

HOLY APOSTLES PARISH  
OFFICIAL REQUEST FOR PROPOSALS – ISSUED: November 1, 2023

Sealed bids will be opened on Tuesday, November 28<sup>th</sup>, 2023 at 10:30 A.M. for all **SAFETY & SECURITY ENHANCEMENTS**.

**OVERVIEW**

Holy Apostles Parish, including the Parish, Parish Center and School seek to improve campus security and safety through the procurement of safety and security systems and services as outlined in this official Request for Proposal (RFP). While each organization is an individual entity and retains the right to make individual procurement elections, a combined RFP process will be utilized in an effort to provide vendors and service providers an opportunity to discount based on volume. We request individual estimates make reference to specific project(s) and individual addresses the vendor proposes to serve. Upon award vendors will be required to bill each entity individually, billing may be submitted concurrently however.

Submit your bid either via email to: [haparishgrants@gmail.com](mailto:haparishgrants@gmail.com) or by mail or delivery of a hard copy to:

Holy Apostles Parish  
ATTN: Security Project Bid  
16000 West National Avenue  
New Berlin, WI 53151

Qualified, interested vendors may submit proposals to one or more project areas.

**PROJECT NO. 1: SURVEILLANCE CAMERA SYSTEMS (INTERIOR & EXTERIOR)**

Building Locations: 16000 W. National Avenue  
3875 S 159<sup>th</sup> Street  
16010 W. National Avenue  
New Berlin, WI 53151

Time for Completion: All work is expected to be completed not later than June 30, 2024.

This project includes installation of cameras in the School, Church and Parish Center Buildings as follows. Based on available budget and security consultation(s) to date we estimate up to a total of 40 single or multi-head cameras throughout campus buildings.

1.A) School Building – Up to ten (10) single or multi-head, 4 Megapixel cameras including placements in the south hallway, north hallway, playground, library, and kitchen areas.

1.B) Church Building – Up to twenty (20) single or multi-head, 4 Megapixel cameras installed throughout the Church interior and exterior including placements: at entry ways #4, 5, 7, stairwell #6, the adoration chapel, the main entry way lobby, the main entrance to the sanctuary, the Church balcony, basement cafeteria, kitchen, hallways, sound booth. Exterior cameras located on the bell tower and entry ways.

1.C) Parish Center Building – Up to ten (10) single or multi-head, 4 Megapixel cameras including placements in hallway 170, hallway 160, exterior entrances #7, stairs J107, and throughout the second floor.

**PROJECT NO. 2: DOOR ACCESS SYSTEM, ELECTRONIC DOOR ACCESS CONTROL:**

Building Locations: 16000 W. National Avenue  
3875 S 159<sup>th</sup> Street  
16010 W. National Avenue  
New Berlin, WI 53151

Time for Completion: All work shall be completed by March 1<sup>st</sup> 2024.

This project includes installation and/or update of an electronic door access system updates, including configuration and/or expansion of existing of entry/access systems within the Parish Center and School Building.

2.A School Building – This includes upgrades to physical doors and locking or access systems including shades, protective glass and electronic entry for up to forty (40) doorways throughout the building. The electronic access system should feature FOB or keyless entry, remote closing options, locking and WIFI connectivity in lieu of hard-wiring (optional).

2.B Parish Center – This includes upgrades to physical doors and locking or access systems including shades, protective glass and electronic entry for up to ten (10) doorways throughout the building. The electronic access system should feature FOB or keyless entry, remote closing options, locking and WIFI connectivity in lieu of hardwiring (optional).

2.C Church Building - This includes upgrades to physical doors and locking or access systems including shades, protective glass and electronic entry for up to fifteen (15) doorways throughout the building. The electronic access system should feature FOB or keyless entry, remote closing options, locking and WIFI connectivity in lieu of hardwiring (optional).

**PROJECT NO. 3: EXTERIOR LIGHTING**

Building Locations: 16000 W. National Avenue  
3875 S 159<sup>th</sup> Street  
16010 W. National Avenue  
New Berlin, WI 53151

Time for Completion: All work shall be completed by March 1, 2024.

This project includes installation or upgrade of lights at all three building locations. We project a need for up to 40 wall and pole mounted lights.

3.A Church Building – Includes installation of up to five (5) exterior lights at entry points and as necessary to illuminate the parking lot.

3.B Parish Center Building – Includes installation of up to ten (10) exterior lights required to increase visibility and safety at entry points and as necessary to illuminate the parking lot.

3.C School Building – Includes installation of up to twenty-five (25) pole or wall mounted light packs around the school building. This includes replacements to all existing lights and addition of several new lights.

#### **PROJECT NO. 4: BOLLARDS**

Building Locations: 16010 W. National Avenue  
New Berlin, WI 53151

Time for Completion: All work shall be completed by December 31<sup>st</sup>, 2024.

This project applies to the Parish Center building only. It includes recommendation of appropriate number and type of bollard or vehicular attack barrier necessary to prevent vehicular attack or intrusion into building and office areas. Proposals may include decorative planter bollards, steel or concrete barriers. Specific dimensions, weight and ground displacement should be included with this proposal.

#### **PROJECT NO. 5: SECURITY CONSULTING SERVICES, POLICY & PLANNING**

Building Locations: 16000 W. National Avenue  
3875 S 159<sup>th</sup> Street  
16010 W. National Avenue  
New Berlin, WI 53151

Time for Completion: All work shall be completed by December 31, 2024.

This project includes facilitated meetings, planning and consulting services engaging organization leadership and staff. Specific outcomes include: assistance in identifying and creating emergency policies, response and communications procedures. Both Church and School must have separate policy manuals and materials which indicate specific staff roles during crisis scenarios. A Communication Plan is also requested as part of this proposal. With respect to School policies such policies must comply with statutory requirements outlined by the Department of Public Instruction.

Policy and protocols must include: 1) response in emergency situations including fire, severe weather, active shooter, or other workplace violence. 2) missing child or staff scenarios, including on and off site absence. 3) Special protocols related to protection of minors against sexual abuse.

In addition to facilitating the collaborative development of these policies and protocols, this project may include staff and volunteer training and/or student, volunteer and family training as may be recommended or necessary.

#### **PROJECT NO. 6: PRIVATE SECURITY/PATROL**

Building Locations: 16000 W. National Avenue  
3875 S 159<sup>th</sup> Street  
16010 W. National Avenue  
New Berlin, WI 53151

Start date: December 1, 2023 through December 31, 2024.

This project seeks a third party security service provider able to provide security teams during events and activities on the campus throughout the year. Providers may offer fixed fee or hourly pricing for consideration. Examples of events include: the annual parish festival, sports activities, fundraising events, special Masses and evening activities. Note any price variation for evening or weekends.

**PROJECT NO. 7: ALARM/INTRUSION/PUBLIC ADDRESS SYSTEM**

Building Locations: 16000 W. National Avenue  
3875 S 159<sup>th</sup> Street  
16010 W. National Avenue  
New Berlin, WI 53151

Start date: December 1, 2023 through December 31, 2024.

This service includes installation and/or extension of a Public Address (PA) system and alarm or alert system and may include Intrusion Detection System (IDS). The completed system should allow campus wide broadcast ability including audio and intercom or telephone across all areas. The system should include installation of panic buttons at key locations throughout the Church, Parish Center and School buildings. This may include installation of a WAVE alarm and alert system, emergency radio and PA device.

**IMPORTANT NOTICE(S)**: All bid respondents are expected to include staff training as part of the proposed pricing structure provided. Respondents must comply with the Civil Rights Act of 1964 and refrain from the practice of any discrimination based on national origin, the National Environmental Policy Act of 1969, which requires individuals to use all practical means within their authority to ensure people and nature can exist in productive harmony, the USA Patriot Act of 2001, which requires assistance in intercepting and obstructing acts of terrorism, the Age Discrimination Act of 1975. Respondents are further required to maintain a drug-free workplace. Furthermore awardees, subgrantees and assignees must acknowledge and provide access to documents, information and facilities as is necessary to ensure compliance and/or compliance reviews or investigations related to any of the aforementioned requirements. Contractors which are uninsured, debarred or suspended from work with State or Federal projects are prohibited from bidding on these projects. Contractors are expected to adhere to these and any other applicable State, Local or Federal work requirements.

**CONTRACTOR SELECTION**: All Contractors shall provide a detailed proposal outlining a fixed bid project cost. Respondents may at their discretion include fixed pricing options for additional services or features. Respondents must specify key milestones including an interim or midway check-in point. Proposals will be reviewed and scored according to internal procurement guidelines. Preference will be given to contractors providing discounts across multiple project areas, contractors with prior work experience with the organization, locally based contractors, and contractors experience with similar systems or equipment which may be readily integrated into existing systems. Following review of all proposals contractors will be ranked and contacted individually **within three business days of the proposal submission deadline**. Contractors not responding or unable to provide services within the specified timeline may forfeit the right to project work. All contracts are expected to be finalized not later than **Tuesday December 5th at 2:00pm**.

**PAYMENT PROCESSING**: Contractor shall be provided payment for services as follows: an initial deposit within 14 days of contract signing, then additional installments as may be mutually agreed upon. The final payment will be made upon contract completion (and any required licensing or inspection approvals as may be required).

**OPTIONAL SITE VISIT AND FACILITY TOUR**: Contractors may participate in an optional site visit and facility tour which will be conducted:

Thursday November 16, 2023 (1:00am to 3:00pm)

Please contact Mr. Jeffrey Robb [jeffrey@symphonyadvancement.com](mailto:jeffrey@symphonyadvancement.com) to RSVP to the site visit. Include number of guests attending, company name and please reference interested project area(s). A response will be provided acknowledging your attendance.

Contractors or respondents with any questions are welcome to contact Mr. Jeffrey Robb either by phone at: 262-723-1074 or via email [jeffrey@symphonyadvancement.com](mailto:jeffrey@symphonyadvancement.com)

[END NEWS PRINT NOTICE – DO NOT INCLUDE BELOW]

Signed:

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Jeffrey Robb  
Special Projects Manager  
Holy Apostles

PUBLISH TWO (2) TIMES OR ONE MONTH WITHOUT FAIL