

Request for Proposal

Security Camera and Access Control Systems

for

Batavia Public Library

Request for Proposal Date: April 5, 2024

Proposals Due NLT: May 3, 2024

RFP # 1-2024

General Information

c. **Overview:** The Batavia Public Library District, herein BPLD, is soliciting proposals from qualified vendors via the Request for Proposal (RFP) for recommendations and installation of security cameras, wiring, warranties, and additional related services, as well as replacement of its internal and external access control system. The cameras and access control systems will be installed at the Batavia Public Library at 10 S. Batavia Avenue, Batavia, IL 60510-2449.

d. **RFP Schedule:**

RFP issued:	April 5, 2024
Mandatory Pre-bid meeting and building tour:	April 12, 2024, 10:00 am
Questions due by 3:00 pm:	April 19, 2024
Proposals due by 3:00 pm:	May 3, 2024
Anticipated Contract Award Date:	May 21, 2024
Anticipated Installation:	TBD

c. **Mandatory Site Visit:** Vendors must submit a bid for this RFP and attend the scheduled pre-bid meeting and building tour. The meeting and tour are vital for companies to conduct a site assessment and discuss specifications outlined in this RFP. Bids submitted without attendance from an authorized vendor representative will NOT be considered. The pre-bid meeting and building tour will be held on Friday, April 12, 2024, at 10:00 AM at the Batavia Public Library, 10 S Batavia Avenue, Batavia IL 60510-2449. The meeting will begin with a review of the RFP and a building tour. It is the responsibility of vendors to arrange for transportation to and from the Library.

d. **RFP Submittal:** Proposals are to be submitted via email, clearly identified with the RFP number and RFP title plus the word "Submittal" or "Proposal" in the email subject field, with all attachments, not later than 3:00 PM on May 3, 2024, to:

Josephine Tucci, Executive Director
Batavia Public Library District
jtucci@bataviapubliclibrary.org

Submittals without this subject identification may be considered routine emails and may not be properly addressed. Each complete proposal should include a scanned copy of the signed original with all required attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or pdf file. Proposals received after the above-required date and time will be received but will not be considered due to their lateness.

e. All proposals submitted will become the property of the BPLD and will be considered a public document under applicable Illinois State law.

f. **Points of Contact:** Questions and requests for clarification regarding this RFP are to be submitted via email, clearly identified with the RFP number and RFP title plus the word "Questions" or "Clarifications" in the email subject field. Questions and requests without this subject identification may be considered routine emails and may not get properly addressed. All email questions, along with all attachments, must be sent to the attention of Andrew Lanthrum,

IT Manager, alanthrum@bataviapubliclibrary.org

Communication from any other source, other than the above, should be considered invalid concerning this RFP.

2. General Terms & Conditions

- a. **Interested Parties:** All interested vendors are invited to submit a proposal following the terms, conditions, and specifications contained herein.
- b. **Tax Exemption:** BPLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of BPLD. Following the contract award, an exemption certificate will be furnished by BPLD if the vendor requests.
- c. **Expenses:** BPLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.
- d. **Non-Discrimination:** The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- e. **Governing Law:** The laws of the State of Illinois shall govern any contract executed between the successful vendor and BPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of Kane, State of Illinois, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Kane County in the State of Illinois.
- f. **Confidentiality:** Proposals submitted to BPLD for consideration shall be subject to the Illinois Freedom of Information Act, 5 ILCS 140 after the award is made.
- g. **Termination of Contract:** BPLD may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to BPLD per the specification defined in the contract and/or RFP. The date of termination shall be stated in the notice. BPLD may cancel the contract upon thirty days' written notice for any reason other than cause. This may include but is not limited to BPLD's inability to continue with the contract due to the elimination or reduction in funding.
- h. **Non-Appropriation:** BPLD presently intends to carry out and perform all the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and BPLD shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year the BPLD funds might not be available. BPLD shall have the right to cancel any awarded contract at the end of any calendar year during the term hereof that governmental funding from Kane County, Illinois is not granted for the subsequent calendar year. BPLD shall advise the vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to the vendor satisfactory evidence showing BPLD's inability to obtain the required revenues for the coming calendar year. Upon such cancellation, BPLD shall be released from all further liability under any awarded contract. The right granted to BPLD by this provision may only be exercised for the express reason stated and for no other reason.

- i. **Confidentiality of Information:** The vendor acknowledges that the vendor will, or may, be making use of, acquiring, or adding to information about certain matters and things which are confidential to BPLD and which information is the exclusive property of BPLD, including, but not limited to Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting BPLD's business.

3. Proposal Preparation:

- a. **Exceptions and Deviations:** Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, in an attachment to the proposal submission. BPLD reserves the right to accept or reject, at its sole discretion, any exceptions, or deviations by the vendor.
- b. **Substantive Proposals:** By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over BPLD.
- c. **Minimum Qualifications:** To be considered for selection, vendors must meet at least the following minimum qualifications:
 - 1) **Established Business:** The vendor must have been engaged for three years of business before the release date of this RFP.
 - 2) **Customer Satisfaction, Financial Resources, and Ability to Perform:** Vendors must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.
 - 3) **Legal Compliance:** The vendor must comply with all applicable laws, rules, regulations, and ordinances of the City of Batavia, the State of Illinois, and the United States.
 - 4) **Insurance:** The vendor shall not commence work until it has procured, maintained, and provided proof of the policies of insurance and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the Library because it failed to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities before, and during the term of the contract, will constitute a breach of contract in which the Library has the right and may immediately terminate the signed agreement. The Library reserves the right to request and receive a copy of any policy related to the services provided to the Library.
 - a) **Commercial General Liability:** The vendor shall secure and maintain, during the term of the agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor concerning all work performed by the vendor and its third-party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than \$1 million for each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Batavia Public Library District, its agents,

officers, and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazards, blanket contractual coverage, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by the vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.

- b) **Workers Compensation Insurance:** The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker's Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed.

d. **Submission Information and Documents:** The following information and documents shall be included in the proposal submission:

- 1) Name of company, address, telephone number, email address, website URL, and contact person's name.
- 2) The vendor awarded the contract must submit a completed and signed IRS Form W9 to BPLD before the contract begins.
- 3) **Key Personnel:** BPLD prefers a single account relationship manager. In the vendor's proposal, list names, titles, and locations of the primary and backup employees who will be assigned to BPLD's account. Also include certifications, education, experience, and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the BPLD project manager. BPLD looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee, and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as checkpoints to determine compliance with the approved schedule.
- 4) **Competitive Position:** Describe what differentiates the vendor's service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor's approach to communication.
- 5) **Customer References:** Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of BPLD. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name, phone number, and address of reference.
- 6) Describe your qualifications and experience in providing security camera solutions for similar institutions and similar circumstances.
- 7) Describe your firm's approach to providing services to BPLD as described in the "Scope of Work" and elsewhere in this RFP.
- 8) Provide a sample engagement document to include costs to BPLD for the services as proposed:
 - a) Costs must be detailed by type of camera, installation, cabling, and support.
Costs must be detailed by access control equipment, installation, and support.

- 9) Provide Implementation and training of security camera and access control platforms and timeline:
 - a) Must include dates for training.
 - b) Must include type of training (administrator/user).
- c. **Signatures:** The proposal must be submitted in ink and signed by an officer or person qualified to bind the proposing company.
- d. **Withdrawal of Proposal:** A Vendor may withdraw its proposal at any time before the proposal's due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal's due date.

4. Selection:

- a. **Vendor Selection:** No proposal will be considered unless it is complete. All proposals submitted will be first screened to determine minimum vendor qualifications as outlined in this RFP. The proposals will be ranked based on the total cost and the ability of the proposing vendor to provide the required services effectively. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation.
- b. **Right of Acceptance and Rejection:** BPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of BPLD. BPLD is not bound to accept the lowest-priced proposal but will select the proposal that represents the best value for BPLD.
- c. **Negotiation:** After the Proposal due date, BPLD reserves the right to negotiate terms and conditions with vendors. BPLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.

5. Scope of Work/Specifications:

This proposal will include an assessment of the best placement of cameras fob readers, locks, and other related hardware for the Batavia Public Library (additional technical specifications below) along with a full-service, five-year service agreement that includes, but is not necessarily limited to the cost of cameras, fob readers, locks, and other related hardware, installation and configuration of same, licensing, full-service website/cloud portal with both live, historical video available (minimum 30-day retention). All hardware upgrades and maintenance should be included in the five-year agreement cost.

a. Support and Maintenance:

- i. BPLD requires an initial minimum 5-year licensing and support with the option to continue annual support after the 5-year period has ended.
- ii. The vendor shall provide a detailed description of the support offered and the average response time for a support request.
- iii. The vendor shall install firmware upgrades within a reasonable period after they release cameras, fob readers, and hardware during the period of operation.
- iv. 10-year hardware warranty on all hardware products offered by the vendor.
- v. The provider shall have experience managing a significant number of clients and devices at a large scale.

a. System Configuration:

- i. BPLD is looking for a new camera and access control solution that is both user-friendly and reliable and doesn't require any on-premises server. Both the camera system and access control system will be accessed and administrated through a cloud or web-based portal.
- ii. Video from cameras will be stored locally on each camera and then pushed to cloud-based storage.
- iii. The access control system will include a video and audio intercom to unlock two exterior staff doors from select staff workstations utilizing a cloud or web-based portal.
- iv. The vendor will be responsible for coordinating with the BPLD IT Manager in configuring the equipment and network access.
- v. The vendor will provide and configure dedicated network switch(es) to accommodate all camera and access control network traffic.
- vi. Each proposed camera, fob reader, and lock will be cabled and terminated by the vendor or subcontractor of the vendor to a specified network closet on the premises.
- vii. Cables will be identified by the vendor and labeled accordingly with a list of all provided to the IT Manager.
- viii. Vendor shall supply camera, fob reader, and lock specifications including manufacturer, model, description, any special maintenance requirements, and warranty.
- ix. Vendor configures the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- x. Vendor to configure the motion detection sensitivity as applicable.
- xi. Vendor to configure each camera, fob reader, and lock identification and description (using a naming scheme that incorporates building and location, a scheme to be approved by BPLD before setup begins).
- xii. The vendor is responsible for all mounting hardware, brackets, conduit, cable, and accessories as required by the manufacturer and/or site conditions to successfully place the hardware per proposal.
- xiii. The final specific camera locations will be determined via a site survey provided by the vendor in consultation with BPLD. A building floor plan and some, but not all, preliminary location recommendations are included in ATTACHMENT A.
- xiv. A field of view on all cameras is to be coordinated and confirmed with BPLD.

c. Required Camera Specifications:

- i. Analytic Capability: People analytics, Vehicle analytics, tamper alerts, live link sharing
- ii. Image Resolution: 5MP or higher
- iii. Onboard storage: sufficient storage to accommodate video retention as described above.
- iv. Recording: 24/7
- v. Integration: Native integration with access control, and alarms.

d. Indoor and outdoor camera specifications required:

- i. Up to 4k image resolution (3840 x 2160)
- ii. IP67 rating to protect against dust and environmental elements for outdoor cameras
- iii. IK8 vandal-resistant rating or above
- iv. Infrared illumination for night visibility
- v. Capability to produce video at minimum 24 FPS or more
- vi. Image stabilizing to reduce blurring
- vii. Day and Night viewing and recording capability

- viii. Standard RJ45 connectivity
- ix. (PoE) capability to receive power
- x. Capability to record audio
- xi. Full range of camera models: bullet, fisheye, dome, minidome

6. Evaluation and Selection:

BPLD will review proposals submitted by the RFP deadline and select a winning firm. BPLD reserves the right to interview a short list of proposing firms. BPLD will negotiate a contract with the selected firm. BPLD will select the proposed services and terms that are most advantageous to it.

- 7. Right of Acceptance and Rejection:** BPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of BPLD. BPLD is not bound to accept the lowest-priced proposal but will select the proposal that represents the best value for BPLD.