

REQUEST FOR PROPOSALS

Access Control and System Installation

The Medical Center at Caverna

1501 S. Dixie Street, Horse Cave, KY

Grant Project No. 24-006 | CFDA 97.008 | FY 2024 NSGP

FIELD	INFORMATION
RFP Issue Date	June 8, 2026
Questions Deadline	June 22, 2026— Submit to procurement@mchealth.net
Proposal Due Date	June 25, 2026, 4:00 PM CT
Anticipated Award Date	July 13, 2026
Contract Period	July 31, 2025 – July 31, 2027
Budget Ceiling	\$43,618 (all-inclusive)
Issuing Organization	Bowling Green-Warren County Community Hospital Corporation dba The Medical Center at Caverna
Submit Proposals To	The Medical Center at Bowling Green Attn: Security Manager 250 Park St Bowling Green, KY 42104

1. Introduction and Background

Bowling Green-Warren County Community Hospital Corporation, doing business as The Medical Center at Caverna ("the Organization"), is soliciting proposals from qualified contractors for the purchase and installation of an access control system at its facility located at 1501 S. Dixie Street, Horse Cave, Kentucky (the "Facility").

This project is funded through the FY 2024 Nonprofit Security Grant Program (NSGP), administered by the Kentucky Office of Homeland Security (KOHS) as a pass-through of federal funds from the U.S. Department of Homeland Security / FEMA (CFDA No. 97.008). All procurement under this grant must comply with applicable Commonwealth of Kentucky contracting procedures (KRS 45A) and federal regulations (2 CFR Part 200).

The total budget for this project shall not exceed \$43,618. Proposals exceeding this amount will not be considered.

2. Scope of Work

The selected contractor shall furnish all equipment, materials, labor, and expertise necessary to complete a fully operational access control system as described below. All equipment shall meet or exceed the specifications listed, or equivalent as approved by the Organization.

2.1 Access Control System — Equipment and Materials

The contractor shall provide and install the following (or approved equivalent):

Equipment / Material	Quantity
8-door controllers with communication boards; compatible with KeyScan Aurora software	2
Power supplies	2
Magnetic locks or strikes (as required by door conditions)	10
Proximity card readers	14
Proximity/keypad reader (supply door)	1
Request-to-exit (REX) motions and/or push buttons (as required)	10
AC transformers	4
Rechargeable batteries	6
Access control cable spools, 500 ft. each	4

Note: Proposed equivalent equipment must be identified in the proposal with supporting documentation demonstrating equivalency. Substitutions are subject to approval by the Organization prior to installation.

2.3 Labor Requirements

The contractor shall perform all labor required for fully installed, tested, and commissioned systems, including:

- Pulling and terminating all access control cabling
- Installing electric locks and strikes
- Installing request-to-exit devices
- Installing card readers, control panels, and power supplies
- Installing network switches and UPS
- Interfacing new devices with existing electronic locking hardware and network infrastructure
- System programming, testing, and commissioning of the system
- End-user training for designated Facility staff on system use and administration

2.4 Installation Requirements

- Installation must conform to the Environmental and Historic Preservation (EHP) scope of work approved by FEMA (Case No. 2024-UA-05195.51631) for site location 1501 S. Dixie Street, Horse Cave, KY
- Any changes to the approved scope of work will require re-evaluation by KOHS and FEMA prior to implementation
- If ground-disturbing activities occur, contractor must monitor ground disturbance and immediately cease work and notify the Organization and FEMA if any potential archaeological resources are discovered
- All work must comply with applicable local codes, regulations, and Facility safety policies
- Contractor personnel must wear visible identification badges at all times while on site
- All workers must check in with Facility staff daily prior to beginning work
- Contractor must obtain an Above Ceiling Work Permit from Facility staff before any work above ceiling tiles

3. Deliverables

Upon project completion, the contractor shall provide:

1. Fully installed and operational access control system
2. Documentation of all equipment installed, including wiring diagrams and system programming records
3. Completed training session(s) for designated Facility staff
4. Warranty information for all equipment and workmanship
5. Certificate of completion or equivalent sign-off document

4. Proposal Requirements

Proposals must include all of the following to be considered responsive:

4.1 Company Qualifications

- Company name, address, primary contact name, phone, and email
- Description of company experience with access control system installation in healthcare or institutional settings
- List of at least three (3) comparable projects completed within the past five years, including project name, location, scope description, and client contact information
- Verification that the company is not listed on the federal System for Award Management (SAM) Excluded Parties List (<https://sam.gov>)
- Proof of insurance (general liability and workers' compensation at minimum)

4.2 Technical Proposal

- Detailed description of all proposed equipment, including manufacturer, model number, and specifications for every line item in Section 2
- If proposing equivalent equipment, documentation supporting equivalency to specified items
- Proposed installation methodology and project timeline
- Description of training approach for Facility staff on the system

- Warranty terms for all equipment and labor

4.3 Cost Proposal

- Itemized cost breakdown for all equipment, materials, and labor — access control system costs must be broken out separately
- Total all-inclusive price (must not exceed the budget ceiling stated in Section 1)
- Statement that pricing is firm and valid for a minimum of 90 days from proposal submission

Note: Cost proposals must be submitted as a separate document or clearly separated section from the technical proposal.

4.4 Required Certifications

The proposer must certify the following in writing:

- The company is not debarred, suspended, or excluded from participation in federal programs
- The company will comply with all applicable provisions of KRS 45A and 2 CFR Part 200
- No member of the company has a conflict of interest with the Organization or the grant program

5. Procurement Compliance

This procurement is conducted in accordance with KRS 45A and federal Uniform Guidance (2 CFR Part 200) as required by the FFY 2024 NSGP grant award. The following requirements apply:

- The Organization reserves the right to reject any or all proposals and to waive informalities
- The contract awarded under this RFP is subject to availability of federal funds
- All subcontractors used by the selected contractor are subject to approval by the Organization and must meet the same compliance requirements as the prime contractor
- Selected vendor will be verified against the SAM Excluded Parties List at the time of contract award and again at the time of each reimbursement request
- The Organization encourages proposals from small, minority-owned, women-owned, and disadvantaged business enterprises (MBE/WBE/DBE).
- Equipment purchased with grant funds shall be marked: 'Purchased with funds provided by the Kentucky Office of Homeland Security and the U.S. Department of Homeland Security'
- All invoices must be dated between July 31, 2025 and July 31, 2027
- The Organization will not discriminate on the grounds of race, color, national origin, sex, age, or disability during the Invitations to Bid process.

6. Evaluation Criteria

Proposals will be evaluated by a three-person panel (1 from IT; 1 from Security; and 1 from Facilities) based on the following criteria:

Evaluation Criterion	Weight
Technical approach and equipment specifications and warranties	40%
Relevant experience and qualifications	25%
Cost (all-inclusive, within budget ceiling)	30%
Proposed timeline and project management approach	5%
TOTAL	100%

7. Submission Instructions

- Proposals must be received by June 22, 2026, at 4:00 PM Central Time
- Submit to: The Medical Center at Bowling Green
Attn: Security Manager
250 Park St.
Bowling Green, KY 42104
- Proposals must be submitted with the following language on the back envelope flap:
RFP Response — Access Control System — Medical Center at Caverna — Do Not Open
- Late proposals will not be accepted
- Questions regarding this RFP must be submitted via email to procurement by procurement@mchealth.net. Responses will be provided on Med Center Health's procurement page <https://medcenterhealth.org/procurement-opportunities/>

8. Terms and Conditions

- The Organization is not obligated to award a contract as a result of this RFP
- The Organization reserves the right to negotiate with any or all proposers
- All proposals become the property of the Organization upon submission
- The selected contractor will be required to execute a written contract incorporating the terms of this RFP and the contractor's accepted proposal
- The contract is subject to the terms and conditions of the KOHS grant agreement, including all federal standard terms and conditions (FY 2024 DHS Standard Terms and Conditions)
- No work shall begin and no costs shall be incurred prior to July 31, 2025

Authorized Signature — Issuing Organization

Name: _____ Title: _____

Project Director

Date: *6/2/2026*