



Request for Proposals
for Security Camera & Recording System
for the
Aldrich Public Library
February 11, 2019

Reply to:
Aldrich Public Library
Loren Polk
Library Director
6 Washington St.
Barre, VT 05641

Schedule

RFP Distribution:	February 15, 2019
Site Visit and Pre-proposal Conference:	By Appointment
Proposal Submission Deadline:	March 15, 2019 – 3pm (EDT)
Selection	April/ May

A. Subject

Aldrich Public Library is soliciting proposals from qualified contractors to install a video recording system throughout the library. This system shall consist of ten cameras, Ethernet cabling or wifi mesh, an in-house server, and an ability for staff to review footage remotely from their desks.

B. Organizational Background

About the Library

The Aldrich Public Library has been serving the people of Barre City and Barre Town since 1908. The main library is located in the heart of downtown Barre and is listed on the National Register of Historic Places as a fine example of Classical Revival architecture. There is also a small branch library located in the village of East Barre.

Aldrich is the only institution in Barre dedicated to the lifelong learning needs of all in the community regardless of their age, race, or background. For many, it is the only place where they can access the internet or a computer. The library continues to provide traditional programs such as story times and author talks, as well as modern programs that entertain and enlighten such as computer coding workshops and 3-D printing. It continues to evolve to meet the changing needs of Barre.

Mission Statement

The Aldrich Public Library inspires the joy of reading, promotes lifelong learning, and strengthens community.

Library by the numbers

20,000 sq. feet at main library (6 Washington St)

61,352 items in collection

7,441 registered patrons

120,000 visits per annum

8-12 programs per week for all ages

C. Project Description

General

This RFP invites proposals for contractors to install a video recording system throughout the library. This system shall consist of ten cameras, Ethernet cabling, an in-house server, and an ability for staff to review footage remotely from their desks.

All proposals submitted shall be binding for one hundred and fifty (150) calendar days following solicitation opening date, unless extended by mutual consent of all parties.

Project Scope

The Aldrich Public Library is seeking to enter into a contract with qualified firms to provide the following services for the library:

1. Install 4 megapixel cameras to cover the specified locations with motion activated recording.
2. Install one 8 megapixel panoramic camera with motion activated recording to monitor a 180 degree view of the area from the exterior corner of the building to the corner of our property.
3. Install CAT 5e network cables, or wifi mesh, to connect all cameras to a centralized server. All cables must be contained within a wall, floor, or conduit.
4. Install a server with monitor at the POP with the ability to store one month of video, review footage, export selected clips, and be remotely accessed from any computer within the building.

D. Workmanship Requirements

The building is on the National Register of Historic Places. Care should be taken generally to work according to best practices for historic preservation when the project affects any original components of the building. All cables must be contained within a wall, floor, or conduit.

E. Proposal Requirements

I. Because this project is operating within a set budget, firms are asked to present proposals with three components priced separately. One firm will be chosen to perform all work; however, one or more pieces of the project may be scaled back to fit budget. The components to price separately are as follows:

1. Install two 4 megapixel cameras with motion activated recording to cover the specified locations of the basement.
2. Install one 4 megapixel camera with motion activated recording to cover the interior of the elevator.
3. Install three 4 megapixel cameras with motion activated recording to cover the specified locations of the first floor.
4. Install three 4 megapixel cameras with motion activated recording to cover the specified locations of the second floor .
5. Install one 4 megapixel camera with motion activated recording to cover the area from the rear door to the exterior corner of the building.
6. Install one 8 megapixel panoramic camera with motion activated recording to monitor a 180 degree view of the area from the exterior corner of the building to the corner of our property.

7. Install CAT 5e network cables, or wifi mesh, to connect all cameras to a centralized server. All cables must be contained within a wall, floor, or conduit.
8. Install a server with monitor at the POP with the ability to store one month of video, review footage, export selected clips, and be remotely accessed from any computer within the building.

II. Proposals should also include the following:

1. COMPANY PROFILE
2. REFERENCES – at least 2
3. WARRANTY- Minimum of one (1) year following completion of work.
4. PROJECT SCHEDULE – work must be completed by May 31, 2019. Provide estimate of time on site including projected hours on site per day.
5. ADDITIONAL INFORMATION – bidder may provide additional information in an attachment for consideration.
6. ITEMIZED BID – As detailed in section E:I above. Bids shall be firm prices for 150 days from submission deadline.

III. The awarded firm will need to submit the following before work may begin:

1. PROOF OF LIABILITY INSURANCE – \$1,000,000 minimum (if selected, will need to name the Aldrich Public Library as additional insured before work begins).
2. PROOF OF WORKERS COMPENSATION INSURANCE
3. SUBCONTRACTORS – identify all subcontractors working on this project by name, address, and telephone number as well as their credentials.
4. OSHA CERTIFICATES – for work site safety training, equipment use, etc. as they pertain to this project.

F. Project Schedule

Firm Selection: April/May
Substantial Completion: May 31, 2019

Because the library does not anticipate closing for any portion of this construction, flexibility in phasing the project is desired to allow for continued use of other downstairs spaces while each component of the project is addressed.

G. Warranty and Payment Schedule

Firm will provide a one-year warranty on the work covering parts, materials, and workmanship. This will be provided in writing to the Aldrich Public Library Board of Trustees. All warranty repair work is to be provided at no charge to the Aldrich Public Library.

H. Proposal Submission

Teams may submit hard copy, or email a digital copy, of proposal packages, including a list of references for which similar services have been provided, which shall include a title and phone number for a contact person. Design proposals should be submitted to:

Aldrich Public Library
Loren Polk
Library Director
6 Washington St.
Barre, VT 05641
AldrichDirector@gmail.com

All proposals must be received no later than March 15, 2019 at 3pm.

The expense of preparing and submitting a proposal is the sole responsibility of the firm. Aldrich Public Library reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the library. This solicitation in no way obligates Aldrich Public Library to award a contract.

I. Selection Criteria

Aldrich Public Library will review and evaluate proposals based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to this project
- Demonstration of overall project understanding and insights into the physical constraints of a historic building
- Flexibility in phasing renovations to allow continued use of space throughout installation
- Ability to complete projects within budget and according to schedule
- Competitive pricing