

Date: May 24, 2017

To: Interested Security Consulting and Design Firms

Subject: Request for Information (RFI)

Purpose for this Request for Information:

The Port of Tacoma (Port) is seeking information from a security consulting and design firms interested in recommending and implementing an effective access, entry and exit management system and documenting a procedure based on the implemented system. The Port is interested in understanding the availability, experience, capability, and costs for qualified security consulting and design firms to provide cost effective ways to secure buildings and properties maintained by the Port. The Port will use the information to make an informed decision how best to proceed in obtaining its consulting services. We will inform those who respond to this RFI of our intentions no later than thirty (30) days following the response due date stated below. This action is intended to seek information regarding options of entry and exit controls.

Background:

The Port occupies and manages various properties: large office buildings (one occupied by the Port and tenants), property gates, electrical substations and panels, security camera huts, and utility vaults. The Port maintains various entry and exit controls including physical lock and key systems and also electronics systems.

The intended result of this RFI:

This RFI is to identify well-qualified security consulting and design firm to recommend options for an effective entry and exit control with enhanced security measures. The solution(s) will also minimize ongoing operating costs and keep employees, tenants, and customers safe. The results of this RFI may be used to develop a formal solicitation should the Port determine sufficient interest exists in providing the needs of the Port.

Performance Expectations:

The ideal firm would:

- Develop recommendations for efficient and cost effective ways in which our entry and exit controls are improved.
- Recommend physical and electronic methods of lock systems focusing on high security and low maintenance.
- Have at least five (5) years of experience providing the solution(s) it is recommending.
- Is licensed to do business in the state of Washington and bonded.

- Able to show successful project examples.
- Deliver recommendations as soon as possible of contract issuance.

Response Requirements:

In responding to this RFI, please provide general information about the following:

- Your recommended solution
- Describe at a high level your experience with:
 - o Security policies and procedures.
 - o Electronic card access control systems.
 - o High security lock systems.
 - o Multi-unit / large operations security design.

Questions:

Firms are encouraged to be creative and candid in their responses. Should you have any questions, please submit them by 5:00 PM PST June 9, 2017. Questions received after this date cannot be considered.

Questions are to be submitted electronically to:

Mark Little
Director, Contract and Purchasing
mlittle@portoftacoma.com

Response date:

Interested firms must provide their responses, by electronic means in Microsoft Word and or Excel, by 12:00 PM (noon) PST, on June 23, 2017.

Responses are to be returned to:

Mark Little
Director, Contract and Purchasing
mlittle@portoftacoma.com

NOTE: ALL COST INFORMATION IS FOR BUDGETARY PURPOSES ONLY AND NO CONTRACT OR PURCHASE ORDER WILL BE ISSUED AS A RESULT OF THIS RFI. SHOULD ANY OF YOUR RESPONSE BE CONSIDERED A TRADE SECRET OR OTHERWISE NOT FOR PUBLIC DISEMINATION PLEASE ANNOTATE YOUR RESPONSE ACCORDINGLY.