

*Add your company details, logo etc.*

# **Request for Proposal**

**SECURITY CONFIGURATION**

New Data Centre at Mitaka

*Date  
Contact name  
etc.*

## Overview of the Security System design

XYZ Co. Ltd. wishes to design and implemented a highly robust and adaptable security system in the planned Data Centre building at Mitaka.

The design concept is to provide a high level of security with distinct zones that would permit the smooth and safe movement of Customers and Staff, yet exclude and deter any unauthorized person from entering the building per se.

The security design must also take into consideration the need to provide our Customers with exclusive access to zones which are under their control.

To this effect, there would be card readers and Bio-metric security and Man Traps at individual DC Hall entrances and card readers at entrance to each of the Staging Rooms and card requirement for elevator floor selection.

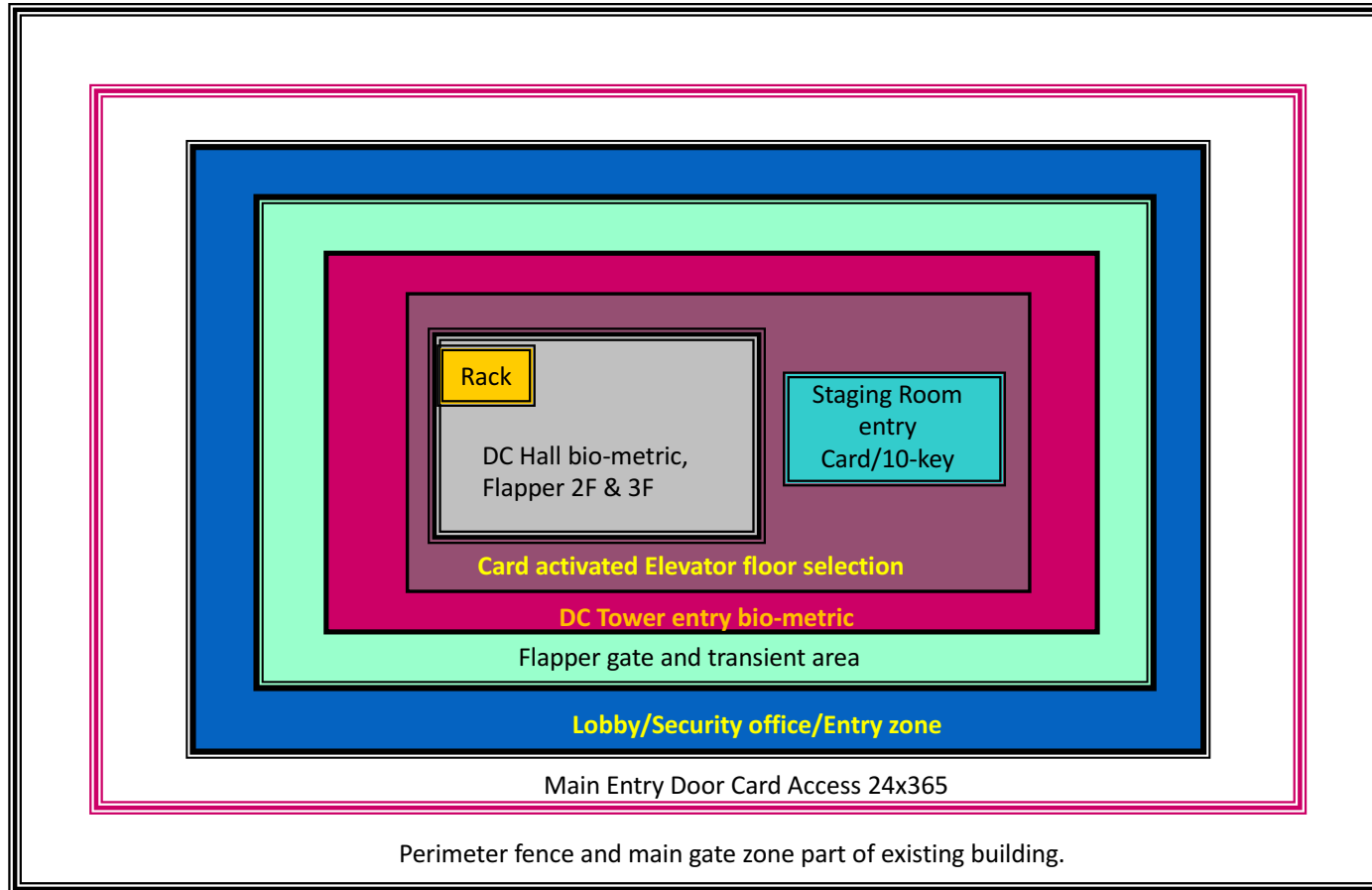
All card activity is to be logged including success and failure at card readers, entry and exit times, most current location and so on.

A system which can provide secure Client access to such logs relevant to their areas in near real time is highly desirable.

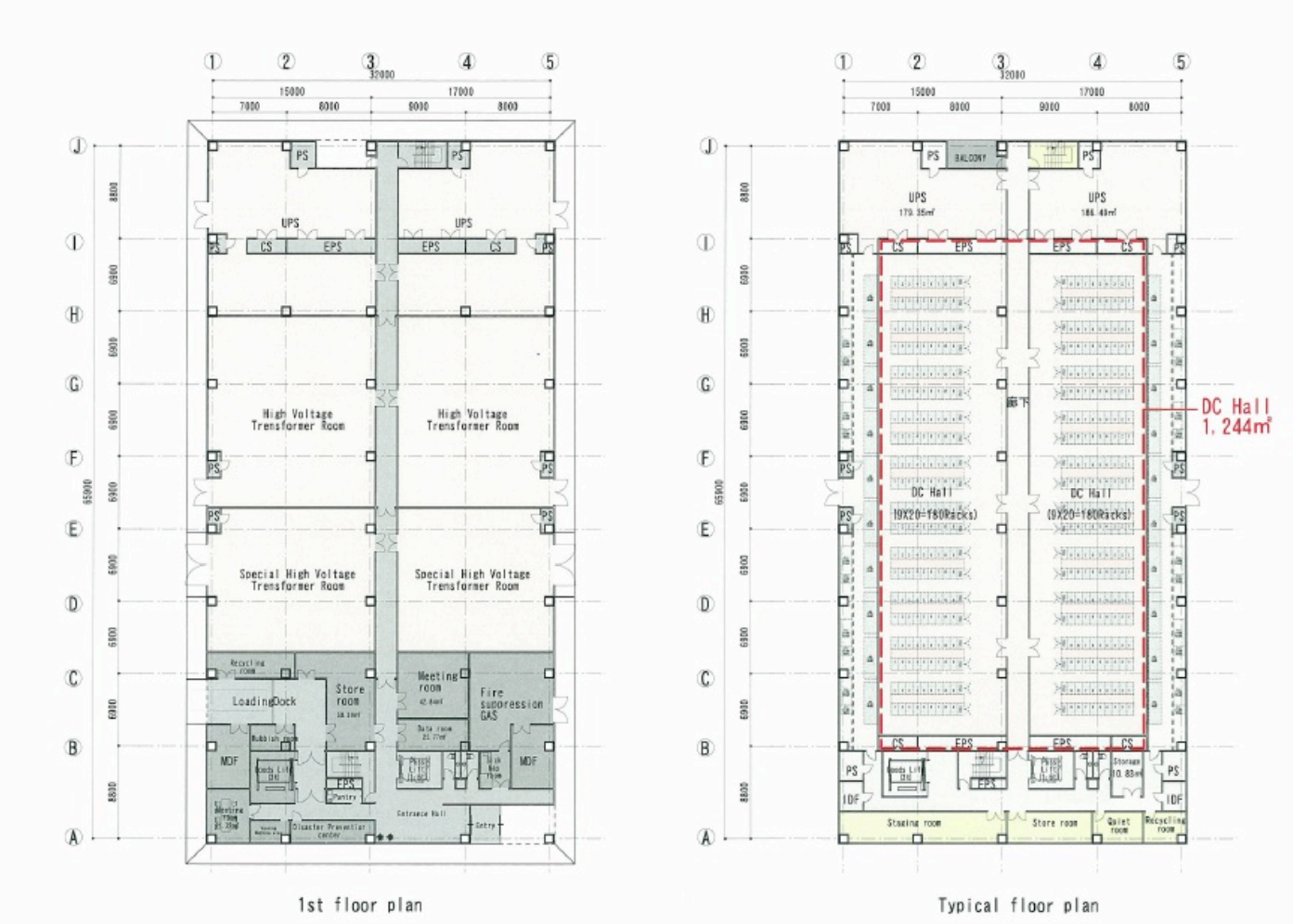
It is logical to assume that the Installer/Security system provider cannot do the required pre cabling, wiring and conduit works in the building.

We suggest that you discuss your requirements with the General Contractor and obtain a quotation from them for such works. However you are not obliged to use the General Contractor and can have such works done by any other qualified part.

## Zone configuration and people flow



# 1<sup>st</sup> Floor and DC Hall Floors 2F to 6F



## Access Cards, Control and Safekeeping

### **Card types (Cards will still be issued at the security reception)**

- Distinct colour coded access cards will be issued to all staff, customers and contractors who will be working at the DC. As a norm, contractors and visitors are issued with access cards that are validated for the day only.

### **Type of cards are:**

- XYZ Co. Ltd. Mitaka Employees (photo ID) –with Finger vein and PIN registered.
- Customers (long term staff have photo ID with Finger vein and PIN registered – Cards are retained at Security office.)
- Contractors (long term have registered ID, short term have day pass Visitor cards)
- Visitors (Visitor card issued for the day only)

### **Unmarked cards**

- Cards do not carry the XYZ Co. Ltd. name or other methods of identifying origins of the card.

### **Finger vein pattern**

- All long term staff and customers have their photo taken and finger vein pattern recorded when registration is done.
- Finger Vein records are used to positively identify the user at strategic entry points.

### **Elevator card control**

- Each user is required to use his/her card to activate the elevator. The elevator will only permit the user to select the floor that he/she is authorized to visit.

### **Safekeeping**

- Customer Access cards are retained at the DC building
- Customers are required to obtain their cards from the reception desk each day they enter the building.
- A photo ID needs to be shown to the reception to obtain the access cards.

## Card readers, 10-key pads, bio metric readers and logs

### Card readers

- Card readers are to be installed at all access points, elevators, flapper gate and so on.
- **Where ever there is a card reader an electric mortise lock must be provided.**

### Finger vein readers (Current manufacturer is Hitachi)

- At all vital entry points the Finger Vein reader is installed as an additional level of security.
- Both the Finger Vein and the Card must match to gain access to such areas.

### 10-Key pads

- These are installed at the Machine Room and Service Corridor entry points and other areas where a dual method of identification is required but not at the same level as the Finger Vein recognition device.
- Where possible, the 10-key pads installed are to be of a scramble design with the numbers in random order.

### Log of events

- All security events are to be logged.
- Both success and failures are logged and failures are highlighted.
- Any person who repeatedly attempts to enter into an unauthorized area may be required to provide an explanation to the Security Manager and the matter may be reported to the person's company.
- Logs of a client specific area can be made available to clients if prior requests are made for such information.

### Retention of Logs

- Logs will be retained for a minimum period of 1 year but could be retained for longer on request.
- A client requiring logs of their specific area, should make a written request for same to the Security Manager.

**All above are backed up by a dedicated UPS and will continue to function even in the event of a power disruption.**

## Internal Zoning considerations 1/2

### **Lobby/Reception**

- The main entry to the new Data Centre is through a reception area.
- This is normally manned between 8.30AM and 5.30PM.
- After these hours the main entry door is closed and a card reader is provided to enable entry to authorized persons.
- A video interphone is also installed to enable a person without a card to talk to the security officer on duty.
- Customer will need to obtain their access card from the receptionist or security officer.

### **Flapper gates**

- These are installed as the entry check point to the DC building and at each entry to Floor 2 to 5.
- Flapper gates for Floor 6 and above will be an option and only cabling etc. needs to be prepared.
- The flapper gate has an inbuilt pulse counter mechanism to prevent tailgating.
- The flapper gate also has an anti-pass back verification system.

### **Entry to the new DC**

- The exiting DC building and the new DC building are separated and people must walk down the driveway to enter.
- On arrival, the individual must use his/her access card and have their identify further verified at the finger vein reader before the door will open.

## Internal Zoning considerations 2/2

### **Loading dock**

- The loading dock is secured with a motor driven roller door that can only be opened from inside the building.
- Access from the loading dock area to the DC area is through steel doors which are activated with a valid access card and a 10-key pad.
- Access from the loading dock to the Office block is also possible through a side entrance which is also activated with a valid access card.

### **Temporary Storage Room**

- Access to this room is limited to authorised persons only and must have card access.

### **External doors**

- All outside facing Machine hatches are equipped with doors that do not have keyholes or handles.
- Access is only possible when opened from inside.
- Prior to opening such doors, security needs to be turned off by making an application to the security officer.]
- All external doors which are rated for access have card readers, CCTV and reed switches installed.

### **UPS back up of card reader and bio metric reader systems**

- To provide an additional level of reliability, the entire security system is fully backed up with an UPS.
- When the generators are operational, the security system is provided power at the same priority level as the life systems and elevators.
- The security system UPS is configured to go on charge mode immediately the generators provide power.



## Service and Maintenance areas (All Floors)

### **Sub Basement**

- A card reader is required; electric mortise locks are required

### **1F Mechanical and Electrical Room**

- Card reader and bio metric; electric mortise locks are required

### **MDFs on 1F**

- Card reader to be installed and electric mortise locks are required.

### **Service Corridors each floor**

- Access to these with Card reader and 10-key pad; electric mortise locks are required

### **UPS rooms each floor**

- Access to these areas with Card reader; electric mortise locks are required

### **Machine Hatches on each floor**

- Reed switch on door to alarm

### **Generator Fuel pump room**

- Access to these with Card reader and 10-key pad; electric mortise locks are required
- Reed switch on door to alarm

## CCTV

### **Monitoring**

- CCTV cameras to be installed at all entry and egress points, entrances to DC Halls, loading dock, elevators and other strategic areas. Cameras will also be positioned to monitor perimeter activity of the site.
- Continuous monitoring of these camera to be done at the Building Management Room using 2 x 50" screens

### **Recording and Retention**

- The Recording device must be capable of handling at least 300 Cameras simultaneously.
- Recordings are to be retained on the Digital recording server for a period of 3 months or more.
- Client access to their section of the Data Centre is required and a system that can provide this facility is required.
- CCTV cameras record 24x7x365 with a 5 seconds start/end lag.

### **Hard disk configuration**

- RAID configuration is to be suggested by the Security contractor.

### **UPS back of all cameras**

- All CCTV cameras are to be backed up by UPS and must continue to function even in the event of a power disruption.

### **External CCTV Cameras**

- To be mounted on the building with service possibility planned.
- All such cameras are to be weather proofed to IP-67 levels.

## Responses

### **Your response should be made out to: XYZ Co. Ltd. Ltd.**

#### **In your response, please include the following:**

- Your full fees for Security works as detailed here, with a clear break down of the items and components.
- Any travel and incidental expenses
- The names, qualifications and profiles of the Installers you propose
- The type and level of Insurance coverage that you will carry, not limited to liability, vehicles, tools, losses, fire etc.

#### **All responses must be in English.**

- 3 copies of your response to be placed in individually sealed envelopes. Your response must be in hard copy with a PDF copy to be recorded on to a CD/DVD.
- Include a MS Excel worksheet with the breakdown of your fees, travel and other charges. An **editable** copy should be recorded on to the same CD/DVD.
- You must return all RFP documentation with your response.

#### **Address your response to:**

**Imtiaz Issadeen**

**Senior Project Director,**

**Mitaka Data Centre Project,**

**XYZ Co. Ltd. Ltd.,**

You can email, any questions that you may have to: [imtiaz.issadeen\(at\)gmail.com](mailto:imtiaz.issadeen@gmail.com)