Appendix B

Sample Request for Proposal

General Conditions

The Rochester Hills Public Library is soliciting bids from qualified vendors for a Closed Circuit Television System for the Library located at 500 Olde Towne Road, Rochester, Michigan 48307.

The following request for proposal (RFP) is being provided to you for your consideration. To be considered, your company must meet the qualifications and satisfy the requirements set forth in this RFP.

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Karen Knox
IT Manager
Rochester Hills Public Library
500 Olde Towne Road
Rochester, Michigan 48307
248-650-7123

Final proposals must be received at the address noted above by 5:00 PM on Wednesday, September 7, 2011. Although cost will be an important factor in awarding the contract, the Library is not obligated by any statute or regulation to award the bid for the Closed Circuit Television Surveillance System on the basis of cost. Accordingly, the Library reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the Library reserves the
right to negotiate changes in equipment with the company determined to have submitted the proposal that is in the best interest of the library.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services.

The information contained herein is believed to be accurate, but it is not to be considered in any way as a warranty.

All questions, clarifications, and correspondence should be directed to Karen Knox at the address noted above or by telephone.

**Withdrawal of Proposals**

Proposals shall remain valid for a period of thirty (30) days after submission. Modifications to proposals will not be accepted by the Library, except as may be mutually agreed upon following the acceptance of the proposal.

**Timetable**

RFP released: August 4, 2011  
Mandatory walk-through: August 15, 2011, 10:00 AM  
Deadline for receipt of bids: September 7, 2011  
Recommendation to Library Board: September 21, 2011  
Notification to all vendors as soon as possible after  
   September 21, 2011

**Requirements**

Bid specifications for the Closed Circuit Television System must match specifications on the bid sheet or be of equal specifications to be accepted. Please include all cost factors and a specific delivery time frame.
Method of Evaluating Proposals

After the bids have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the Vendor that is the lowest responsive, responsible bidder will be selected for recommendation to the Library Board.

Payment

Final Payment to the successful bidder will be paid upon completion of delivery, installation of the product, and successful configuration and implementation of the equipment.

Notice of Nondiscrimination

The Rochester Hills Public Library does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Christine L. Hage, Director
Rochester Hills Public Library
500 Olde Towne Road
Rochester, MI 48307
248-650-7122

Part 1: General

Description of Work: Base Bid

Provide labor, material, and equipment to provide and install a closed circuit television (CCTV) video surveillance system to cover
entrances, internal areas, and exterior areas at one building for the Client as specified. The system will include a combination of indoor and outdoor fixed-view, high-resolution color cameras. The system will include remote viewing capabilities that will provide for viewing of live and recorded video at client workstations.

**Vendor Will Provide**

- All equipment and installation to constitute a fully operational CCTV surveillance system
- DVR at the Main Library
- CCTV cameras
- Any necessary transmitters and receivers
- Power supplies (includes power supplies for exterior cameras/heaters/blowers)
- Cabling and cross connection to provide complete circuit from camera location to DVR head-end at the library
- Software for remote management of CCTV system—preferably web-based remote access
- All horizontal and backbone cabling to connect cameras to equipment room locations, in accordance with final design specifications
- Cable from connection point to vicinity of camera final location
- Cabling to be tested and certified to standards; provide documentation
- Jacks, connectors, ties, clamps, conduit, BNC connectors, plenum cable, and other network supporting hardware as needed to support specified equipment
- Backbone cabling to DVR location
- Final termination at control end of system
• Final aiming, focusing, and adjusting of all cameras

• Programming of DVR to include camera names, user/operator data and permissions, basic recording settings, remote access settings, and other programming as needed to make the system operational

• On-site training for client users, in accordance with client work schedule

• Technical support for a period of at least one (1) year commencing at the completion of training at no additional charge. This will include over-the-phone and site visits as needed

• One (1) year warranty on all parts and equipment (except cabling) at no additional charge

**Client Will Provide**

• 110 AC power circuit at the DVR location

**Camera Locations**

• Public south entrance facing door
• Public west entrance facing door
• Staff south entrance facing door
• Exterior of drive-up window on south side
• Exterior area of bike racks on west side
• Outside area of entrance to public restrooms on first floor in west entryway
• Circulation workroom sorting and check-in area on first floor
• Cash drawers at circulation desk on first floor
• Youth services computer area on west end of first floor
• Youth services ExploreZone area on first floor
• Outside area of entrance to public restrooms on second floor
• Teen computer area on second floor
• Computer area on east end of second floor

Part 2: Products

Materials

• All equipment, components, wire, cable, and mounting hardware are to be provided and installed as required to meet manufacturer’s specifications and documented installation procedures.

• All materials and equipment shall be standard, regularly manufactured equipment. All systems and components shall be thoroughly tested and proven in actual field use. Whenever components are included from sources other than the manufacturer, the Vendor shall demonstrate and verify that the components are compatible, prior to system acceptance, and shall provide to the Library that use of such components will not void the system warranty.

• Work shall be performed in accordance with the applicable international, federal, state, and local codes, or standards current at the commencement of installation. Where more than one code or regulation is applicable, the more stringent shall apply.

• Cable installation, identification, and termination shall be performed in accordance with the manufacturer’s technical installation guidance, in addition to applicable codes above.
• In the absence of manufacturer recommendations on conductor application, the Vendor shall ensure that the cable selected meets all technical requirements of the equipment to be installed.

**Parts List: Base Bid**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>1</td>
<td>DVR that meets the following specifications:</td>
<td></td>
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<tr>
<td></td>
<td>• 16 channels</td>
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<td></td>
<td>• 500 GB hard drive</td>
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<td></td>
<td>• 320 x 240 pixels (CIF) at 120 fps.</td>
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<td></td>
<td>• Offer a full multi-user authorization logon function</td>
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<td></td>
<td>• Include a Central Monitoring Software application for remote access</td>
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<td></td>
<td>• Include a CD-RW or DVD+RW optical drive and USB flash drive for saving clips of recorded data</td>
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<td></td>
<td>• Include a customer 3-year limited warranty</td>
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<tr>
<td>11</td>
<td>Indoor color dome camera that meets the following specifications:</td>
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<td></td>
<td>• Intensifier built-in (selectable from 2x to 128x) for day/night operation</td>
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<td></td>
<td>• 1/3 inch color CCD imaging device w/customized DSP</td>
<td></td>
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<td></td>
<td>• 2.8 to 11mm DC auto iris varifocal lens</td>
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<td></td>
<td>• Horizontal resolution of 540 TV lines</td>
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<td></td>
<td>• Minimum illumination of 0.002 Lux (intensifier)/0.03 Lux (shutter)</td>
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<td></td>
<td>• Power supply of 12V DC &amp; 24A VC (dual voltage)</td>
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<td></td>
<td>• White housing</td>
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<td>2</td>
<td>Outdoor color dome camera that meets the following specifications:</td>
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<td></td>
<td>• Intensifier built-in (selectable from 2x to 256x) for day/night operation</td>
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<tr>
<td></td>
<td>• 1/3 inch color CCD imaging device w/customized DSP</td>
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<td></td>
<td>• 2.8 to 10mm DC auto iris varifocal lens</td>
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<td></td>
<td>• Horizontal resolution of 580 TV lines</td>
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<td></td>
<td>• Minimum illumination of 0.002 Lux (intensifier)/0.03 Lux (shutter)</td>
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<td></td>
<td>• Power supply of 12V DC &amp; 24A VC (dual voltage)</td>
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<td>1</td>
<td>Power supply for cameras that meets the following specifications:</td>
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<td></td>
<td>• Rack mount chassis</td>
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<td></td>
<td>• 24VAC @ 12.5 amp</td>
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<td></td>
<td>• Thirty-two (32) Class 2 Rated PTC protected power limited outputs</td>
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<td></td>
<td>Wiring and mounting for cameras:</td>
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<td></td>
<td>• Use RG6 CATV 75 Ohm coaxial cable</td>
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<td></td>
<td>• For termination, use Leviton QuickPort Compression F-Connectors</td>
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**Accepted Manufacturers**

*General Note:* All quoted equipment must meet or exceed the specifications listed in this bid on pages 6 and 7. These manufacturers are supplied as a guideline for bidders, based on equipment that the library is familiar with.

**DVR:**
- Speco
- Sony
- Pelco

**Cameras:**
- Speco
- Sony

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<tr>
<td>Installation labor for cameras, connected to cabling</td>
<td></td>
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<tr>
<td>Installation labor for head-end equipment, per specification; includes mounting equipment, connecting cameras to cabling, programming, training</td>
<td></td>
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<tr>
<td>Additional installation supplies (cable support, etc) – please specify:</td>
<td></td>
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<tr>
<td>Additional labor or equipment – please specify:</td>
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<tr>
<td>Shipping/Freight/Transportation charges</td>
<td></td>
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<tr>
<td><strong>Installed Total</strong></td>
<td></td>
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• Pelco
• Nuvico
• Phillips/Burle
• Bosch

Power supplies:
• Altronix
• Bosch
• Pelco

Substitution Note: Bidders are responsible for ensuring compliance with specifications and are encouraged to provide a complete apples-to-apples comparison with equipment listed above. Bidders are responsible for detailing any equipment that is not an exact match to parts listed above. Bidders must provide a complete part number for any substituted equipment along with cut sheets and manufacturer’s specifications for evaluation by client.

Part 3: Execution

Installation

• All equipment are to be installed as specified in accordance with project specifications and manufacturer's recommendations.

• All wire routes will be conducted utilizing concealed spaces to the greatest extent possible. In the event cable or wire cannot be concealed in existing structural areas, wire and cable will be routed at the highest point available. Conduit or similar protected chases will be utilized on all vertical runs to surface-mounted devices.
• Control panels and devices shall be rack-mounted as applicable by manufacturer's recommendation. Surface mount panels, if any, shall be mounted utilizing appropriate bracing and anchoring. All terminal blocks, control panels, wire junction points, etc., will be fully enclosed in manufacturer's recommended enclosures. Exterior-mounted devices shall be mounted in NEMA-rated enclosures as applicable.

• All wire and cable will be appropriately labeled and marked at termination points, clearly identifying the line and its intended use. All mid-point terminal or junction points will be labeled appropriately. Any punch-throughs, or other breaches in fire separation barriers, will be appropriately re-sealed upon completion of the wire runs.

• Prior to termination, Vendor will verify, by industry-recognized standards and manufacturer's recommendations, the reliability of wire runs, testing for opens, shorts, ground-loops, etc.

• Prior to initial start-up of the system, Vendor will ensure all components are appropriately grounded and shielded according to manufacturer's recommendations and industry standards.

• Vendor will conduct initial start-up and will conduct full functional testing of the system and its components. In the event problems are identified and, in the opinion of Library, Vendor is unable to sufficiently address a technical malfunction, the appropriate manufacturer's representative will be contacted and made available if necessary, at no cost to Rochester Hills Public Library.

• Upon completion of initial start-up and testing, Vendor will conduct initial programming of the system as described previously. Vendor will work with Library staff
to ensure all appropriate information is input appropriately to make the system operational.

**Programming**

- Vendor will be responsible for all initial programming of the system including naming all points in the system, establishing basic recording parameter and time schedules, and any other parameters in order to make the system operational.

- Vendor will assist Rochester Hills Public Library in setting up the system. Vendor will identify required data and will provide forms or other data gathering devices to the Library for the purpose of initial system programming. Library staff will be responsible for gathering the required data and providing it to Vendor in sufficient time to meet schedules.

**Training and Testing**

- Vendor will be responsible for providing training to a group of key Library employees on the basic operation and maintenance of the system. The training shall be sufficient to allow Library staff to operate the system independent of outside assistance.

- Vendor will provide all users manuals and other training documents on the specifics of the system to accomplish training and operational requirements.

- Vendor will provide additional technical assistance as needed on the basic operation of the system for the entire term of the warranty at no additional charge to Library.

- Vendor will conduct and document a final performance test of all components to validate system operability.
Warranty Information

- Camera system components are covered for replacement and/or repair of defective components by manufacturer’s warranty subject to specific conditions as directed by manufacturer.

- Vendor will cover all labor related expenses to warranty-covered service calls for the period of at least ninety (90) days commencing at the completion of training at no additional charge.