



REQUEST FOR PROPOSALS (RFP)

Access Control and Security System Services

Issuance Date 07/31/2026

Article 1 Introduction:

The Housing Authority of the City of Newport, Rhode Island, hereafter referred to as “HACN” is seeking requests for proposals “RFP” from qualified contractors for an annual maintenance agreement for our Access Control and Security System, hereafter to referred to as the “Contractor”, at our properties under our management.

CONTACT PERSON: Steve Mariano, Director Asset Management, C/O dbonnenfant@nphousing.org

PROPOSAL SUBMISSION DEADLINE: 08/21/2026 at 12:00 PM, EST

PROPOSAL SUBMISSION VIA Email: dbonnenfant@nphousing.org. In the subject line, please state Access Control and Security System Maintenance Agreement.

Proposals will be accepted at the email above until date and time noted. The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall absorb all costs incurred in the preparation and presentation of the proposal.

HACN reserves the right to reject any or all proposals for cause and to waive any informality in the submission process if it is in the public interest to do so.

During the period between issuance of this RFP and the proposed due date, no oral interpretation of the RFP's requirements will be given to any prospective offeror. Requests for interpretation (and other questions) must be directed to Donna Bonnenfant via email at dbonnenfant@nphousing.org by 08/13/2026. For all interested parties, a walkthrough will be scheduled for 08/11/2026 at 10:00 AM.

During the period of advertisement for this RFP, HACN may wish to amend, add to, or delete from the contents of this RFP. In such situations, HACN will issue an addendum to the RFP setting forth the nature of the modification. All addenda will be posted on the HACN website at <https://www.newporthousing.org/> or distributed to the prospective vendors, if known, via HACN preferred method.

HACN reserves the right to accept or reject any or all Proposals, take exception to these RFP specifications or to waive any formalities. Proposer may be excluded from further consideration for failure to fully comply with the requirements of this RFP.

Article 1. Introduction

Article 2. Table of Contents

Article 3. HACN Overview

Article 4. Scope of Work and Responsibilities

Article 5. Qualification and Technical Requirements

Article 6. Format and Proposal Submission

Article 7. Evaluation and Selection

Article 8. Other Relevant Information

Article 3 HACN Overview

HACN, The HOUSING AUTHORITY of the CITY OF NEWPORT, located at 120B Hillside Avenue, Newport RI is a “Special Purpose Government Entity” created under the laws of the State of Rhode Island. Its mission is to provide decent, safe, and sanitary housing for low-income families. HACN receives funding from the U.S. Department of Housing and Urban Development (HUD) for the operation and modernization of low-income public housing owned and/or managed by the Housing Authority.

The residential buildings in this portfolio are approximately the following size:

- Donovan Manor: (a mid-rise cement block building, 6 stories, 85 apartments plus community space)
- Chapel St. Apartments: (24 flats/townhouses apartments)
- Edgar Court: (37 flats/townhouses apartments)
- Deblois Street Apartments (8 flats/townhouses apartments)
- Chapel Terrace: (68 flats/townhouse apartments)
- Earl Avenue: (20 flats/townhouse apartments)
- Coddington Street: (36 flats/townhouse apartments)
- Pond Avenue: (39 flats/townhouse apartments)
- Park Holm LP Phase I & II (111 townhouse apartments)
- Park Holm Phase III (56 flats/townhouse apartments)
- Park Holm (AMP 1 100 flats/townhouse apartments)

The commercial buildings in this portfolio include:

- Florence Gray Center
- HACN Administrative Office Building and Garage
- Park Holm Rental Office
- Park Holm Senior Center
- Donovan Manor Garage

Article 4. Scope of Work and Responsibilities

1. Scope of work

- 1.1. The Contractor will develop an annual maintenance agreement to service all the components of the security system network for HACN, and all its properties under management equipped with security features.
- 1.2. Features of the security system includes but not limited to: exterior and interior security cameras (NVR system) and their related licenses (currently between 160 – 200 cameras), servers and hard drives to record and store videos, video/intercom systems, display monitors, handheld radios, antennas, software, routers, automatic and access controlled doors, key card/fob reader system and door releases, other related security infrastructure. This includes enabling the police department for the City of Newport to have access to view the videos for our cameras at all our properties, including FGC, from their home base.
- 1.3. The Contractor will monitor, install, help maintain, and upgrade security cameras and their related licenses, servers and hard drives, display monitors. This includes maintaining and expanding the installation of the MX Butterfly security access system to other residential properties in our portfolio besides Donvan Manor and Coddington Ave., who currently utilize this tool.
- 1.4. The Contractor will recommend enhancements, upgrades, and preventative maintenance within HACN budget limitations.
- 1.5. The Contractor will help the management team, including police, retrieve video footage when needed.
- 1.6. The Contractor will provide 24 hour response, and monthly monitoring of all devices to ensure continuous ongoing operations.
- 1.7. HACN reserves the right to change the security system network to accommodate it's changing property portfolio size and needs.
- 1.8. This is a fixed price contract and price changes will not be paid by the HACN unless previously agreed to in writing, including fuel surcharges. Pricing to include hourly rates, and any costs for ancillary services provided. Prices should include any shift, weekend and/or holiday rates. Vendor will invoice monthly and be paid on a NET 30 term.

The following clauses will be an integral part of the resulting contract:

- There shall be no discrimination against any employee of the accountant providing services under the contract related to any protected class including but not limited to race, creed, color, sex, religion, age, national origin, veteran status or handicap.
- No member, officer, or employee of the HACN, no member or governing body of the locality in which any of the projects are situated, no member of the governing body of the City of Newport where the HACN was activated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the HACN projects during his/her tenure, or for one year thereafter, shall have any interest, directly or indirectly, in this contract or the proceeds thereof.
- No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.
- The contractor warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the HACN the right to terminate the contract, or in its

discretion, to deduct from the accountant's fee the amount of such commission, percentage, brokerage or contingent.

- The contractor shall not assign or transfer any interest in the contract without the prior approval of the HACN.
- The contractor covenants that he/she presently has no interest and shall not acquire any interest, directly or indirectly, in the projects and/or programs of the HACN or any other interest which would conflict with the performance of his/her contracted functions.
- Contractors are expected to understand and apply HUD Section 3 rule, and contractors are also required to include language in any contract or agreement to apply Section 3 to subcontractors.

ARTICLE 5. Qualifications and Technical Requirements

In order to be considered qualified to perform the services under the Scope of Work, contractors must have the following qualifications unless otherwise noted:

5.1 State and local licenses as required

5.2 At least 5 years of experience managing projects of this size, scope and complexity.

5.3 Experience with HUD regulations (where required).

5.4 Prior to the award, but not part of the proposal submission, the successful contractor may be required to provide the following: evidence from issuing licensors, workers compensation insurance coverage, professional liability and/or errors and omissions coverage, contractors general liability coverage

Article 6. Format and Proposal Submission

Proposals are due to the Housing Authority office by 12:00 p.m. Eastern Standard Time (EST) on 08/21/2026 via email to Donna Bonnenfant, dbonnenfant@nphousing.org. In the subject line, please state Access Control and Security System Maintenance Agreement.

Proposals should be submitted in the following format:

6.1 Letter of Transmittal. A transmittal letter signed by the Contractor authorized to submit the proposal and to make commitments on behalf of the company. No proposal shall be withdrawn or modified in any way after the deadline for proposal submittal.

6.2 Resumes of each key staff member assigned to the project, to identify demonstrated knowledge and experience.

6.3 Table of Contents. A table of contents shall be provided that lists each section of the proposal as required.

6.4 A work plan that describes how the assignment will be performed each month, including estimates of time for field work, and who will be performing the work.

6.5 A pricing schedule showing details of the estimated calculations, broken down and presented into the different housing programs and/or properties under management for the total costs covered by this RFP.

6.6 A certificate of non-collusion (see attachment).

6.7 Verifiable references that include other HA's, and/or non-profit agencies, including specific descriptions of the work performed and time period when done.

Article 7. Criteria for Evaluation and Selection

Basis for award. The contract will be awarded to the firm whose proposal is determined by HACN to be the most advantageous to the Authority, with price and other technical factors considered. Technical factors include:

7.1 Experience. Firm's experience in executing projects of this size and scope of work. Emphasis will be placed on experience with federally funded public housing, LIHTC, HCV, and municipal projects.

7.2 Qualifications. Identify the qualifications of the principals and staff performing work.

7.3 Approach/Work Plan. Firms must identify how they plan to undertake the activities under the Scope of Services provided and the proposed timeline.

7.4 Price will be considered in conjunction with technical factors by the HACN evaluation committee who will review and rank each proposal to determine the one that offers the best value and is the most advantageous to HACN. Annual costs should list the annual estimated hours for the project, as well as each staff member working on the project, along with their proposed hours and hourly rates (fully loaded). Also show material and other costs, including travel, general, and administrative.

Relative weight of technical evaluation factors:

<u>Factors</u>	<u>Points</u>
Experience	30
Qualifications	25
Approach/Work Plan	20
Section 3/MBE/WBE	-0-
Pricing	25
<u>Total Points</u>	100

Article 8. Other Relevant Information

The contract executed pursuant to this RFP is deemed to include:

8.1 The specific contract document is to be agreed upon by HACN and the selected contractor. The contract terms is for two years (24) month duration, and up to three, one-year renewal extensions.

8.2 This RFP in its entirety.

8.3 The Contractor is expected to provide all labor and materials necessary to accomplish the Scope of Services contained in Article 4 of this RFP.

8.4 The Contractor will be paid monthly upon completion of the contract tasks and satisfaction of all contract and deliverable requirements contained in this RFP.

8.5 RFP attachments and required forms (outlined in Vendor Submittals). Copies of the attachments listed below are available on our HACN website:

Attach All - (HUD 5369)-A Cert of Non-Collusion
Exhibit All - (HUD 5370-C1) Gen Non-Construction
Exhibit All - (HUD 5370-C2) Gen Non-Construction
Exhibit All – Section 3 Compliance Policy Package
Exhibit All - Form W-9
Exhibit All - Tax Exempt Cert
Exhibit All - Sample Certificate of Insurance

Required Vendor Submittals:

Vendor Submittal - Certification of non-collusion
Vendor Submittal - Statement of Equal Opportunity Employment/ Section 3 practices
Vendor Submittal - Section 3 certification (if applicable)
Vendor Submittal - Cost proposal
Vendor Submittal - (3) References
Vendor Submittal - Statement of relevant and/or value add services available, if not already defined herein.
Vendor Submittal – Certificate of Insurance

8.6 Insurance Requirements:

Workers
Compensation:
Coverage A:
Statutory Coverage
B:
Employers Liability:

Bodily injury by accident \$100,000 per
person Bodily injury by disease \$100,000
per person Bodily injury by disease
\$500,000 aggregate
All states and voluntary compensation
endorsements Commercial General Liability
Limits of Liability: \$1,000,000 each occurrence
\$2,000,000 general aggregate
\$2,000,000 products/completed operations
aggregate Auto Liability
Limits of Liability: \$1,000,000 each
accident Excess (Umbrella) Liability:
The requirement that an Umbrella Policy shall be no less than \$2,000,000.
Professional Liability:
\$2,000,000 each occurrence
Coverage: HACN shall be named as an additional insured.