



# RurAL CAP

Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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REQUEST FOR PROPOSAL (RFP)  
RurAL CAP-SH-25-R-002

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Master Key

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**Prepared By: Darrel Behymer, CPP**  
**Date: 02/25/25**

REQUEST FOR PROPOSAL

**SUBMISSION DEADLINE: March 25, 2025 at 4 PM**

**QUESTION SUBMISSION DEADLINE: March 18, 2025 at 4 MP**

**BID LOCATION: RurAL CAP Supportive Housing has 15 Locations in Anchorage** (listed on page 12) .

Questions may be emailed to:

**RFP Contact Name: Chris Griffith**

**Telephone Number: 907-868-4618**

**Email Address: [cgriffith@ruralcap.org](mailto:cgriffith@ruralcap.org)**

Site Visit: Please contact Chris Griffith to schedule a time for a walk though from February 26 – March 11.

**INTRODUCTION**

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities and Project Manager, Chris Griffith, is requesting proposals from qualified locksmiths that are licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in preparing any subsequent contract. Bids must be received via email to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org) by 4:00 PM on March 25. All bids must include the reference on email subject, "Key Master RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to March 18, at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals from qualified locksmiths to help develop and implement a Key Master program for RurAL CAP Supportive Housing facilities across Anchorage, AK. The program aims to enhance security and streamline access control through a cohesive key management system with physical keys.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must be submitted by our deadline March 25, 2025 at 4 PM.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it has been accepted or not after the review committee has completed.

2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission

Bids shall be emailed to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org)

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may then submit a new or modified bid before the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline will not be considered.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Business License (or permit), Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state, or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

SECTION 3.0: SCOPE OF WORK

The contractor is to provide all labor, materials, and equipment necessary to design and implement a Master Key System that includes Grand Master keys, Master keys, and Room keys for tenant units to the following locations.

Provide weekly reports listed in Attachment 1 – Update List

LOCATION LIST
525 North Bragaw & 535 North Bragaw St., Anchorage, AK 99508
324 North Park Anchorage Ak 99508
Karluk Manor 1104 E 5 <sup>th</sup> Ave Anchorage, AK 99501
702 North Park Anchorage AK 99508
3201, 3209 & 3145 Tarwater Ave., Anchorage, AK 99508
1255 E 11 <sup>th</sup> Ave Anchorage, AK 99501
3726 Peterkin Anchorage, AK 99508
1905 E 4 <sup>th</sup> Ave Anchorage, Ak 99501
207 Muldoon Anchorage, Ak 99504
400 North Lane Anchorage, Ak 99508
325 E 3 <sup>rd</sup> Ave Anchorage, Ak 99501
100 Davis Anchorage, Ak 99508

Objective

To centralize and enhance security across multiple facilities with a uniform keying system.

To establish a tiered key management system to control access levels efficiently.

Deliverables

Installation of the Master Key System at all designated facilities.

Supply of Grand Master, Master, and Room keys as required.

Training for RurAL CAP staff on system management.

Comprehensive documentation of the keying matrix for each site.

Criteria

Full functionality of the Master Key System across all sites.

Approval of installation and system documentation.

Successful training and handover to facility management teams.

Facility Specific Requirements

Each facility will address the following subcategories in its section:

Keying Schedule

Security Enhancements

Installation Challenges

Special Considerations

Special Note on Clinical and Managerial Areas: All clinical offices, clinical storage areas, and site manager offices must be included on both the Grand Master key system and a separate dedicated Master key system, ensuring higher security and selective access. Clinicians will have keys to open their respective site's clinical spaces, and site managers will have access to all these spaces. Both clinicians and site managers will also be included on the Grand Master system.

**SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 12 pages in length. Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

**4.1 Title Page**

Show the bid name (RFP), bidders name, company name if applicable, address, telephone number and date.

**4.2 Background and Experience**

Provide your company's background and experience with similar type projects. Also include 3 references.

4.3 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted on your bid sheet, for services described under this scope of work. The email must clearly state the RFP name and company name

4.4 Provide a copy / proof of your Certificate of Insurance and Business License.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Fee's / costs	55 points
Background and Experience	30 points
Meeting the requirements of the RFP*	10 points
Minority and Women Owned Business	5 points
Total:	100 Points
*By providing all requested documents	

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

## **Appendix A**

### **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates, and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with the CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

#### **Insurance Type and Limit Requirements:**

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage



Locations:	Progress	Deliverables			
		Installation of Master Key System	Supply of Grand Master, master and Room keys as required	Training for RurAL CAP staff on System Management	Comprehensive documentation of the keying matrix for each site.
525 North Bragaw St	10%				
535 North Bragaw St	10%				
324 North Park	10%				
1104 E 5th Ave	10%				
3201 Tarwater Ave	10%				
3209 Tarwater Ave	10%				
3145 Tarwater Ave	10%				
1255 E 11th Ave	10%				
3726 Peterkin	10%				
1905 4th Ave	10%				
207 Muldoon	10%				
400 North Lane	10%				
325 E 3rd Ave	10%				
100 Davis	10%				

<b>Notes:</b>	
This area is to communicate your findings, road blocks that are found, add additional work and / or extend the end date to amend the contract.	

Submission Date: \_\_\_\_\_

Please submit Report to: [procurement@ruralcap.org](mailto:procurement@ruralcap.org) by close of business Tuesday of each week