

Request for Proposals

Otsego County Library Security Camera System

1: Purpose

The purpose of this request for sealed bids is to receive proposals for installing a security camera system at the Main Branch of the Otsego County Library at 700 South Otsego Avenue, Gaylord, MI 49735.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the Contractor), the Otsego County Library, and the Contractor will negotiate a contract based on the complete scope of services to be provided.

All proposals submitted become the property of the Otsego County Library and will not be returned. The Library is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2: Scope of Work

The Otsego County Library is seeking proposals for installing a security camera system, which includes up to 32 cameras, along with a digital video recording (DVR) system at the Main Library at 700 S. Otsego Avenue, Gaylord, Michigan. The building was recently expanded and renovated with new CAT 6 cabling and cable drops for all cameras. Cameras will be installed on both the exterior and interior of the building. Proposals should provide a cost for two options:

1. Priority Locations
2. Priority Locations plus additional desired locations

Details on camera locations can be found on attached map at the end of this document.

3: Proposal Instructions

- Submit one original proposal in a sealed package to this address:

Maureen Derenzy, Library Director
700 S. Otsego Avenue
Gaylord, Michigan 49735
Marked: Proposal for Security Camera System

- Potential bidders may participate in a walkthrough of the facility prior to bidding. This can be arranged by contacting Maureen Derenzy at 989-732-5841 or mderenzy@otsego.org.
- Deadline: Proposals must be received at the locations stated above no later than 3:00 p.m. local time on May 28, 2019. Proposals received after the deadline will not be considered. Bids shall remain firm and shall not be withdrawn for a period of sixty (60) calendar days after bid opening.

- Bids will be opened and read aloud publicly at 3:15 p.m. on May 28, 2019 in the upper level meeting room A of the Otsego County Library, 700 S. Otsego Avenue, Gaylord.
- The Otsego County Library reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept any bid determined by the Library to be in the best interest of the Library, regardless of price. Vendors located in Otsego County receive a 5% cost variance for low bid determination.

4. Proposal Format

- Any questions about this RFP or the proposal procedures may be submitted in writing or by fax by the question deadline of May 23. Questions received after this deadline will not be considered. All questions received before the deadline will be answered in writing by the Library to the requesting vendor and then posted on the Library's website for others to consider. The requestor is responsible for notifying the Library of any problem in receiving written replies.

Direct questions about this RFP or the proposal procedures to:
 Maureen Derenzy, Library Director
 700 S. Otsego Avenue
 Gaylord, Michigan 49735
 Fax: (989) 732-9401

The Library Director is the single point of contact regarding the status of proposal evaluation. Disregard of this directive may disqualify the proposer from further consideration.

- All proposals must follow the same format, addressing all required components in order. This is to simplify the proposal preparation and evaluation process and to ensure that all proposals receive the same orderly review. No exceptions to this format will be accepted.

All proposals must include the following components:

Cover Letter
 Company Overview
 Project Services – this should be a detailed listing of what services the company will be providing
 Project Team – this should include the backgrounds of the staff involved in formulating and carrying out the response to the RFP
 Related Experience/Professional References
 Additional Information
 Schedule for Project Completion
 Cost Proposal – cost proposal should show as much detail as practical

5. Services to be provided by the Contractor

The successful contractor must be able to provide the following services to the Otsego County Library:

- A. Installation of one (1) digital video recording system located at the Main Branch at 700 South Otsego Avenue, Gaylord, Michigan. The DVRs should have IP capability allowing remote viewing

of video live via the Library's network and recorded video. DVRs must also allow setup on one existing computer to burn video footage on to DVDs. DVRs must have the capability to archive at least 30 days work of video footage.

- B. Install up to 32 cameras in the interior and exterior of the Library as mapped on the attached floor plan. 14 priority locations are highlighted in yellow; additional desired locations are marked in green.
- C. Provide one (1) monitor located in the staff area of the Library.
- D. Provide all materials (e.g. mounting materials, etc.) needed for installation.
- E. Provide protective coverings for all cameras to prevent tampering or damage.
- F. Provide warranty information and options for ongoing maintenance of software and equipment.
- G. Assure that Library staff is properly trained on the use of equipment proposed in response to this RFP.
- H. The Contractor will coordinate with the Library Director to schedule the above work. Work may need to be done outside of library hours in areas used by the public.

The above list may not be exhaustive. Bidders can recommend alternatives to the above list.

6. Insurance/Indemnification

The Contractor must maintain during the term of the contract the following insurance coverage, at a minimum:

Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage

Any other Insurance that may be needed by the Contractor to the Library prior to commencement of the project.

The Contractor shall indemnify, defend and hold harmless the Library, its boards, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services or that may be sustained in or upon the Library premises from any actions or omissions by the Contractor. Such indemnification shall survive the termination of this Agreement.

7. Compliance with Law

The successful Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable Library policies.

Attached maps:

