

Request for Proposals #2023-25

SECURITY ACCESS CONTROL SYSTEM

Syracuse Regional Airport Authority Syracuse, NY

ISSUED DATE: 12/27/23

ISSUED BY: Syracuse Regional Airport Authority
1000 Col Eileen Collins Blvd
Syracuse, NY 13212

QUESTION DEADLINE: 2/16/2024 3:00 p.m. EST – Please include RFP-25 in the subject line.
bids@syraairport.org

PROPOSAL DEADLINE: No later than 2/28/2024 4:00 p.m. EST
bids@syraairport.org

PURPOSE OF REQUEST

The Syracuse Regional Airport Authority (“SRAA”) through this Request for Proposal (“RFP”) invites written proposals from qualified Vendors (“Vendors”) to provide a **Security Access Control System (SACS)**, which encompasses door and camera monitoring, at the Syracuse Hancock International Airport.

INSTRUCTIONS TO PROPOSERS

- A. Vendors shall electronically submit their proposal. Proposals must include Vendor’s name, address, phone, and primary contact name. Proposals must be e-mailed to bids@syrairport.org
- B. All proposals must be e-mailed by **4:00 p.m. EST, February 28, 2024**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Proposals sent via fax will not be accepted.
- C. A system walk through will be provided on January 16, 2024. Please confirm attendance at bids@syrairport.org by January 12, 2024 to ensure appropriate escort levels.
- D. The opening and reading of a proposal does not constitute SRAA's acceptance of the Vendor as a responsive and responsible Proposer.
- E. It is the sole responsibility of the Vendor to ensure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign all three copies. The name, address and telephone number of the person to contact must be clearly identified.
- F. Any questions about the RFP should be emailed to bids@syrairport.org. Subject line of the email must be “RPF-25 SACS” It is the sender’s responsibility to ensure all emails were received and acknowledged by the Airport. If any emails are not acknowledged by the Airport by the next business day, the sender will be advised the email/questions were not received. Questions received after the deadline date will not be answered.
- G. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after RFP issued date. Any other contact with such persons associated with SRAA shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.
- H. SRAA may elect to issue addenda to this RFP. All addenda will be posted on the SRAA website at <https://syrairport.org/sraa/bids-rfp-rfq/>

It is the responsibility of the Proposer to view, obtain or download all addenda issued by SRAA for this RFP. The Proposer shall acknowledge all issued addenda on the Acknowledgement of Addendum Form. Submission of a proposal establishes a conclusive presumption that the Vendor is thoroughly familiar with the Request for Proposal (RFP) and that the Vendor understands and agrees to abide by all of the stipulations and requirements contained therein.
- I. All costs incurred in the preparation and presentation of the proposal is the Vendor's sole responsibility; no costs will be reimbursed to any Proposer.
- J. All documentation submitted with the proposal will become the property of SRAA
- K. Proposals are to be submitted as outlined below:

1. System Design and Functionality
2. Proposer Questionnaire
3. References
4. Proof of Insurance Coverage
5. Certification
6. Project Cost Detail

- L. SRAA reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of SRAA will be served by so doing. If the solicitation is cancelled or all proposals are rejected by SRAA, a notice will be posted on SRAA website as identified for the posting of addenda. A proposal will not be considered from any person, firm or corporation that is in arrears or in default to SRAA on any contract, debt, or other obligation, or if the Proposer is debarred by SRAA from consideration for a contract award.
- M. Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to SRAA will be available for public review upon Freedom of Information Act (FOIA) request. All Vendors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the Vendor will be allowed to justify its claim of privilege and SRAA will assess the validity of said claim in advance of any release.
- N. In the event a contract is entered into pursuant to this RFP, the Vendor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Vendor must include in any and all subcontracts a provision similar to the above.
- O. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Vendor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to SRAA.

TERMS AND CONDITIONS

- A. SRAA reserves the right to reject any or all proposals, or to award the contract to the next most qualified Vendor if the selected Vendor does not execute a contract within fourteen (14) days after the award of the proposal.
- B. SRAA reserves the right to request any supplementary information it deems necessary to evaluate the Vendor's experience, qualifications, or to clarify or substantiate any information contained in the Vendor's submittal.
- C. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to SRAA the services set forth in the enclosed Scope of Work and Specifications.
- D. If, through any cause, the Vendor shall fail to fulfill in a timely and proper manner the obligations agreed to, SRAA shall have the right to terminate its contract by specifying the date of termination in a written notice to the Vendor at least thirty (30) days before the termination date. In this event, the Vendor shall be entitled to just and equitable compensation for any satisfactory work completed.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by SRAA and shall contain, at a minimum, applicable provisions of the RFP. SRAA reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.
- F. The Vendor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of SRAA.
- G. No reports, information, or data given to or prepared by the Vendor under the contract shall be made available to any individual or organization without the prior written approval from SRAA.
- H. The Vendor is responsible for any damage caused by their employees and/or equipment to any SRAA property (structures, equipment, fixtures, etc.) and shall replace any damaged piece of property at no cost to SRAA.
- I. Insurance Requirements: The selected Vendor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of New York with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	
Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Vendor shall furnish certificates of professional liability insurance satisfactory to SRAA as to contents and carriers. Upon execution of a contract, the selected Vendor shall furnish to SRAA a good and sufficient Certificate of Insurance by said insurance company, and an Owner's Protective Liability Policy naming the Syracuse Regional Airport Authority as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to SRAA.

- J. Workers' Compensation and Employer's Liability Insurance: The Vendor shall maintain workers' compensation and employer's liability insurance in the amounts and form required by the laws of the State of New York. The Vendor shall furnish a certification of said insurance to SRAA certifying that SRAA will be given thirty (30) days written notice of non-renewal, cancellation or other material change.

QUALIFICATIONS/CERTIFICATIONS

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The Vendor shall have previously designed, installed, tested, and deployed a security access control system of the same design and complexity as proposed for SRAA for a minimum of six (6) airports in the US that are of similar size and complexity of SRAA. The security access control system shall have been fully operational at each of these airports a period of no less than three (3) years from the issued date of this RFP. The Vendor shall provide references for at least three (3) of the airports.

The Vendor shall have an on-going maintenance and support center located in North America. Subsequent to commissioning, the Vendor shall provide ongoing technical support from a facility located in North America. Location proximity and response time will be factors in the assessment of best value. The Vendor's Project Manager assigned to this Contract shall have over five (5) years of experience performing all project management aspects of a security access control system deployment. The Project Manager cannot be replaced on this project without written approval from the Owner.

The Vendor will supply only new equipment, parts and material currently manufactured at the time of submittal and operated only for testing as part of installation procedure. Equipment and hardware models shall have been utilized in other systems of same configuration as the SRAA proposal. The Vendor shall provide the most current version of software and hardware platform available at the time of award of this Contract.

The proposer must also have the applicable licenses and certifications to perform all services in this RFP.

SELECTION PROCESS AND CRITERIA

Proposal Format:

- a. Proposals shall be evaluated based on the Criteria shown in the RFP Evaluation – Form E.
- b. Proposals shall include details on system design and functionality.
- c. Proposals shall include pricing for a complete system including 180 door/gate controls and 220 video cameras. Separate pricing for additional hardware should be included.
- d. Proposed pricing should be valid and available for one year.
- e. Proposals shall include maintenance options available and pricing for each year for a total of five years. All licensing should be included if applicable.
- f. Proposals shall include details on warranty provided with purchase.
- g. Proposals shall include any exclusions on work to be completed as part of the installation.
- h. Proposal shall include a detailed pricing structure on all components needed.

Proposal Evaluation:

- i. The proposals shall be evaluated on the RFP Criteria – Form E. SRAA will evaluate the proposal based on the best value approach.
- j. The Airport will evaluate the total system functionality including ability to integrate in existing

SRAA and Airline systems, price, available warranty options, overall system design, expansion capabilities, and past work experience/references.

- k. The Airport will create a Ranking Score from a review of the Proposals based on the RFP Evaluation Criteria.
- l. The Airport shall select the Vendor System that provides the highest value to the Airport.

PROJECT DESCRIPTION AND REQUIREMENTS

Description:

- The Owner is pursuing the replacement of the Security Access Control System (SACS) that covers the terminal building and 20 separate buildings incorporated in the existing SACS. It must accommodate 180 door/gate controls and 220 video cameras, process approximately 2,500 badges and be capable of expansion.
- Proposal shall include
 - Site assessment and design of camera surveillance and access control system.
 - Procurement, installation, and configuration of cameras, access control hardware badging hardware for two stations and associated software.
 - Integration of cameras and access control devices into a unified system.
 - Setup of a central monitoring and control command station.
 - User training for staff members.
 - Technical training for on-site support for SRAA IT staff.
 - Ongoing system maintenance and support
- Proposal shall provide description of network infrastructure requirements, hardware descriptions and functionality for all systems included in the proposal.
- Proposal should be for an on-premise or hybrid solution.
- Proposal shall certify compliance with TSA and FAA regulations and must have proven functionality with US airports.
- System must provide the following functionality:
 - IP security systems that includes intrusion and emergency services (i.e. fire) monitoring.
 - High quality video surveillance systems
 - Intelligent door controllers and card readers.
 - SIDA badging capabilities and provide on-line application/screening capabilities.
 - Intrusion detection, incident response and communications
 - KPI data reports
 - Capable with integrating with existing systems
 - Identity Management Software and integration
 - Workstation infrastructure capable of running associated security access control systems software at maximum settings/compacity (e.g., Communications Center / Security & Credentialing Office) – four stations with future expansion.
 - Include hardware and integration of two badge printers and two biometric fingerprint machines.
- Provide details of warranty coverage for each of the five years included in the RFP
- Provide details of system support for each level, clearly identifying SRAA capabilities and vendor requirements. Include response times, remote and onsite capabilities. Include hourly rates of staff, basis for bill and any additional charges that would be included in all response calls. It should be noted that the RFP includes training for SRAA IT staff to handle support to the extent possible.
- Include project installation plan and time line.
- The Vendor shall furnish all materials and equipment necessary to complete the job and provide detailed submittals of all materials and equipment to be used on the project. A visual inspection of the

- Vendor's equipment may be required.
- The Vendor shall furnish sufficient personnel and equipment to complete the project in a continuous manner once work has begun.
 - The Vendor's employees shall be required to wear clean and neat uniforms provided by the Vendor and approved by the Airport.
 - Vendor shall also furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer.
 - Vendor will be responsible for ensuring that their employee's wear all PPE required for safe operation of equipment.
 - Vendor will be responsible for ensuring employees are badged at SYR to fully access all areas of airport required for installation.
 - The system shall ensure that the Airport will be able to take advantage of the latest technologies and upgrade features offered at the time of this award.
 - The Vendor shall perform the detailed configuration, engineering, installing, and testing for the SACS.
 - Proposal should provide full description of technical and maintenance process at all levels including Airport administrative responsibilities.
 - Vendor must be able to provide 24/7 phone support to the end user.
 - Special effort shall be made to minimize the interruption of airline operations and any disruption of passenger service.
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Airport Information:

SRAA is a small hub airport and had 1,345,298 enplanements for the 12 months ending 6/30/2023. There were 40,557 Air Carrier operations and 769 RONs for the same time period. The airport has two concourses with a total of 19 gates and separate facilities for maintenance, cargo and general aviation. The passenger traffic is expected to increase by over 10% year over year due along with modifications and expansion of the facilities over the next 10 years. The ability of the system to grow as the organization grows and incorporate new technology is essential. SRAA currently utilizes a Cisco Meraki network infrastructure with two 500 Mbps Spectrum Internet connection download and 35 Mbps upload.

SPECIFICATIONS

BASE BID

System and Project Management

The Contractor shall provide a base system and all design, configuration, installation and project management that meets all criteria above. The system should be capable of being expanded to accommodate multiple facilities or additional control locations. Please see cost tables included in the Proposer's Questionnaire.

Additional Alternatives

The following options should be quoted separately as additional alternatives.

- Intelligent door controls with biometric technology
- Perimeter monitoring - hardware and installation
- LIDAR capabilities for tracking passenger movements and identifying congestion areas if not part of base system.

Excluded From Bid / Provided By Airport

The Airport will provide the following items:

- Internet connectivity

- Infrastructure hardware and storage
- Telephone communications.

Warranty

Vendor should provide details of proposed warranty, system support and maintenance including any software updates required for each of the five years included in the proposal.

END OF SCOPE OF WORK AND SPECIFICATIONS

PROPOSERS QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. Furnish the location(s) that will provide maintenance and support:

2. How many employees does your organization have in the location(s) that will provide maintenance and support?

3. What are the project payment requirements ?

4. Does the Vendor have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?

Yes No

5. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Vendor?

Yes No

If “yes,” give name, the insurance carrier, the form of insurance and the year of the refusal.

6. At the time of submitting this Questionnaire, is the Vendor ineligible to bid on or be awarded a public contract in the state of New York?

Yes No

7. Has the federal OSHA cited and assessed penalties against the Vendor Firm in the past five years?

Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

9. **Pricing Information**

	Year 1	Year 2	Year 3	Year 4	Year 5
Installation Costs					
Equipment Cost					
Licensing					
Maintenance agreement					
Other (list)					
Total Costs					

Additional door/gate access points – cost each _____

Additional video cameras – cost each _____

Additional Alternative – Access Control Hardware with Biometric capabilities

	Year 1	Year 2	Year 3	Year 4	Year 5
Installation Costs					
Equipment Cost					
Licensing					
Maintenance					
Other (list)					
Total Costs					

Additional door/gate access points – cost each _____

Additional Alternative – Perimeter Monitoring

	Year 1	Year 2	Year 3	Year 4	Year 5
Installation Costs					
Equipment Cost					
Licensing					
Maintenance					
Other (list)					
Total Costs					

Additional Alternative – LIDAR Capabilities for Passenger Tracking

If part of base system, please note _____

	Year 1	Year 2	Year 3	Year 4	Year 5
Installation Costs					
Equipment Cost					
Licensing					
Maintenance					
Other (list)					
Total Costs					

REFERENCES

References: Please provide three (3) current airport customer references that have current working systems or the same configuration and version in this proposal installed.

1. Airport: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

2. Airport: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

3. Airport: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

PROOF OF INSURANCE COVERAGE

Proposer shall provide SRAA with satisfactory evidence of the Proposer's Professional Liability Insurance from a company satisfactory to SRAA and licensed to transact business in the State of New York. Proposer shall submit this form with its proposal.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Vendor has professional liability insurance in accordance with the terms set forth in this RFP.

RFP EVALUATION CRITERIA

FORM E

The following categories will be used to grade responses:

Overall System Design, Functionality and integration capabilities.	60%
Warranty	10%
References	10%
System Cost	20%