

Request for Proposals

Intrusion Detection Burglar Alarm System

Solicitation number: BLEC 2026 04

Bids due: January 30, 2027 at 5:00 p.m. Eastern Time

Notice for SCBO Posting

Brookland-Lakeview Empowerment Center (BLEC) requests proposals from qualified contractors for the following work at 1218 Batchelor Street, West Columbia, SC 29169. Design, supply, installation, programming, testing, and training for one building-wide intrusion detection burglar alarm system, including sensors, controls, alarm notification, and communications.

Scope of Work

Building assessment and design. Assess the existing building and alarm equipment and propose one complete intrusion detection burglar alarm system covering the entire BLEC building. Submit a zone plan identifying protected areas, sensor types and quantities, control equipment, communication method, and any proposed reuse of existing components.

Equipment and installation. Provide the control panel, keypads, door contacts, motion detectors, and other sensors needed for the proposed coverage. Include audible or visual alarm devices as appropriate, required wiring, connectors, power supplies, backup power, and communication equipment. Locate and install devices to detect unauthorized entry and forced opening of protected doors.

Programming and notifications. Program zones, authorized user access, arming and disarming, entry and exit delays, and alarm and trouble notifications. Describe monitoring arrangements, communication backup, and compatibility with existing security operations. Identify any proposed camera integration and any recurring monitoring, cellular, software, or service charges separately.

Testing and handover. Test each sensor and zone, forced-door response, alarm notification, communications, and backup power. Demonstrate the complete system to BLEC and correct deficiencies before acceptance. Provide staff training, zone schedules, as-built drawings, user instructions, administrator credentials securely to BLEC, warranty terms, and service contacts.

Proposal Requirements

Submit a written proposal identifying the company, authorized contact, address, telephone number, and email address. Include the following:

- A technical description of the proposed work, equipment quantities, manufacturer and model information, and product specifications. Identify assumptions, exclusions, and deviations from the scope.
- An itemized price proposal covering equipment, materials, labor, delivery, installation, setup, testing, training, taxes, and any other charges. Identify recurring fees and optional services separately from the base proposal.
- The anticipated delivery and installation schedule, warranty coverage, service response, relevant project experience, references, and applicable licenses and insurance information.

Bid Submission and Questions

Proposals must be received by January 30, 2027 at 5:00 p.m. Eastern Time. Submit by email, hand delivery, or mail to:

Dr. Cindye Richburg Cotton
Executive Director
Brookland-Lakeview Empowerment Center
1218 Batchelor Street
West Columbia, SC 29169
Email: crichburgcotton@brookland.cc
Telephone: 803-744-7943

Use the solicitation number and project title in the email subject line or on the delivery envelope. Mailed bids must arrive by the deadline; a postmark does not establish receipt. Arrange hand delivery in advance with BLEC.

Direct questions and requests for a site visit to Dr. Cotton at the email address or telephone number above. Any change affecting the scope or deadline will be issued by BLEC in writing to all prospective bidders who have requested the RFP.

Project Conditions and Selection

BLEC will evaluate scope compliance, relevant experience, proposed equipment and installation approach, schedule, warranty and support, and total proposed cost. BLEC reserves the right to reject any or all proposals. Submission does not authorize work or establish a contract.

Coordinate all work with BLEC to protect ongoing programs and maintain safe access. Obtain required permits and comply with applicable installation, accessibility, life safety, and building requirements. Preserve historic building features and obtain BLEC approval before altering existing surfaces or openings.

This project is associated with the FEMA Nonprofit Security Grant Program National Security Supplemental. Award and commencement of work are contingent on applicable grant approvals, an authorized performance period, Environmental Planning and Historic Preservation clearance, and written notice to proceed from BLEC. Equipment and services must comply with applicable federal grant restrictions, including 2 CFR 200.216. Identify manufacturers and models for eligibility review before purchase.