



Minneapolis Park & Recreation Board

Request for Proposals

Genetec Building Security Systems

Release Date: Monday, December 8, 2025

Virtual Pre-Proposal Meeting (Required): Thursday, December 11, 2025 @ 10:00am CST

Proposal Deadline: Friday December 19, 2025, 2:00 PM CST



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INVITATION

The Minneapolis Park & Recreation Board (MPRB) is seeking a highly experienced and professional Genetec Unified Elite reseller located in the Twin Cities to furnish, deliver and install the components in Appendix A: MPRB Genetec Building Security Equipment as part of an integrated security solution utilizing Genetec.

MPRB expects to implement Genetec systems and services at multiple sites over a 5-year period as well as maintain managed services for supporting, maintaining, training and delivering security systems, camera systems, and door access systems at existing locations listed in Appendix B Existing MPRB Genetec Building Security Systems

Vendors will need to provide all components listed in Appendix A: MPRB Genetec Building Security Equipment as well as Installation and Managed Services of existing systems.

The MPRB makes this Request for Proposals (hereinafter referred to as the RFP) to select qualified Security Service Vendors (hereinafter referred to as the Vendor) for providing Genetec as a solution for a card-based door access, security alarm, and surveillance camera system (hereinafter called the Project). The Project is generally described in the “Scope of Services” contained within this RFP, including descriptions of roles, responsibilities and relationship of the Vendor, MPRB, and other parties involved in the Project.

DESCRIPTION OF BUSINESS

In 1883, the Minneapolis Park & Recreation Board was created by an act of the Minnesota State Legislature and a vote of Minneapolis residents. It serves as an independently elected, semi-autonomous body responsible for governing, maintaining, and developing the Minneapolis park system. In 2008, the Minneapolis Park & Recreation Board celebrated 125 years of providing outstanding park and recreation services to residents and visitors of Minneapolis.

The Board’s governance structure is unique and reflects the commitment residents have made to parks and recreation in Minneapolis. Credited in part for the success of the park system, the Board’s structure affords it the ability to focus on permanently preserving and protecting natural resources, parkland, and recreational opportunities for current and future city residents and visitors. Its governance powers include, but are not limited to, the ability to levy taxes and own land within and outside the City of Minneapolis.



RFP SCHEDULE AND CONTACT INFORMATION

RFP SCHEDULE

The anticipated proposal milestones are noted in the table below. MPRB will issue an Addendum to this RFP if it is necessary to change any of these dates or times. All listed times are Central Time (CT).

Proposal Process Milestones	Dates
RFP Release	Monday, December 8, 2025
Mandatory Pre-Proposal Conference	Thursday, December 11, 2025 @ 10:00am CST
Questions on RFP Due by	Friday, December 12, 2025 @ TIME 2:00pm CST
Responses to Questions posted by	Monday, December 15, 2025
Proposals due	Friday, December 19, 2025, by 2:00pm CST
Short List Vendors Notified	Friday, December 19, 2025, by 5:00pm CST
Virtual Vendor Interviews	Monday, December 22, 2025, time TBD
Award Notification	Monday, December 29, 2025
MPRB Board Approval	Wednesday, January 7, 2026
Implementation Begins	Wednesday, February 18, 2026

PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference will be held at Thursday, December 11, 2025 10:00am CST via Microsoft Teams.

All potential Vendors are required to attend this conference.

MPRB EAM CONTRACT MANAGER

The primary point of contact for the Genetec Security proposal is:

Jennifer Garrison, ITS Project Manager
GenetecSecurityRFP@minneapolisparcs.org

Andy Nordin, Mgr IT Infrastructure & Ops, Contract Manager
GenetecSecurityRFP@minneapolisparcs.org

The only contact prior to the RFP response submission that a Vendor should have with the Contract Manager is in regards to the RFP questions as noted in the next section. In any event, only communications that are documented via email shall be considered valid.



RFP QUESTIONS

Vendors will have an opportunity to submit questions about this Request for Proposal. Vendors must use the *Questions Template* document attachment below to submit questions. MPRB will make an effort to answer all reasonable questions, but may, at its own discretion, combine several questions into one, or decline to answer a question. Every question and answer will be given to all respondents.

All questions and MPRB responses will be posted to the MPRB Business Opportunities Website. Posted questions will not identify their origin.

[Minneapolis Parks Business Opportunities](#)

Responses to questions may lead to a change to this RFP. In that case an addendum to the RFP will be posted to the MPRB Business Opportunities Website. It is the vendor's responsibility to regularly check the website for these addenda. Only information provided by formal written addenda will be binding. Oral and other interpretations or clarifications are not binding unless otherwise stated.

INSTRUCTION: Open this file and save it using the format "Vendor Name_ Questions", where Vendor Name is the name of the company submitting questions. Complete the file as requested and email it to the MPRB Project Manager (GenetecSecurityRFP@minneapolisparks.org) no later than the date and time noted in the RFP Schedule.



Vendor
Name_Questions.doc

PROPOSAL FORMAT

PROPOSAL DUE DATE and LOCATION

Proposals must be submitted with one (1) original emailed copy to email to: GenetecSecurityRFP@minneapolisparks.org. Only the original copy of the proposal needs to contain an original signature from proposers authorized representative. The copy containing the original signature must be marked "original"

Responses to questions may lead to a change to this RFP. In that case an addendum to the RFP will be posted to the MPRB Business Opportunities Website. It is the vendor's responsibility to regularly check the website for these addenda. Only information provided by formal written addenda will be binding. Oral and other interpretations or clarifications are not binding unless otherwise stated.

The submittal shall be made at or before
Friday, December 18, 2025 2:00pm CST

Note: Late proposals will not be accepted



The Vendor shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section VI – “EVALUATION OF PROPOSALS.”

To allow for easier comparison of proposals during evaluation, proposals must contain the following sections and appendices and be arranged in consecutive order. Proposals shall be submitted by tab number as instructed below. The Vendor agrees and shall comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Exceptions section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Exceptions section. Failure to respond to these requirements may result in the proposal being considered incomplete.

Tab 1 – Minimum Criteria

1. Cover letter – with any special conditions, and signature
2. A brief profile of the firm, including the following:
 - a. A brief history of the business
 - b. Organizational structure of business
 - c. Provide overview of the services and locations that are supported in your proposed solution(s).
 - d. The overall qualifications of the business to provide the services requested

Tab 2 – Required Documents

1. Addenda – Any addenda issued after the release of this solicitation must be signed and returned with the firm’s proposal. Failure to return signed addenda may be cause for the proposal to be considered non-responsive.

Tab 3 – Executive Summary/Overview

1. Written summary of the understanding of the scope of work to be performed
2. Technical summary of the services proposed, including details about any “improvements” over and above the base request (for example, redundancy, and coverage).

Tab 4 – Form 2 Installation Time Lines

Tab 5 – Form 3 MPRB Responsibilities

Tab 6 – Form 4 Exceptions and Clarifications

Tab 7 – Bill of Materials

1. Completed Appendix A MPRB Genetec Building Security Equipment with cost of current implemented MPRB versions including item cost and labor, for equipment, software, license and managed services.
2. Price out the scopes in the table below for following locations:
 Appendix C: Creekview Recreation Center
 Appendix D: Lake Nokomis Recreation Center

SCOPE OF WORK

CATEGORY	COMPONENT	LOCATION DETAILS	ICON
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Security	Door Contact	All Exterior Doors	✘
Security	Motion Sensors	Full Interior Coverage	N/A
Security	Glass Break	All Exterior Windows	⦿
Surveillance Cameras	Cameras	Exterior and Interior field of views desired are indicated on the floor plan and aerial image, propose the camera models and quantities that meet the coverage needs and work with your proposed system	yellow highlight
Card Based Door Access	Card Readers		▲
	Remote Locks		■

NOTE: Network and Alarm Panel location is indicated by: 

Tab 8 – Service Level Agreement

Tab 9 –Sales Brochures and Product Specifications Company Financial Information:

Proof of financial responsibility, any bankruptcy filings by the Vendor, its principles and officers during the previous seven years, if deemed necessary.

EVALUATION OF PROPOSALS – SELECTION OF VENDOR

Proposals will be reviewed by an Evaluation Panel made up of representatives of the MPRB and other MPRB staff assistance as they might require. The Evaluation Panel will select a "short list" of qualified Vendors who will be formally invited to participate in a live demonstration based on the MPRB system requirements as part of the final selection, as deemed necessary by the MPRB. Evaluations will be based on the required criteria listed in Section V "PROPOSAL FORMAT" and the following:

- A. Quality, thoroughness, and clarity of proposal
- B. How well the Scope of Services offered meets requirements
- C. Ease of contracting
- D. Qualifications and experience of staff



- E. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP.
- F. Organization and management approach and involvement for a successful project
- G. Prevailing Wage Certificate
- H. Small & Underutilized Business participation
- I. Cost of services proposed
- J. Acceptance of MPRB Terms and Conditions

A formal Presentation/demonstration may be requested of the “short list” Vendor/s. Specifically, the MPRB requests that the Vendor’s Project Manager assigned to the proposed project team lead the Presentation and that actual members of the project team (including any sub-Vendors) participate in the formal presentation/interview.

The Presentation/Interview of the “short listed” Vendor’s will consist of the following elements:

- Discussion of the Vendor’s approach to providing services for this Project based upon the Scope of Services described herein
- Overview of the Vendor’s experience as related to the Scope of Services, including qualifications and experience of assigned staff

The Evaluation Panel will schedule and arrange for the presentations.

- I. **CONTRACT:** The contracting parties will be the MPRB and the Vendor selected to provide the services as described herein. The selected proposal, along with the RFP and any counter proposal will be incorporated into a formal agreement after negotiations. It is the intent of the MPRB to award a single contract for a term of five (5) years.
- II. **REJECTION OF PROPOSALS:** The MPRB reserves the right to reject any Vendor on the basis of the proposals submitted.
- III. **ADDENDUM TO THE RFP:** If any addendum is issued for this RFP, it will be posted on the MPRB Business Opportunities page.

The MPRB reserves the right to cancel or amend the RFP at any time.



RFP Terms & Conditions

General Conditions for Request For Proposals (RFP)

The General Conditions are terms and conditions that the MPRB expects all of its Vendors to meet. The Vendor agrees to be bound by these requirements unless otherwise noted in the Proposal. The Vendor may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Vendor's suggestions.

1. MPRB's Rights

The MPRB reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the Vendor's reply based on the component prices submitted.

2. Interest of Members of MPRB

The Vendor agrees that it has complied with Minnesota Statutes, Section 471.87. No member of the governing body, officer, employee or agent of the MPRB shall have any interest, financial or otherwise, direct or indirect, in the Contract.

3. Equal Opportunity Statement

The Vendor agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Vendor, see Appendix F MDCR Docs - Security RFP. Among the federal, state and city statutes and ordinances to which the Vendor shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Vendor shall have submitted and had an "affirmative action plan" approved by the MPRB prior to entering into a Contract.

4. Insurance

Insurance secured by the Vendor shall be issued by insurance companies acceptable to the City of Minneapolis and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.



Acceptance of the insurance by the MPRB shall not relieve, limit or decrease the liability of the Vendor. Any policy deductibles or retention shall be the responsibility of the Vendor. The Vendor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The MPRB does not represent that the insurance requirements are sufficient to protect the Vendor's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Vendor shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Vendor will assume full liability of the subcontractors.

The Vendor and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the MPRB shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions insurance providing coverage for 1) the claims that arise from the errors or omissions of the Vendor or its subcontractors and 2) the negligence or failure to render a professional service by the Vendor or its subcontractors. The negligence or failure to render a professional service by the Contractor or its sub-contractors. The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made bases, the policy must remain in continuous effect for at least three years after the service is provided or shall include a 3 year extended reporting period.
- e) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Vendor, its agents or employees. 2) Breach of the MPRB's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must remain in continuous



effect for at least three years after the service is provided or include a three-year extended reporting period.

5. Hold Harmless

The Vendor will defend, indemnify and hold harmless the MPRB and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Vendor's insurance coverage, arising directly from any negligent act or omission of the Vendor, its employees, agents or employees of the subcontractors and subcontractors of the Vendor, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Vendor to perform, in any respect, any of its obligations under this Contract.

The MPRB will defend, indemnify and hold harmless the Vendor and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the MPRB by reason of the failure of the MPRB to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the MPRB as a result of this Contract.

6. Subcontracting

The Vendor shall provide written notice to the MPRB and obtain the MPRB's authorization to subcontract any work or services to be provided to the MPRB pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Vendor shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Vendor has received payment from the MPRB.

7. Assignment or Transfer of Interest

The Vendor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the MPRB. The Vendor shall not subcontract any services under this Contract without prior written approval of the MPRB Contract Manager designated herein.

8. General Compliance

The Vendor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

9. Performance Monitoring

The MPRB will monitor the performance of the Vendor against goals and performance standards required herein. Substandard performance as determined by the MPRB will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Vendor within



a reasonable period of time to cure such substantial performance after being notified by the MPRB, Contract termination procedures will be initiated. All work submitted by Vendor shall be subject to the approval and acceptance by the MPRB Contract Manager designated herein.

The MPRB Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Vendor and shall inform the Vendor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

10. Prior Uncured Defaults

The MPRB may not contract with persons or entities that have defaulted under a previous contract or agreement with the MPRB and have failed to cure the default.

11. Independent Vendor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Vendor shall at all times remain an independent Vendor with respect to the work and/or services to be performed under this Contract. Any and all employees of Vendor or other persons engaged in the performance of any work or services required by Vendor under this Contract shall be considered employees or subcontractors of the Vendor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Vendor.

12. Accounting Standards

The Vendor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

13. Retention of Records

The Vendor shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

14. Data Practices

The Vendor agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Vendor must immediately report to the MPRB any requests from third parties for information relating to this Contract. The MPRB agrees to promptly respond to inquiries from the Vendor concerning data requests. The Vendor agrees to hold the MPRB, its officers, and employees harmless



from any claims resulting from the Vendor's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the MPRB. At that time, the names of the responders become public data. All other data is private or nonpublic until the MPRB has completed negotiating the Contract with the selected Vendor(s). At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

15. Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all Vendor records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the MPRB deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

16. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Vendor.

17. Conflict and Priority

In the event that a conflict is found between provisions in this Contract, the Vendor's Proposal or the MPRB's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

18. Travel

Travel is not reimbursed by the MPRB.

19. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City of Minneapolis's Code of Ordinances, both the MPRB and the Vendor are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires the MPRB and the Vendor to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Vendor represents any other party or other client whose interests are adverse to the interests of the MPRB.

As it applies to the Vendor, the City of Minneapolis' Code of Ethics will also apply to the Vendor in its role as an "interested person" since Vendor has a direct financial interest in this Agreement. The



Code of Ethics prevents “interested persons” from giving certain gifts to employees and elected officials.

20. Termination

The MPRB may cancel this Contract for any reason without cause upon thirty (30) days’ written notice. Both the MPRB and the Vendor may terminate this Contract if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days’ written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the MPRB shall pay Vendor all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Vendor, the MPRB shall pay Vendor all compensation earned prior to the date of termination minus any damages and costs incurred by the

MPRB as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Vendor under this Contract shall, at the option of the MPRB, become the property of the MPRB, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Vendor shall not be relieved of liability to the MPRB for damages sustained by the MPRB as a result of any breach of this Contract by the Vendor. The MPRB may, in such event, withhold payments due to the Vendor for the purpose of set-off until such time as the exact amount of damages due to the MPRB is determined. The rights or remedies provided for herein shall not limit the MPRB, in case of any default by the Vendor, from asserting any other right or remedy allowed by law, equity, or by statute. The Vendor has not waived any rights or defenses in seeking any amounts withheld by the MPRB or any damages due the Vendor.

21. Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the MPRB upon final approval of the final report or upon request by the MPRB at any time before then. The MPRB at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Vendor.

22. Intellectual Property

Unless the Vendor is subject to one or more of the intellectual property provisions in the paragraphs below, the MPRB own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in any “Work” created, in progress, produced or completed and paid by this Contract. Work covered includes inventions, improvements,



discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, or other media.

All Work produced by the Vendor under this Contract will be the exclusive property of the MPRB and will be surrendered to the MPRB immediately upon completion, expiration, or cancellation of this Contract. The Vendor may retain a copy of the work for its files in order to engage in future consultation with the MPRB and to satisfy professional records retention standards. The Vendor represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

23. Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Vendor and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at: [Minneapolis Equal Benefits Ordinances](#). It is the Vendor's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

24. Cardholder Data and Security Standards

Should the Vendor collect revenue on behalf of the MPRB through the acceptance of credit cards offered by cardholders to pay for services offered under the terms of this Contract, then Vendor represents and acknowledges that the Vendor will comply with Payment Card Industry (PCI) regulatory standards including the Data Security Standards (DSS). Vendor represents that it will protect cardholder data. Vendor will be annually certified as a PCI compliant service provider and agrees to provide evidence of said certification to the MPRB upon request. Vendor agrees at reasonable times to



provide to the MPRB or to its assigns, the audit rights contained herein for all physical locations, systems or networks that process credit cards on behalf of the MPRB. Vendor also agrees to provide written notice to the MPRB of any breach of a system owned, operated or maintained by the Vendor that contains cardholder data or information.

25. Prevailing Wages:

Prevailing wage rates may apply to this project. For a copy of the prevailing wage rates applicable to this project, see Appendix E Prevailing wage rates_Building_MN20250053_6-13-2025_Mod2. Use the rates for State of Minnesota - Hennepin County. Laborers and Mechanics shall be paid according to the Contracts for Public Works Ordinance, Minneapolis Code of Ordinances, Chapter 24, Section 24.200 through 24.260, as amended, and the minimum wage rates and fringe benefits paid to the various classes shall be as determined by the Secretary of Labor of the United States, for work in the City, subject to and upon compliance with all requirements provided in the Rules of the Office of the Secretary of Labor of the United States. Apprentices may be paid less than the predetermined wage rate for the work performed. Apprentices must participate in a registered apprenticeship program (See 29 CFR, Parts 5 and 29). By submitting this proposal, it is understood and agreed that if it is accepted, in whole or in part, by the City of Minneapolis or Board, as designated, that any work done by the Contractor or by the Contractor's agent or sub-contractors under a contract with the Owner as designated shall be done in conformity with the wage and labor standard provisions of Minneapolis Code of Ordinances, Chapter 24, Section 24.200 through 24.260, or, if applicable Park Board Code of Ordinances, Chapter 6, Section PB 6-1 through PB 6-5. Failure to comply with this ordinance shall mean the City may, by written notice to the Contractor, terminate the Contractor's right to proceed with the work and the Contractor and their Sureties shall be liable to the City for any excess cost occasioned to the City for the completion of the work. Specifically, it is agreed that payment of wages for labor or mechanical work to employees or agents of the Contractors or any subcontractors shall be no less than the amounts set forth in the provided wage decision.

26. Small & Underutilized Business Program (SUBP) Requirements

MPRB policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423 applies to any professional or technical service contract in excess of \$175,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no specific SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. Consultant shall inform the Contract Manager to obtain authorization to subcontract any work. To locate certified MBEs and WBEs under the Minnesota



Uniform Certification Program (MnUCP), please visit <http://mnucp.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

27. Tobacco Free

The Minneapolis Park and Recreation Board is a 100% Tobacco Free organization. All vendors, sub-contractors, and persons doing work at MPRB facilities must adhere to the MPRB posted policy.

SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Vendor. The contents of this document are considered representative of the Project as a whole but are by no means conclusive.

SCOPE OF PROJECT

Functional Description and General Information

The MPRB is seeking proposals from highly experienced and professional Genetec Unified Elite resellers to provide a fully functioning Genetec systems for our access control, intrusion and surveillance camera systems which includes integrations with Traka, Salto and BOSCH Alarm panels to be installed and managed at all MPRB locations.

This RFP is designed to furnish MPRB with Genetec Systems and integrations with the successful Vendor supplying all necessary labor, equipment, materials, software installation, configuration, testing, documentation, and training in use of the system.

Existing Card Based Door Access, Security Alarm, and Surveillance Camera Systems

1. Card Based Access Control
 - a. MPRB Headquarters

Currently, there are approximately 32 door access points throughout the Headquarters building. The software system is ICT Protégé and is administered by the IT department. MPRB has already purchased the necessary hardware and materials to convert this location to a Genetec door access solution. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.
 - b. Southside Operations Center

Currently, there are approximately 12 door access points throughout the Southside Operations Center Building. The software system is Passpoint. MPRB has already purchased the necessary hardware and materials to convert this location to a Genetec door access solution. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.



- c. Waterworks
MPRB has already purchased the necessary hardware and materials to install door access at Waterworks, a new construction site. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.
 - d. Remote Locations
Currently, there are 9 remote locations throughout the park board with Genetec door access points, see Appendix B Existing MPRB Genetec Building Security Systems for list of Genetec systems by location. The successful vendor is expected to provide managed services at these locations.
2. Intrusion Systems
- a. MPRB Headquarters
MPRB has already purchased the necessary hardware and materials to convert this location to a BOSCH intrusion system integrated with Genetec. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.
 - b. Southside Operations Center
MPRB has already purchased the necessary hardware and materials to convert this location to a BOSCH intrusion system integrated with Genetec. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.
 - c. Waterworks
MPRB has already purchased the necessary hardware and materials to install BOSCH intrusion systems integrated with Genetec at Waterworks, a new construction site. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.
 - d. Remote Locations
Currently, there are 9 remote locations throughout the park board with BOSCH intrusion systems integrated with Genetec see Appendix B Existing MPRB Genetec Building Security Systems for list of Genetec systems by location. The successful vendor is expected to provide managed services at these locations.
3. Surveillance Camera Systems
- a. MPRB Headquarters
MPRB has already purchased the necessary hardware and materials to convert this location to a Genetec surveillance system. The successful vendor is expected



to then install and provide managed services for the previously purchased hardware and materials.

b. Southside Operations Center

MPRB has already purchased the necessary hardware and materials to convert this location to a Genetec surveillance system. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.

c. Waterworks

MPRB has already purchased the necessary hardware and materials to install Genetec surveillance systems at Waterworks, a new construction site. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.

d. Parade Park Parking Lot

MPRB has already purchased the necessary hardware and materials to install Genetec surveillance systems at Parade Park Parking Lot. The successful vendor is expected to then install and provide managed services for the previously purchased hardware and materials.

e. Remote Locations

Currently, there are 23 remote locations throughout the park board with Genetec surveillance systems, see Appendix B Existing MPRB Genetec Building Security Systems for list of Genetec systems by location. The successful vendor is expected to provide managed services for the previously purchased hardware and materials.

In addition to existing Genetec surveillance locations The MPRB currently has sites utilizing Closed Circuit Television (CCTV) cameras with multiple of these camera systems utilizing antiquated technology that cannot be updated, some of which are non-functional or they are not centrally supported by the MPRB Information Technology Services (ITS) department.

MPRB's camera systems are located in parks and recreation centers, which were originally installed to support recreation staff needs. Other locations include five golf courses, Headquarters, South Side Service Center and Longfellow House.

These locations utilize analog cameras interspersed with digital cameras with various connections including Cat6 and coaxial cable. Configurations have been modified to varying degrees to provide viewing capabilities via internet service.



The Digital Video Recorder (DVR) hardware and Remote Management Software (RASPlus) currently in place for recording and reviewing footage respectively on the sixteen camera systems are no longer supported by their respective vendors. Industry standards for accessing live feed and recording footage now far exceed the MPRB's current equipment and newer technology is not compatible.

Required Items

1. Genetec Unified Elite reseller
2. Local Twin Cities Labor Pool
3. Genetec Certifications
4. Genetec Advanced Certifications
5. Axis Certifications
6. BOSCH Certifications
7. Successful local Traka integration with Genetec
8. License plate recognition experience
9. Clear ID experience
10. 3 references from within the Twin Cities
11. CJIS Compliant
12. Installation Services include:
 - Project Management
 - Cutting, Patching, Fire Stopping, Grounding, Support and Anchors
 - Damage and Cleanup
 - Ordering and Delivery
 - Equipment Installation, including Patch Cords & Cables
 - Deliverables: Labeling, System Design Reviews, Documentation
 - Testing
 - Removal and disposal of Existing Systems
 - Project Closeout and Acceptance
 - Training
13. Managed Services of existing Genetec systems, see Appendix B Existing MPRB Genetec Building Security Systems for list of Genetec systems by location.
 - Break/Fix Support Services
 - Priority Troubleshooting, Emergency Response and Repairs
 - Proactive Services:
 - Annual System Health Checks
 - Software Maintenance and Upgrades
 - System Security Services
 - System Training
 - Manufacturer Support Contract
 - Traka maintenance
 - Salto maintenance



- CJIS Compliant
- Update System As-Built documents
- Service Level Agreements

Technical Requirements

1. Technical specifications and requirements for all proposed items are to be included in response.
2. Individual components and line-item pricing are to be included in Appendix A MPRB Genetec Building Security Equipment. Version numbers must be included for all equipment and software. Responses that fail to include cost and versions in Appendix A MPRB Genetec Building Security Equipment may be disqualified.
3. All equipment must be warranted for a minimum of one year from the date that it is placed into service.
4. All installation services and Vendor's workmanship must be warranted for contract terms.
5. Proposal must include all software updates and upgrades for twelve (12) months after completion at no extra cost (not including labor).
6. Proposal includes installation, configuration and testing (including all labor).
7. The Vendor must work with MPRB, to ensure the door access panels are working as designed, the security alarms are programmed, and camera views are set to the satisfaction of the MPRB project manager(s).
8. Announced, but not yet shipping equipment will be considered, providing:
 - a. that the announced delivery date is on or before the installation dates of this project and
 - b. that the Vendor allows a 60-day test period (staged with other equipment to be provided) to ensure that equipment performs according to specifications.
9. Internal cabling - Contractors are responsible for providing internal cabling the complete distance to the Demarcation Point at each site.
10. Cable shall be selected and applied in a manner defined by signal type, consistent with best industry practices. Highest quality products shall be used with attention given to transmission characteristics, termination methods, resistive and complex impedance at operating frequencies, and insulating material characteristics. Where required by the NEC (National Electrical Code), substitutions of air handling plenum cables shall exactly match the normally applied product and shall meet the standards of UL (Underwriter's Laboratory) Standard #900 and the NEC Articles 800 and 820.
11. In all locations where cable ties are necessary Velcro (or equivalent) straps shall be used. Straps shall be black, with no logo or decoration, except as authorized by the MPRB Project Manager. Straps shall be installed snugly without deforming cable insulation. Straps shall be spaced at uneven intervals not to exceed 4 feet.
12. All cabling systems shall be properly grounded and protected from lightning
13. All outside plant cabling shall be buried or in conduit on MPRB property.



Vendor, Installation, and Maintenance

Vendor

1. The pricing should be based on a five-year term beginning at contract signing.
 - a. This contract shall allow MPRB to add one or more new locations at any time during the contract period. The add-on agreement for each added location will terminate or expire on the same date as the initial contract, in other words, the added location's contract will be coterminous with the initial contract.
 - b. The contract shall allow MPRB to change services at any location without extending the contract term.
 - c. Upfront installation costs shall be identified for each location on the proposal form. Installation charges shall be invoiced by location as the charges are incurred.
 - d. All invoices shall be consolidated on a single bill.

Project Manager

1. The Vendor should appoint a project manager who shall be the main point of contact regarding the project for the MPRB. The project manager is responsible for the following:
 - a. Developing a project schedule that identifies in detail the exact tasks and timelines that the MPRB and the Vendor must perform and/or be responsible for in order to accomplish the delivery and installation of the system.
 - b. Guaranteeing the work and performance of all employees and subcontractors who have been hired by the Vendor.
 - c. Verifying building entrance locations and closet locations with the MPRB's project manager prior to installation.
 - d. Completing and submitting all required documentation.
 - e. Attending all project coordination and/or construction meetings as required by the MPRB.
 - f. Maintaining the project status meeting minutes and distributing them to all participants within two days following the meeting.
 - g. Informing the MPRB of all unexpected conditions and problems that may result in delay or expense. The Vendor must report issues immediately upon discovery and must provide the MPRB with the option(s) for resolving them.
2. If the Vendor seeks to change the project manager during the project, such change is subject to prior written approval from the MPRB.



3. The MPRB reserves the right to request a new project manager during the project if the project manager does not perform to the MPRB's satisfaction.

Permission to Proceed

1. Prior to ordering, furnishing, or installing any equipment, the Vendor shall obtain the MPRB's written approval of equipment, locations, layout, and installation. Vendor should provide a floor plan with cabling, and hardware locations.
2. The Vendor shall coordinate location of all equipment placements for each location prior to commencement of work.
3. MPRB Permits: The Vendor must obtain all required MPRB permits where outside plant work is required.
4. The Vendor must obtain the MPRB's permission before proceeding with any work necessitating cutting into or through any part of a building structure.
5. Existing floors, walls, ceilings, or any structural piece shall not be drilled or cut without prior approval of the MPRB.
6. Vendor will work with MPRB regarding any blackout dates due to other scheduled projects such as capital improvement occurring at a park.

Cutting and Patching

1. Where it is necessary to do any cutting and patching, no cutting of load bearing walls, beams, etc. shall be done without the approval of the MPRB's Representative. All patching, finishing, etc. shall match the surroundings. All cutting and patching shall be done by skilled tradesmen.
2. Holes shall be located so as not to affect structural sections such as beams.
3. Holes shall be laid out in advance. The MPRB shall be advised, prior to drilling through structural sections, for determination of proper layout.
4. Floor, exterior wall, and roof seals shall be watertight. Walls and floors that are cored for installation of conduit shall be sleeved with steel tubing, grouted, and the space between the conduit and sleeve filled as specified herein.
5. Conduits shall extend one-inch minimum above finished floor.

Fire Stopping

1. Structural Penetrations: Where conduits, wireways, busduct, and other electrical raceways pass through fire partitions, firewalls or walls and floors; install a firestop that provides an effective barrier against the spread of fire, smoke and gases. Firestop material shall be packed tight and completely fill clearances between raceways and openings.
2. All penetrations of firewalls must be approved by the MPRB before any penetrations are made. The Vendor provide satisfactory sleeving and fire caulking.



3. The Vendor is responsible for adhering to the following standards:
 - a. Conduit penetrations through fire-rated or smoke walls: Completely seal around the conduit penetration with Hilti FS 601 fire-rated sealant or equal Tremco or 3M.
 - b. Conduit sleeves through fire-rated or smoke wall: Completely seal around the conduit penetration with Hilti FS 601 fire-rated sealant or equal Tremco or 3M. Completely seal inner opening of the conduit sleeve with fire wool packing and Hilti FS 611A intumescent firestop sealant.
 - c. Cable bundles through fire-rated or smoke walls (without sleeves): Completely seal openings with Hilti FS 611A intumescent firestop sealant, or equal Tremco or 3M.

Support and Anchors

1. Fasten hanger rods, conduit clamps, and outlet and junction boxes to building structure using expansion anchors, beam clamps, spring steel clips.
2. Install hangers and supports, sleeves and fasteners in accordance with approved printed manufacturers' installation procedures, and as specified.

Damage and Cleanup

1. The Vendor shall be held responsible for and make payment on any damage caused from the delivery and/or installation of its work.
2. The Vendor shall keep the premises clean from debris and rubbish. After each workday, the Vendor shall remove any rubbish or waste from the working area. If the MPRB is required to clean up, the cost shall be charged back to the Vendor.

Ordering and Delivery

1. All materials and equipment shall be installed at the various building sites. No equipment shall be ordered or installed prior to authorization by MPRB.
2. The materials/equipment shall be delivered to its proper location and installed by the Vendor without additional cost or expense to MPRB.
3. During the time between delivery and acceptance, MPRB cannot be held liable for any damage to or theft of any components. It will, therefore, be the responsibility of the Vendor to obtain insurance against loss, theft and damage.

Equipment Installation

1. The Vendor shall install hardware in a secure manner. Screws shall be tightened to a torque just sufficient to secure equipment without deforming washers beyond their original diameter.
2. The Vendor shall provide all hardware required to rack mount equipment.
3. The Vendor shall neatly dress all power cables and secure with Velcro tie wraps between devices and PDUs, UPS systems, or wall power plugs.



Grounding

1. Install Products in accordance with manufacturer's instructions.

Patch Cords & Cables

1. Provide and install all patch cables with appropriate connectors to interconnect all systems provided under this contract.
2. The Vendor shall use the MPRB's cable management system where equipped to provide a neat and efficient means for routing and protecting fiber and copper cables and patch cords on telecommunication racks and enclosures.

Labeling

1. The Vendor shall be responsible to label all cables and equipment components installed as part of this project. In doing so, make the labeling of each component:
 - a. Unique, to prevent it from being confused with other similar components; and
 - b. Legible and permanent enough to last the life of the component. Handwritten labels are not permitted.

System Design Reviews

1. As these specifications are put together with no specific solution or Vendor in mind, the Vendor shall include one informational presentation to the MPRB's Information Technology Service. The purpose of the meeting is to provide the MPRB with an overview of the services capabilities and establish standards for how the system is to be installed.
2. The Vendor's project manager shall inform the MPRB Project Manager of decisions that they need to make regarding the items/systems/alternates being installed.

Work Hours

1. Work shall be performed during normal business hours. Any deviations must be discussed with and approved by the MPRB Project Manager prior to work occurring.

Testing

1. Vendor must demonstrate to the MPRB Project Manager (or his/her designee) verify, test and demonstrate functionality of door access, security alarms, and cameras.
2. Verify, test and document successful connections between all remote locations and core network centers.

Removal of Existing Systems

1. The Vendor shall remove all existing door access, security, or camera surveillance equipment not incorporated into the new system, and deliver to a MPRB designated location for proper disposal.



Documentation

1. When installation is complete, the Vendor shall furnish MPRB one complete set of project documentation in electronic format.
2. Include passwords for all devices.
3. Serial Numbers, Manufacturer, Model and MAC (if applicable) of all Devices
4. Warranty Start and End Dates of all devices
5. Documentation of all equipment labeling.
6. IP numbers assigned to all equipment.
7. Logical diagram showing layout of system.
8. Pictures/images of all installs and wiring closets.

Project Closeout and Acceptance

1. Punch List: Work or materials found to be incomplete, of unsatisfactory quality, failing to meet the specifications in the RFP package and resulting contract, and/or unacceptable to the MPRB shall be documented in a punch list by the MPRB and provided to the Vendor to rectify.
2. Punch List Approval: The punch list shall be considered complete only after having been signed by the MPRB.
3. Acceptance: Acceptance shall occur after all of the work has been completed in accordance with the contract and RFP specifications.

Service Level Agreement

1. Each Vendor shall submit an SLA agreement for each of their proposed solutions.
2. Provides standard trouble reporting process with telephone numbers and account information.

Schedule Maintenance

1. A. Provider shall notify MPRB at least 48 hours in advance of any required maintenance that will cause disruption in service at any location.