



## Bellefontaine Neighbors Police Department

9641 Bellefontaine Road • Bellefontaine Neighbors, MO 63137

Office: (314) 867-0080 • Fax: (314) 867-0214

[www.cityofbn.com/departments/police/](http://www.cityofbn.com/departments/police/)

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### Request for Quotation (RFQ)

**Project Title:** Procurement of Access Control Electronic Security Door Locks

**Issuing Authority:** City of Bellefontaine Neighbors

**RFQ Number:** CNB-ESDL-0324

**RFQ Issue Date:** March 27, 2024

**RFQ Due Date:** April 17, 2024, 5:00 PM [Local Time]

#### Contact Person:

Major Timothy Sanders

Commander Bureau of Special Operations

City of Bellefontaine Neighbors Police Department

Phone (314) 867-0080 EXT. 243

Email [tsanders@cityofbn.com](mailto:tsanders@cityofbn.com)

**Description:** The City of Bellefontaine Neighbors is inviting quotations from qualified suppliers for the purchase and installation of access control electronic security door locks for various government buildings within the municipality. The purpose of this RFQ is to enhance the security measures in our facilities through the implementation of advanced access control systems.

#### Scope of Work:

1. Supply and installation of electronic security door locks for the government buildings.
2. Integration of the electronic locks with existing access control systems (if applicable).

*A Missouri certified law enforcement agency.  
"Powered by partnership, driven by community."*

3. Provision of training for city staff on the operation and maintenance of the electronic locks.
4. Warranty and support services for the installed electronic locks.

**RFQ Requirements:**

1. Quotations must include detailed pricing breakdown for:
  - Cost of electronic door locks per unit.
  - Installation charges per unit.
  - Any additional costs (e.g., software subscription, training, warranty).
2. Evidence of prior experience in supplying and installing Access Control Electronic Security door locks in similar public sector environments.
3. Valid certifications, Insurance and licenses as required by local regulations.
4. Warranty and support details, including duration and coverage.
5. Quotations must be valid for a minimum of 60 days from the RFQ due date.

**Submission Instructions:** Interested suppliers are requested to submit their quotations electronically to the contact person listed above no later than the due date and time specified. Quotations should be clearly marked with the RFQ number and project title.

**Evaluation Criteria:** Quotations will be evaluated based on the following criteria:

1. Compliance with RFQ requirements.
2. Price competitiveness.
3. Quality and suitability of proposed solution.
4. Supplier's experience and track record.
5. Warranty and support offerings.

**Important Notes:**

- The City of Bellefontaine Neighbors reserves the right to accept or reject any or all quotations received, in whole or in part, without assigning any reason.
- Submission of a quotation does not guarantee the award of a contract.

- Any inquiries or clarifications regarding this RFQ should be directed to the contact person listed above.

**Attachments:**

1. N/A

Thank you for your interest in supplying Access Control electronic security door locks for the City of Bellefontaine Neighbors. We look forward to receiving your quotation.

Sincerely,

**Maj. Tim Sanders, DSN 160**

**Commander Bureau of Special Operations**

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