



Squaxin Island Tribe

Little Creek Casino Resort

91 West State Route 108

Shelton, WA 98584

800-667-7711

REQUEST FOR PROPOSALS

For

Access Control System

The Squaxin Island Tribe's Little Creek Casino Resort (LCCR) invites qualified bidders to submit proposals for contract services to:

Little Creek Casino Resort
Renay VanDelden, Procurement & Supply Chain Manager
Renay.VanDelden@LittleCreek.com

Issue/Posting Date: January 10, 2025
Proposals Due: February 21, 2025

Notice of Intent to Participate: Qualified contractors/consultants must email their intent to participate in the bidding process no later than two (2) weeks after RFP's Issue/Posting Date listed above.

1. Background and Scope of Work

Little Creek Casino Resort, owned by the Squaxin Island Tribe, seeks a qualified contractor to design, install, and implement an **Access Control System** using **RFID (Radio-Frequency Identification) Badges** for secure management of back-of-house areas. The system must ensure enhanced security, streamlined access, and integration with existing infrastructure while maintaining scalability for future expansion.

Project Requirements

System Design and Features

- **RFID Badges:**
 - Provide RFID-enabled access cards or badges with encryption to prevent unauthorized duplication.
 - Badges must include personalization options (e.g., employee name, department, photo, and unique identification code).
 - **Access Points:**
 - Install and configure RFID readers at designated back-of-house entry and exit points, including but not limited to:
 - Staff entrances
 - Restricted areas (offices, surveillance rooms, cash handling areas, etc.)
 - Supply rooms and storage areas
 - Readers must be durable and suitable for high-traffic environments.
 - **Access Control Software:**
 - Implement a centralized software solution for managing access rights and monitoring entry logs in real-time.
 - Enable system administrators to grant, revoke, or modify access privileges remotely.
 - Support user activity reporting and audit trail capabilities.
 - Provide compatibility with existing casino systems, such as employee management or HR systems.
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Installation and Configuration

- **Site Assessment:**
 - Conduct a thorough site survey to identify optimal locations for RFID readers and ensure proper coverage.
- **Hardware Installation:**
 - Install RFID readers, power supplies, network connections, and necessary wiring.
 - Securely mount all hardware to comply with safety and accessibility standards.
- **System Configuration:**
 - Configure RFID readers to integrate with the software and enable seamless communication across the network.
 - Program access levels based on roles and permissions.

Security and Compliance

- Ensure the system complies with relevant data protection and gaming industry security standards.
- Implement encryption and secure communication protocols to protect sensitive data.
- Provide fail-safe measures, including manual overrides or backup systems, in case of hardware or software failure.

Testing and Training

- **System Testing:**
 - Perform comprehensive testing of all hardware and software components to verify functionality and reliability.
 - Conduct penetration testing to identify and resolve potential vulnerabilities.
- **User Training:**
 - Provide training sessions for staff and administrators on system operation, badge issuance, and troubleshooting.
 - Deliver user manuals and documentation.

Maintenance and Support

- Offer ongoing technical support and system updates post-implementation.
- Provide a service-level agreement (SLA) outlining response times for critical issues.
- Include options for routine maintenance, such as hardware inspections and software updates.

Deliverables

- **RFID Badges:**
 - Minimum of 800 personalized badges pre-programmed with employee information.
- **Access Control Hardware:**
 - RFID readers and associated equipment for 125 access points.
- **Software:**
 - Centralized access control system with full functionality and integration.

Documentation:

- System design plans, testing reports, user manuals, and training materials.

2. Mandatory Pre-Bid Site Visit

A pre-bid site visit will be held on the date listed below (unless marked as N/A). Bidders are expected to attend and sign in. Any updated/additional bid information will be distributed to those on the list. Those who do not attend will not qualify to submit bids.

The Little Creek Casino Resort will conduct a pre-bid site visit on:

Date Thursday, January 30, 2025
Time 1:00 p.m. N/A
Location Hotel Lobby

3. Bid Requirements

Interested, qualified contractors or consultants must complete the attached *Bid Form*, which includes space for a firm, fixed price proposal, and a proposed schedule for completion. Bidders must also complete the *Contractor & Consultant Qualifications Form* and provide the requested information. Please see below for the description of a qualified contractor/consultant.

All aspects of the project must comply with the following codes and regulatory guidelines:

- International Building Codes
- Occupational Safety and Health Administration (OSHA)
- Washington Industrial Safety and Health Act (WISHA)

4. Contractor/Consultant Qualifications

In order to bid on the proposed project, contractor/consultant must be considered to be a qualified applicant. Qualification requirements are listed below and referenced in the *Contractor & Consultant Qualifications Form*. The form must be completed along with the bid in order to be considered.

- Contractor/consultant to provide information on related tribal and non-tribal projects completed by your firm within the past 5 years.
- Provide a copy of a current Washington State general contractor/consultant license.
- Contractor/consultant to accommodate and successfully provide required contracted services on a timely basis. Proposed schedule will be a considered part of the *Bid Form*.
- Financial stability and strength of the submitting contractor/consultant will be determined by their bonding capacity. A line item is listed on the form. Proof will be required upon award of bid.
- Positive references from previous clients.

5. Instructions to Prospective Contractors – Submittal Instructions

Renay VanDelden, Procurement & Supply Chain Manager, will receive submittals on behalf of the Little Creek Casino Resort. Please note that the Tribe prefers a digital version of your submission. Bound hard

copies are also acceptable, but must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the name of the RFP.

A complete submittal should contain:

- A. Completed *Bid Proposal Form*
- B. Completed *Contractor/Consultant Qualifications Form* and supplemental information
- C. Proof of Indian Ownership (if applicable)

6. Review Process

The Respondent's proposal will be reviewed by the LCCR's RFP Committee with the following criteria in mind:

- A. The Respondent's qualifications, and those of its in-house personnel who will be directly responsible for managing the engagement, will be 40% of the evaluation. This includes the demonstrated capacity and capability of the Respondent to perform work of comparable scope and complexity. The qualification information requested is on the Contractor/Consultant Qualification form and must be fully completed.
- B. The project cost will be 40% of the evaluation. Although selecting the lowest bidder is not the goal, where equally qualified contractors/consultants are being considered, cost will be the determining factor. This amount will be listed on the Bid Form and signed by the Respondent.
- C. Review of the Respondent's proposed schedule will be 20% of the evaluation. The expectation is that this project follow the proposed schedule and that long lead items are taken into consideration.

7. Proposal Due Date and Time

Interested Contractors/Consultants must submit their proposals no later than Friday, February 21, 2025 at 12 p.m.

Deliver to: Renay VanDelden, Procurement & Supply Chain Manager
Renay.VanDelden@LittleCreek.com

Bids will be delivered to the Little Creek Casino Resort and privately opened by The Tribe within 24 hours of the due date. See Notification to Award below for result information.

8. Conflict of Interest

Information regarding possible conflicts of interest should be provided as part of the qualification response. Such information will be taken into consideration in making a decision on the selection of the contractor. Should a conflict arise during preparation for or while undertaking these services, the contractor must immediately advise Procurement and Supply Chain Manager, Renay VanDelden, of such conflict by email Renay.VanDelden@LittleCreek.com or by phone at 360-432-7030.

9. Davis-Bacon Wages

Davis-Bacon Wages Apply Do Not Apply to this RFP

10. Inquiries

All inquiries concerning this RFP should be directed to Renay VanDelden, Procurement & Supply Chain Manager – Renay.VanDelden@LittleCreek.com or 360-432-7030. Inquires must be submitted at least one (1) week prior to RFP submission deadline. All inquiries and provided answers will be shared anonymously with all competing bidding firms within three (3) business days of inquiry submission.

11. Native American Preference Policy

Applicants may assert a claim for tribal preference on the *Contractor/Consultant Qualifications Form* and provide supporting documentation.

Indian preference may be used in the purchase of goods or services. Indian preference is preferential treatment in securing goods and services from Alaska Natives and Indians, or Indian Owned Enterprises, as provided in Public Law 93-638, Section 7(b) Indian Self Determination and Education Assistance Act, January 1975.

All awarding contracts or subcontracts for supplies, services, labor, or materials in the amount of \$35,000 or more, where the majority of the work on the contract or subcontract will occur on lands subject to the jurisdiction of the Squaxin Island Tribe, shall give preference to Indian Owned Enterprises in the award of such contracts or subcontracts.

Unless federal law or the source of funds requires a different consideration, an Indian Owned Enterprise shall be considered among all preference applicants.

Preference will apply to bids that are within the percentages below of the lowest bid submitted by a qualified bidder not claiming preference, provided that the successful Indian Owned Enterprise agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming preference.

Bid Preference Table:

Where the lowest responsive bid is:	Bid preference amount:
Less than \$100,000	10%
At least \$100,000 but less than \$500,000	5%
At least \$500,000 but less than \$1,000,000	3%
\$1,000,000 or more	1%

In circumstances where issues in addition to cost form a part of the decision-making, for example, design, experience, and/or timeliness, preference will be considered in the cost element only. In such circumstances, the bid document will identify the relevant elements and the scoring methodology to be used.

12. Tribal Sovereignty

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, the Squaxin Island Tribe, or the enterprises, agents, or employees of any of them.

13. Right to Reject

The Squaxin Island Tribe and their agents reserve the right to reject any or all bids, or any part thereof, to waive irregularities or informalities in the bid or bidding process.

14. Notification of Award

The Squaxin Island Tribe reserves all rights to award, or not award, any of the individual items listed under the scope of work above upon issuance of an Award of Contract. The Tribe will provide written notice to the successful bidder of actual items awarded.

It is expected that a decision selecting the successful Interested Contractor/Consultant will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Contractors/Consultants submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm.