESSED

PROJECT: Meeting Room Access Control System
LOCATION: Huntington Convention Center of Cleveland/Global Center for Health Innovation
PROVIDER:
DATE DUE:

INSTRUCTIONS AND CONDITIONS: Provider’s must detail the total cost for the Services detailed within Attachment A below. All prices shall include the product cost, delivery, labor, and any other applicable charges for the delivery, maintenance and installation of the meeting room card access system.

EXHIBIT A

The below schedule details Providers total proposed costs for the procurement of the card readers, hardware and additional software costs associated with the access control system. These prices are to include installation costs and any other costs. All fees shall be based on time and material and there shall be a total fee provided as a not to exceed amount. Provider is also asked to provide the type of warranty that they are proposing as well as any maintenance services they wish to propose.
Bids should include a not to exceed amount and should be billed on a time and material basis.

Quantity	Part Description	Unit Price	Extended Price	Notes

WARRANTY INFORMATION

Providers are asked to put forth the type of warranty they are proposing for this project below:

**EXHIBIT B
ALTERNATE SOLUTIONS PROPOSED**

- In addition to Providers detailing their proposal as per the items contained herein, Providers may put forth alternative proposals for SMG to consider. SMG recognizes Providers inherent ability and knowledge to do so and SMG reserves the sole right to consider such approaches and further reserves the right if necessary to obtain additional details from said Provider regarding said proposal. Providers shall detail any alternative approaches or proposals for SMG to consider below:

EXHIBIT C
WORK AND TECHNICAL PLANS

- Provider shall provide detailed work and technical plans that describes their understanding of the Scope of Services as well as their strategies, methodologies, resources, work timelines and action plan to accomplish the requirements defined within Attachment A.

THE PRICES/FEEES INDICATED SHALL BE THE ACTUAL PRICE TO THE HCCC/GCHI AND SHALL REMAIN CONSTANT AND SHALL NOT BE EFFECTED BY OUTSIDE INFLUENCES. BY SUBMITTING A RESPONSE, THE PROVIDOR AGREES TO THIS.

READ ALL INSTRUCTIONS AND CONDITIONS BEFORE QUOTING.

COMPANY_____

COMPANY REP_____

PHONE_____

EMAIL_____