

REQUEST FOR PROPOSALS (RFP)
SECURITY & ACCESS CONTROL SYSTEM

I. INTRODUCTION

The South Plains Association of Governments (SPAG) is requesting proposals from qualified vendors to provide a Security & Access Control System that meets the needs of our new building at 6811 Indian Avenue, Lubbock, Texas 79413. This system should include hardware, software, installation, maintenance, and support services to enhance security and control access to designated areas.

II. PROJECT SCOPE

The selected vendor will be responsible for providing a comprehensive security solution, including but not limited to:

- Access Control System: Secure entry/exit points with card readers, keypads, biometric scanners, or other approved technology.
- Surveillance System: High-resolution security cameras, monitoring software, and integration with access control.
- Alarm & Notification System: Intrusion detection, motion sensors, and real-time alerts.
- Installation & Configuration: System setup, network integration, and training for staff.
- Ongoing Maintenance & Support: Regular updates, troubleshooting, and emergency assistance.

III. PROPOSAL REQUIREMENTS

Interested vendors should submit a detailed proposal that includes:

1. Company Information: Background, experience, and references.
2. Technical Proposal: Description of the proposed system, equipment specifications, and software features.
3. Implementation Plan: Timeline for delivery, installation, and testing.
4. Pricing: Itemized cost breakdown, including hardware, software, installation, and maintenance fees.
5. Warranty & Support: Details on warranty coverage, service agreements, and customer support.

6. Compliance & Certifications: Evidence of compliance with security and data protection standards.

IV. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Technical capabilities & compatibility (30%)
- Experience & qualifications (20%)
- Implementation timeline (15%)
- Cost-effectiveness & value (20%)
- Support & warranty services (15%)

V. SUBMISSION DETAILS

- **Submission Deadline: April 4, 2025, at 10:00 AM**
- Submission Method: Sealed proposals must be mailed to:
South Plains Association of Governments
1323 58th St, Lubbock, TX 79412
Attention: Ms. Kelly Criswell, Deputy Executive Director
- **Proposal Opening Date: April 4, 2025, at 10:00 AM**

For questions or clarifications, please contact:

Ms. Kelly Criswell, Deputy Executive Director

Email: kcriswell@spag.org

VI. TERMS & CONDITIONS

- SPAG reserves the right to reject any or all proposals.
- Vendors may be invited for presentations or site visits.
- The selected vendor must enter into a contract with SPAG.