



Request for Information

OAM25056S

NAICS: 561621

Security Systems Services (except Locksmiths)

Regional Security Equipment and Monitoring

Services for District Offices

1. PURPOSE:

This Request for Information is not a solicitation, request for proposal, request for quote or invitation for bid; it is a market research tool. No proposals are being requested or accepted with this synopsis. Any responses submitted are strictly voluntary. The U.S. House of Representative (House) will not pay for any information that is submitted by respondents to this request and any information submitted will belong to the House.

2. INTRODUCTION:

The U.S. House of Representatives (House), Office of the Sergeant at Arms is seeking information on the regional capability of experienced contractors, capable of installing commercial-grade security equipment and provide monthly monitoring and maintenance in Member District Offices located nationwide. The monitoring service provided must be centralized with alarm notification to both local law enforcement and the United States Capitol Police, and provide on-site testing, maintenance and support.

3. VENDOR CAPABILITIES:

The House is seeking to identify potential vendors for Video Intercom, Duress and Intrusion Detection System Installation, Monitoring, and Maintenance at offices located throughout the United States. These services should be efficient and economical, adhere to industry standards and best practices, utilizing the latest available non-proprietary technology. Solutions should include a combination of the following: motion sensors, door contact, duress buttons, glass break sensors, video intercom and associated monitor(s). Additionally, on an office-by-office level, additional items may need to be proposed including CCTV capabilities with off-site/remote access capabilities, lock work, and security film.

The system should be adaptable to any office configuration and capable of being enhanced with supplemental security features if a Member District Office so chooses. The vendor must have the sufficient inventory to proceed with this project.

The vendor should be able to coordinate and conduct site assessments regionally within the United States and/or its territories, providing program management support, providing a design for the placement and installation of the security system in each individual District Office and developing a quote based on the site assessment. After the design phase, the vendor should coordinate the installation, programming, testing, and staff training of the District Offices, as well as develop and maintain project data with the ability to report to the SAA on the status of the assessment and installation of the systems, along with an inventory of the respective SAA equipment installed in each office. In addition, the vendor should have the ability to de-install equipment and reinstall the equipment in conjunction with the Congressional transition cycle.

3.1 TASKS

As part of the District Office Security System Installation Project, the contractor will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Kickoff:

- Create and present detailed project plan including schedule, implementation plan, training plan and a transition plan
- Present project plan to the Office of the Sergeant At Arms for review and approval
- Provide program management support throughout the project

Design Phase:

- Work with the Office of the Sergeant at Arms to identify District Offices receiving security components
- Create site design for each office based on collected requirements from visits to each identified office (this phase may continue throughout the duration of the project).
- Provide site design proposal including floor plan with device location and identification drawing for each identified District Office for review by the Office of the Sergeant at Arms
- Provide documentation of equipment installed at each individual District Office.
- Present written status at monthly meetings and provide detailed program status anytime requested by the COR

Build and Implementation Phase:

- Complete all installations for each site.
- Ensure each District Office is adequately tested to ensure agreed upon notification compliance
- Present written status at monthly meetings and provide detailed program status anytime requested by the COR

Training Phase:

- Provide training in accordance with an approved training plan provided in the kickoff.
- Present written status at monthly meetings and provide detailed program status anytime requested by the COR

Project Handoff/Closure:

- Provide the Office of the Sergeant At Arms with all documentation in accordance with the approved project plan
- Present project closure report to the Office of the Sergeant At Arms for review and approval
- Complete the project requirements checklist showing that all project tasks have been completed
- Provide documentation of equipment installed to include serial numbers for equipment.
- Present written status at monthly meetings and provide detailed program status anytime requested by the COR
- Provide consolidated invoicing.

4. RESTRICTION ON DISCLOSURE AND USE OF DATA

- 4.1** Responses that include data, including proprietary data, that the vendor does not want disclosed to the public for any purpose, or used by the CAO except for evaluation purposes for this RFI, should include a title page marked with the following legend:

“This response to includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part-- for any purpose other than to evaluate this response. This restriction does not limit the House's right to use information contained in this response if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)].”

- 4.2** Respondents should then mark each sheet of data to be restricted with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this response.”

- 4.3** The House is not subject to the Freedom of Information Act or Federal Acquisition Regulations (FAR).

5. INSTRUCTIONS:

The House is seeking to identify potential vendors for Video Intercom, Duress and Intrusion Detection System Installation, Monitoring, and Maintenance at offices located throughout the United States. These services should be efficient and economical, adhere to industry standards and best practices, utilizing the latest available non-proprietary technology. Solutions should include a combination of the following: motion sensors, door contact, duress buttons, glass break sensors, video intercom and associated monitors. Additionally, on an office-by-office level, additional items may need to be proposed including CCTV with off-site/remote access capabilities, lock work, and security film.

The House is requesting vendors provide the following information based on the above specifications:

- a. Company Name, Address, Phone, Fax, Point of Contact, and Email Address
- b. Company background information and capabilities
- c. The vendor’s reporting capabilities, i.e. ability to report real-time/near real-time status of all assessments, quotes, installations and service calls
- d. The capability of the vendor to manage/liaison with SAA and ability to have a direct/continuous point of contact for our accounts
- e. Regions they could provide work for us (i.e. GSA region 11 or specific states, and the equipment solutions they would propose to address our needs
 - o Time frames for providing service/maintenance

- The number of offices they have within the region they can cover
- f. The Contractor shall provide details on their ability to provide continuous monitoring services through a UL Certified Central Monitoring Station for the monitoring of all security alarm systems. The monitoring shall be provided twenty-four (24) hours a day, seven (7) days a week
- g. Timeframe for conducting a site assessment upon notification from customer
- h. Timeframe for providing a quote and floor plan drawing following the site assessment
- i. Timeframe for beginning installation upon approval of quote
- j. Ability to take-over monitoring and service of equipment previously purchased from and installed by another vendor. (i.e. DMP intrusion detection equipment, Hanwha NVR, and/or Aiphone intercom equipment)
- k. Ability to provide remote intrusion detection and CCTV services (i.e. DMP Virtual Keypad and DMP XV24)
- l. Ability to email monthly consolidated invoicing

6. SUBMISSION OF RESPONSES:

- 6.1 Vendor questions regarding this RFI must be emailed to Kevin.Morris@mail.house.gov not later than 2:00 PM Eastern Time, May 2 , 2025. Responses to vendor questions will be released as an amendment to this RFI.
- 6.2 Vendors should submit all responses in searchable PDF format or MS Word format Responses should not exceed **10** pages.
- 6.3 Response shall be submitted via e-mail to Kevin.Morris@mail.house.gov no later than 2:00 PM Eastern Time, May 16, 2025.

7. DISCLAIMER

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. Responses to this notice are not offers and cannot be accepted by the House to form a binding contract. Respondents are solely responsible for all expenses associated with responding to this RFI. Responses to this RFI will not be returned. Information contained herein is subject to change. Respondents will not be notified of the result of the review. Failure to submit a response to this RFI in no way precludes a vendor from participating in any competitive solicitation the CAO may issue in the future.

Your interest in doing business with the House is appreciated.