

Metropolitan Mosquito Control District Request for Proposals (RFP) Low Voltage Systems On-Call Services

Issue Date: 3/19/2026

Submission Deadline: 5/04/2026 By 3:30 PM CST

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SECTION 1: GENERAL INFORMATION

1.1 Summary

The Metropolitan Mosquito Control District (MMCD) is soliciting proposals from qualified low-voltage contractors to provide on-call installation, repair, expansion, and troubleshooting services for fire alarm systems, access control systems, and security camera systems across multiple District facilities.

The District seeks contractors with demonstrated expertise in managing and supporting systems across distributed field sites with centralized access and administration. The resulting contract will allow the District to issue task orders on an as-needed basis. All work will be performed on a Time & Materials (T&M) basis using fixed labor rates and material markup as submitted with the Proposer's pricing response.

Key contract parameters:

- Annual Contract Not-to-Exceed (NTE): \$100,000
- Initial Term: 1 year, with up to four (4) one-year renewal options (maximum 5-year total term)
- Separate authorization needed for tasks estimated to be above \$10,000
- Emergency response: on-site within 2–4 hours; return call within 30 minutes
- Normal response: 1–3 business days; return calls within 24 hours
- Business hours: 7:00 AM – 3:30 PM, Monday–Friday

1.2 About the District

The Metropolitan Mosquito Control District (MMCD) was established under Minnesota Laws 1959, Chapter 488 (Codified as Minnesota Statutes 2009, 473.701 to 473.716). The District operates under the Metropolitan Mosquito Control Commission, comprised of 18 County Commissioners representing the seven-county metropolitan area. MMCD was created to control mosquitoes and black gnats and to perform surveillance on Lyme ticks in the metropolitan area.

MMCD Demographics:

- Initiated: 1958
- Service Area: 2,970 square miles
- Population Estimate (2016): 3.04 million
- Counties Included: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

MMCD employs an integrated pest management approach in controlling biting insects and monitors ticks for disease transmission. The organization maintains multiple field sites throughout the metropolitan area and is committed to efficient, centralized management of its facilities and infrastructure.

SECTION 2: SUBMISSION INSTRUCTIONS AND TIMELINE

2.1 Submission Timeline

Milestone	Date
Release of RFP	3/19/2026
(Optional) Pre-Proposal Site Walk	3/26/2026
Deadline for Written Questions	4/06/2026 By 3:30 PM CST
Addenda Issued (if applicable)	No later than 4/10/2026
Deadline for Proposal Submission	5/04/2026, By 3:30 PM CST
Contractor Selection	5/13/2026
Contract Negotiation	5/21/2026-5/29/2026
Contract Award	6/03/2026

2.2 Submission Instructions

Proposals must be submitted via email in PDF format to Jennifer Macchia at jmacchia@mmcd.org no later than 3:30 PM CST on 5/04/2026. Late submissions will not be considered. The email subject line should be: Low Voltage On-Call Services RFP

2.3 Submission Format

All proposals must be submitted electronically as a single, searchable PDF document. The total size of the PDF attachment should not exceed 25 MB. If larger files are necessary, provide a secure link (e.g., Google Drive, Dropbox, or firm's secure server) within the main PDF proposal.

2.4 Questions and Addenda

All questions regarding this RFP must be sent in writing via email to:

Tim Stich

District Facility Manager
Metropolitan Mosquito Control District
Email: Tstich@mmcd.org
Phone: 651-643-8388

Only written questions sent via email will receive a response. Questions are due via email by 4/06/2026 at 3:30 PM CST. Responses to all questions submitted within the allotted timeline will

be made in writing by addendum to all Respondents. MMCD reserves the right to disregard any questions that come in late.

SECTION 3: CONTRACT STRUCTURE & PRICING MODEL

This contract uses a Time & Materials (T&M) pricing model. All work performed under this contract shall be invoiced based on actual labor hours expended and materials supplied, using the fixed rate schedule and material markup submitted with the Proposer's pricing response.

This model was selected to reflect the unpredictable, diagnostic, and multi-system nature of the work — including troubleshooting, repairs, and small installations across distributed facilities — where unit-price or catalog-based pricing does not fairly represent actual field conditions.

3.1 Labor Rates

Proposers shall submit fixed hourly labor rates for each labor classification. Rates must be all-inclusive — covering overhead, profit, tools, and vehicle/travel time to site. No separate truck charges, mobilization fees, or tool surcharges will be accepted. Required rate categories:

- Regular time (Monday–Friday, 7:00 AM – 3:30 PM)
- Overtime (outside regular business hours, Monday–Friday)
- Weekend rate
- Emergency/callback rate (response within 2–4 hours)

Submitted labor rates shall remain firm for the initial contract term and may be adjusted at each annual renewal based on documented union contract increases or a mutually agreed inflation index.

3.2 Materials & Equipment

Materials and equipment shall be invoiced at documented cost (supplier invoice required) plus a fixed markup percentage submitted with the Proposer's pricing response. The markup percentage shall be all-inclusive and shall not exceed 15% without prior written approval from the District. Itemized material invoices must accompany all billing.

3.3 Pre-Authorization Requirement

All task orders with an estimated value above \$10,000 require a written estimate from the Contractor — including estimated labor hours by classification and anticipated materials — prior to commencement of work. The District must provide written authorization before work begins.

Emergency work may proceed immediately; a written estimate shall be submitted within one (1) business day of mobilization.

3.4 Contract Terms

- Initial Term: 1 year from contract execution
- Renewal Options: Up to four (4) one-year renewals (5-year maximum total term)

- Rate Escalation: Labor rates may be adjusted at each annual renewal for documented union contract increases or per mutually agreed inflation index
- Annual Contract NTE: \$100,000 per contract year
- Maximum Single Task Order up to (without additional approval): \$10000

SECTION 4: SCOPE OF SERVICES

This section defines the potential scope of services that may be requested under this contract. Work may include installation, repair, expansion, troubleshooting, system integration, documentation, limited end-user training, and standardization of low-voltage systems across multiple facilities. The MMCD may utilize any portion of this scope on an as-needed basis.

4.1 Fire Alarm Systems

Services may include, but are not limited to:

- Replacement, relocation, or addition of fire alarm devices (smoke detectors, heat detectors, pull stations, notification appliances)
- Panel expansions, module additions, and circuit modifications
- Troubleshooting of system faults, troubles, and intermittent issues
- Repair or replacement of wiring, devices, or system components
- Support for required testing, inspections, and acceptance activities under AHJ direction
- Interface coordination with other building systems (e.g., door release, HVAC shutdown)
- Updating system documentation, device lists, and as-built records
- Assistance with standardizing fire alarm hardware and device types across multiple facilities where feasible
- Limited training for District staff on basic system operation, annunciation interpretation, and reporting procedures

Note: Code analysis, fire alarm monitoring, and engineering services are excluded from this contract.

4.2 Access Control Systems

Services may include, but are not limited to:

- Installation, replacement, or relocation of card readers, keypads, door strikes, and magnetic locks
- Controller panel expansions and power supply upgrades
- Low-voltage cabling and pathway work associated with access devices
- Integration of access control hardware with existing doors and hardware
- Troubleshooting of door, reader, controller, or communication issues
- Minor configuration and programming changes (access levels, schedules, device setup)
- Coordination with IT, security, or facilities staff for network-connected systems
- Standardization of access control hardware, credentials, and workflows across multiple field sites
- Configuration or support for centralized access control management platforms
- System labeling and documentation updates
- End-user and facilities staff training on basic system use, credential workflows, and reporting

4.3 Security Camera & Video Systems

Services may include, but are not limited to:

- Installation, replacement, or repositioning of fixed or PTZ cameras
- Expansion or modification of NVR/DVR systems and video storage
- Network camera configuration and device commissioning
- Low-voltage cabling, conduit, and raceway installation
- Troubleshooting of video quality, connectivity, or recording issues
- Camera field-of-view adjustments and optimization
- Integration with existing security or access control platforms
- Support for consolidating multiple camera systems into a centralized viewing and management environment
- System documentation and labeling updates
- Training for District staff on camera operation, video retrieval, and basic system administration

4.4 General Low-Voltage Services

Services may include, but are not limited to:

- Installation and repair of structured cabling (Cat 5e / Cat 6 / fiber)
- Installation of pathways including conduit, surface raceway, and cable management
- Device mounting, grounding, labeling, and termination
- Removal of abandoned cabling and devices
- Coordination with other trades during renovations or repairs
- Preparation of basic sketches, markups, or redlines reflecting installed work
- Support for small upgrades, renovations, or operational changes across multiple facilities
- Assistance with standardizing low-voltage infrastructure, labeling conventions, and documentation across all District sites
- Support for centralized system access, monitoring, and administration across field locations

SECTION 5: QUALIFICATIONS AND REQUIREMENTS

5.1 Qualifications

Respondents should demonstrate:

1. Licensed low-voltage contractor in the State of Minnesota
2. Minimum of five (5) years of continuous experience providing commercial low-voltage system installation and maintenance services
3. Experience managing and supporting systems across multiple distributed facilities
4. Ability to meet specified emergency and normal response time requirements
5. Experience with on-call or task-order service contracting

5.2 Submission Requirements

Respondents must submit a complete and well-organized proposal that clearly addresses all of the following components. Non-responsiveness to one or more components could result in proposal disqualification.

1. Cover Letter

A letter of introduction from a principal or authorized representative that outlines your firm's interest in the contract, your understanding of the District's operational environment and multi-site service requirements, and a brief summary of why your firm is well-suited to deliver responsive, high-quality low-voltage services.

2. Firm Overview and Organizational Structure [Criteria C – Up to 20 pts]

Describe your firm's core competencies, organizational structure, and service capabilities. Include a brief narrative on how your practice approaches on-call, multi-site low-voltage work, including dispatch, documentation, and quality control procedures.

3. Relevant Experience [Criteria A – Up to 30 pts]

Provide a minimum of three (3) and up to five (5) comparable project or contract references completed within the last five years. For each, include:

- Client name, contact name, phone, and email
- Contract type and value
- Systems served (fire alarm, access control, cameras, general low-voltage)
- Description of scope and any multi-site or on-call elements

4. Key Personnel [Criteria C – Up to 20 pts]

Identify the proposed Project Manager and Lead Technician(s) for this contract. Provide resumes or summaries including relevant licenses, certifications (e.g., NICET, manufacturer certifications), and years of experience. Identify any work anticipated to be subcontracted and provide subcontractor qualifications.

5. Technical Approach and Methodology [Criteria B – Up to 30 pts]

Provide a concise narrative outlining your approach to:

- Scoping, estimating, and executing individual task orders under a T&M contract
- Dispatching technicians and meeting response time requirements
- Troubleshooting and resolving issues across fire alarm, access control, and camera systems
- Managing and standardizing systems across multiple distributed field sites
- Documentation, as-built records, and labeling practices
- Coordinating with District IT, security, and facilities staff

6. Pricing Submittal [Criteria D – Up to 30 pts]

Complete and return the District's Pricing Response Form (Attachment E). Include:

- Hourly labor rates by classification: regular time, overtime, weekend, and emergency/callback
- Confirmation that all rates are all-inclusive (overhead, profit, tools, and vehicle/travel) — no separate truck charges or mobilization fees
- Material markup percentage
- Rates must remain firm for the initial contract term; escalation at renewal requires documentation

7. References (minimum of 3) [Criteria A – included in experience scoring]

If not already provided in Section 3 above, include at least three client references from comparable on-call or multi-site low-voltage contracts. Provide project name, client contact (name, title, email, phone), and a short statement on relevance.

8. Proof of Licensure and Insurance

Provide documentation of your firm's current license to practice as a low-voltage contractor in the State of Minnesota and evidence of insurance coverage that meets the requirements in Section 7.1.

9. Subcontractor Disclosure

Identify all work anticipated to be performed by subcontractors. Note: subcontracted work requires prior written approval from the District. Proposers may not use subcontracted functions to fulfill contract obligations without such approval.

10. Exceptions & Clarifications

List any exceptions taken to this RFP or the proposed contract terms (Exhibit A). Proposals with material exceptions may be disqualified or scored lower at the District's discretion.

5.3 Contract Requirements

The awarded Contractor will be required to comply with the terms and conditions contained in Exhibit A. Any requests for changes to the contract documents must be identified in the proposal response. Any proposed changes will be discussed during contract negotiation as outlined in Section 6.2.

SECTION 6: EVALUATION AND SELECTION PROCESS

6.1 Evaluation Criteria

Criteria	Minimum Points	Maximum Points
A. Relevant Experience & Capabilities	0	30
B. Technical Approach, Methodology & Response Capability	0	30
C. Qualifications of Proposed Project Team & Firm Overview	0	20
D. Pricing Competitiveness & Transparency	0	30
E. References	0	10
F. Subcontractor Plan & Exceptions	0	5
Total	0	125

MMCD reserves the right to waive any minor irregularities in the proposal process. MMCD shall not be liable for any expenses incurred by the Respondent, including but not limited to expenses associated with preparation of the proposal.

6.2 Selection Process

A. Optional Interviews. Following RFP evaluation, MMCD will select the highest-scoring responses. As part of the selection process, select firms may be asked to participate in an interview. Interviews will be requested on a discretionary and case-by-case basis. All firms must be prepared to discuss and substantiate any responses to the RFP and any other area of interest to MMCD related to the proposal.

B. Contract Negotiation. Following evaluation and scoring, MMCD reserves the right to enter into negotiations with the highest-ranked firm or multiple firms. Negotiations may include modification of the proposal submitted, acceptance of part or all of the proposal based on considerations other than proposed price, and modification of specific work elements. If MMCD is unable to negotiate a satisfactory contract with the top-ranked firm, negotiations will be formally terminated. MMCD may then initiate negotiations with the next highest-ranked firm, and so on, until a satisfactory agreement is reached.

MMCD reserves the right to reject any and all proposals, cancel this RFP in whole or in part, and re-advertise the solicitation at its sole discretion. The District reserves the right to award contracts to multiple Proposers and may include contractual language regarding how multiple contracts for the same scope of work will be managed.

SECTION 7: GENERAL INFORMATION

7.1 Insurance Requirements (See PSA Document for additional requirements)

The selected Contractor must maintain the following minimum insurance coverage throughout the contract term:

- Professional Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate
- General Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate
- Workers' Compensation: As required by Minnesota law
- Automobile Liability Insurance: \$1,000,000 per occurrence

7.2 Data Practices

In accordance with Minnesota Statutes § 13.05, subdivisions 6 and 11, all data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing functions under this contract is subject to the requirements of the Minnesota Government Data Practices Act (MGDPA), and the Contractor must comply with those requirements as if it were a government entity. The Contractor shall maintain all data obtained from MMCD or created in the course of this engagement according to the statutory provisions applicable to the data. This requirement shall survive the termination of the contract.

7.3 Conflict of Interest

Respondents must disclose any potential conflicts of interest, including but not limited to representation of clients with interests in properties being evaluated or considered by MMCD. The selected Contractor must agree not to represent any other parties in transactions involving MMCD during the term of the contract without prior written consent.

7.4 Notice to Responders

A. Failure to submit a proposal on time shall constitute grounds for the rejection of the proposal. Proposals received after the specified time and date will not be considered and will not be returned.

B. MMCD expressly reserves the right to amend or withdraw this RFP at any time and to reject any or all proposals.

C. MMCD is not bound to accept the lowest cost proposal.

D. MMCD reserves the right to include any clarifications or revisions to the RFP content in the RFP addenda process.

Exhibit A: Professional Services Agreement

This Professional Services Agreement (this "Agreement") is made this ___ day of _____, _____ by and between the Metropolitan Mosquito Control District, a Minnesota special purpose government entity located at 2099 University Avenue W, Saint Paul, MN 55104 (the "District"), and _____, a _____ organized under the laws of the State of _____ and located at _____ (the "Contractor").

I. SERVICES TO BE PROVIDED.

The Contractor will perform for the District the services as specified in its proposal which is incorporated into this Agreement as Exhibit A (the "Proposal"). All professional services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

II. COST OF SERVICES.

For the tasks outlined in the Proposal, the District shall pay the Contractor based on the Time & Materials rate schedule submitted with the Contractor's proposal and incorporated herein (the "Rate Schedule"). The District shall not be responsible for payment for any work performed by the Contractor that is not expressly authorized by the District in writing via an approved task order. The Contractor shall submit itemized invoices for services provided to the District on a monthly basis. Itemized invoices shall clearly identify all work completed, hours expended by labor classification, and materials used with supporting supplier invoices. The Annual Not-to-Exceed amount of \$100,000 per contract year shall be considered the maximum cumulative expenditure unless modified in writing by both parties. Individual task orders above \$10,000 require written pre-authorization from the District prior to commencement of work.

III. TERMINATION OF AGREEMENT.

Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Contractor may terminate this Agreement in the event of a breach of the Agreement by the District, upon providing 30 days' written notice to the District; (3) the District may terminate this Agreement at any time at its option, for any reason or no reason at all.

IV. INDEPENDENT CONTRACTOR.

All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the District for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the District. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the District. The

Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the District's employees, except as otherwise stated herein.

V. INDEMNIFICATION.

The Contractor, and any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the District and its officials, employees, contractors, and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in whole or in any part, on any negligent act or omission by the Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement. In no event shall the District be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the District is entitled under Minnesota Statutes, Chapter 466 or otherwise.

VI. INSURANCE.

The Contractor agrees that before any of the services can be performed hereunder, the Contractor shall procure at a minimum: worker's compensation insurance as required by Minnesota state law; professional liability in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate; and commercial general liability in an amount of not less than \$2,000,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$2,000,000.00 per occurrence for property damage. To meet the commercial general liability requirements, the Contractor may use a combination of excess and umbrella coverage. The Contractor shall provide the District with a current certificate of insurance listing the District as an additional insured with respect to the commercial general liability and umbrella or excess liability. Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless 30 days' written notice is provided to the District, 10 days' written notice in the case of non-payment. The District, its agents, officials, and employees must be named as additional insured on the certificate of insurance.

VII. CONFLICT OF INTEREST.

The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.

VIII. THIRD PARTY RIGHTS.

The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

IX. NOTICES.

Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, first class and postage fully prepaid, and addressed to the addresses above, or at such other address as either party may provide to the other by notice given in accordance with this provision.

X. MISCELLANEOUS PROVISIONS.

A. Entire Agreement. This Agreement shall constitute the entire agreement between the District and the Contractor, and supersedes any other written or oral agreements between the District and the Contractor. This Agreement can only be modified in writing signed by the District and the Contractor.

B. Data Practices Act Compliance. Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the District any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the District concerning data requests.

C. Audit. The Contractor must allow the District, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

D. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

E. No Assignment. This Agreement may not be assigned by either party without the written consent of the other party.

F. No Discrimination. The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.

G. Agreement Not Exclusive. The District retains the right to hire other additional contractors in the District's sole discretion.

H. Severability. The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

I. Waiver. Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

J. Compliance with Laws. The Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, statutes, rules, ordinances, and regulations in effect as of the date the Contractor agrees to provide the applicable services detailed in Exhibit A.

K. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement as of the date first written above.

METROPOLITAN MOSQUITO CONTROL DISTRICT

CONTRACTOR

Rena Moran, Chair of Commission

Authorized Signature

Maria Mancilla-Diaz, Business Administrator

Printed Name & Title

Exhibit B: Proposal Checklist

#	Submission Requirements / Proposal Criteria Item	Yes
1	Cover Letter	
1	Table of Contents	
2	Firm Overview and Organizational Structure	
3	Relevant Experience / Project References (minimum 3, up to 5)	
4	Key Personnel and Resume Information	
5	Technical Approach and Methodology	
6	Pricing Submittal (use District Pricing Form — Attachment E)	
7	References (minimum of 3, if not included in Item 3)	
8	Proof of Licensure and Insurance	
9	Subcontractor Disclosure	
10	Exceptions & Clarifications	