



PINE BLUFF  
JEFFERSON COUNTY  
**LIBRARY SYSTEM**

**REQUEST FOR PROPOSALS (RFP) FOR  
SURVEILLANCE CAMERA SYSTEMS,  
PURCHASE, INSTALLATION, REPAIRS,  
MAINTENANCE SERVICES. FIRE & INTRUSION  
ALARM SYSTEM WITH MONITORING SERVICE  
MAIN BRANCH LIBRARY (NEW CONSTRUCTION)**

**Release Date: October 10, 2019 10:00 a.m.**

**Deadline for Submission: October 24, 2019 2:00 p.m.**

**RFP# 2019-10A**

## **REQUEST FOR PROPOSALS**

### **Surveillance Camera Systems, Purchase, Installation, Repairs, Maintenance services. Fire & Intrusion Alarm Systems with Monitoring Service Main Branch Library (New Construction).**

#### **INTRODUCTION**

The Pine Bluff/Jefferson County Library System is soliciting proposals from qualified vendors for Surveillance Camera Systems, Purchase, Installation, Repairs, and Maintenance at the New Library currently under construction, Altheimer, Redfield, White Hall, and Watson Chapel. The Pine Bluff/Jefferson County Library System is asking for Individual Quotes for each location along with a grand total Quote for all locations. The locations under construction through December 2019 will be Watson Chapel, White Hall, and Redfield. The Main Library Branch is under Construction until April 2020. The Pine Bluff/ Jefferson Co. Library System is seeking a Digital Monitoring company to fulfill this Request for Purchase. All equipment, material and labor will be supplied by the Digital Monitoring contractor.

The Pine Bluff/Jefferson County Library Systems is also soliciting proposals from qualified vendors for Fire and Intrusion Alarms for the New Main Branch (New Construction) within the Pine Bluff Jefferson County Library Systems. The New Downtown Main Branch Library is currently under construction until approximately April of 2020. The Pine Bluff/ Jefferson Co. Library Systems is seeking a Fire & Intrusion Alarm Company that will install alarms and provide monitoring service for the New Main Branch (New Construction). Alarm control panel and fire detection will be preferred to meet the needs of the libraries specifications. All equipment, material and labor will be supplied by the Fire and Intrusion Alarm Vendor.

#### **SCOPE OF SERVICES**

The scope of services lists different library branches that will require Digital Monitoring. The scope of work includes all installation, planning, execution, implementation, configuration, and training. The selected vendor will be responsible to recommend type of security cameras (180 Degree and 360 Degree wide view), brackets, mounts, power connectivity, network infrastructure (wireless, Cat6, cable runs) and any other applicable hardware associated with the project. The selected vendor must ensure it has adequate resources for designing, building, testing, and implementing the digital security equipment and it meets the needs of the Pine Bluff/Jefferson Co. Library System.

The scope of services is to provide new Fire & Intrusion Alarm Detection System that will be monitored 24/7 to alert authorizes. System must have touch panel controls with bright colorful interface, point of entry sensors, smoke alarms and be 4G & 5G capable for wireless systems. System should also be upgradable for future expansion and have multiple functions for system configurations.

## **Alzheimer**

- ✓ 6 Channel Indoor Cameras with HDTV 1080P Night and Day, built-in IR, IP Network Camera, Power over Ethernet, Dual streaming capabilities (180 degree or 360-degree view). (3 cameras will be installed at this location.)

## **Redfield**

- ✓ 6 Channel Indoor Cameras with HDTV 1080P Night and Day, built-in IR, IP Network Camera, Power over Ethernet, Dual streaming capabilities (180 degree or 360-degree view). (4 cameras will be installed at this location.)

## **White Hall**

- ✓ 6 Channel Indoor Cameras with HDTV 1080P Night and Day, built-in IR, IP Network Camera, Power over Ethernet, Dual streaming capabilities (180 degree or 360-degree view). (4 cameras will be installed at this location.)

## **Watson Chapel**

- ✓ 6 Channel Cameras with HDTV 1080P Night and Day, built-in IR, IP Network Camera, Power over Ethernet, Dual streaming capabilities (180 degree or 360-degree view). (4 cameras will be installed at this location.)

## **Main Library**

- ✓ 32 Channel Mixture of Indoor and Outdoor Cameras with HDTV 1080P Night and Day, built-in IR, IP Network Camera, Power over Ethernet, Dual streaming capabilities (180 degree or 360-degree view). (26 cameras will be installed at this location.)
- ✓ Fire and Intrusion Alarm System Touch Panel
- ✓ 6 Door Sensors
- ✓ 4 Motion Sensors
- ✓ 6 Smoke Detector

## **CONSULTANT REQUIREMENTS**

The selected Digital Monitoring Contractor shall obtain a business license prior to the execution of a contract. Digital Monitoring Contractor is expected to comply with all applicable federal, state and local regulations. If the Digital Monitoring Contractor outsources any work or job to a sub-contractor, it will be the prime Digital Monitoring Contractor responsibility to ensure all sub-contractors meet the requirements stated in this RFP. The Pine Bluff/Jefferson Co. Library System must approve all sub-contractors in writing prior to outsourcing.

The selected Alarm Contractor shall obtain a business license with the prior to the execution of a contract. Alarm Contractor is expected to comply with all applicable federal, state and local regulations. If the Alarm Contractor outsources any work or job to a sub-contractor, it will be the prime Alarm Contractor responsibility to ensure all sub-contractors meet the requirements stated in this RFP. The Pine Bluff/Jefferson Co. Library Systems must approve all sub-contractors in writing prior to outsourcing.

## PROJECT PROGRESS

The Contract must begin upon approval by the Pine Bluff/Jefferson Co. Library System, and the select vendor shall commence work after notification to proceed by the Pine Bluff/Jefferson Co. Library System. The select vendor is advised that any recommendation for contract award is not binding on the Pine Bluff/Jefferson Co. Library System until the Agreement is fully executed and approved by the Pine Bluff/Jefferson Co Library Systems.

## PROPOSAL SCHEDULE

The schedule for the selection process is as follows:

RFP release by Pine Bluff Jefferson Co. Library	October 10, 2019
Deadline for questions	October 18, 2019
Proposals due	October 24, 2019
Notice of Digital Monitoring Contractor and Fire Intrusion Contractor selection	October 24, 2019
Complete negotiation of agreement	October 30, 2019
Contract awarded/executed	October 31, 2019

All dates are subject to change. The Pine Bluff Jefferson Co. Library reserves the right to extend the date by which proposals are due.

All questions must be submitted via email to Jeffrey Marlar at [imarlar@pineblufflibrary.org](mailto:imarlar@pineblufflibrary.org). Phone calls will not be accepted. Answers to all submitted questions will be provided in an addendum.

Digital Monitoring and Fire Intrusion Alarm proposals must be submitted, with all copies having been signed by an official with the power to bind the company in its proposal and must acknowledge the RFP has been read and understood. To be considered, all proposals must be completely responsive to the RFP.

Proposals must be delivered/received by mail or personal delivery no later than October 24, 2019 2:00 P.M.

to:

Pine Bluff/Jefferson Co. Library  
Attn: Bobbie Morgan  
200 E. 8<sup>th</sup> Ave  
Pine Bluff, AR 71601

**PROPOSAL REQUIREMENTS**

Proposals must include the following elements:

- 1. COVER LETTER - A cover letter must summarize key elements and guarantee that key personnel will be committed to perform the required tasks throughout the duration of the contract. The cover letter must be limited to two (2) pages and must include a contact name, email, phone number and full address for the Contractor

2.

**PROPOSAL FORM**

To: Pine Bluff Jefferson County Library System  
200 E. 8th Avenue  
Pine Bluff, Arkansas 71601

Project Title: Request for Proposals (RFP) for Surveillance Camera Systems, Purchase, Installation, Repairs, Maintenance services. Fire & Intrusion Alarm Systems with Monitoring Service Main Branch (New Construction).

Ladies and Gentlemen:

Having carefully examined all conditions of the contract and all amendments, supplements and addenda there, I or We propose to furnish all labor, materials and equipment to complete all work required by the Contract Documents entitled Surveillance Cameras Systems, Purchase, Installation, Repairs, Maintenance services. Fire & Intrusion Alarm Systems with Monitoring Service Main Branch (New Construction).

BASE BID:

Written Amount:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Duration of project for base bid work:

ALTERNATES:

Written Amount:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

TIME OF COMPLETION:

Bidder will achieve Substantial Completion of the Work within the following calendar days after a Notice to Proceed is issued:

I, or we, acknowledge and agree that neither the submission of this proposal, nor its acceptance by Pine Bluff Jefferson County Library System creates a binding obligation between the Owner and me or us.

I am authorized to enter my firm into a binding contract if this proposal is accepted.

Respectfully submitted,

Contractor / Firm:

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AR Contractors License #:

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Name & Title:

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By: \_\_\_\_\_ Date: \_\_\_\_\_

I, or We, agree to hold our bid open for acceptance for sixty (60) calendar days from the date of opening of bids.

I, or We, acknowledge receipt of the following Addendum:

Addendum No. One (1), dated \_\_\_\_\_

Addendum No. Two (2), dated \_\_\_\_\_

Addendum No. Three (3), dated \_\_\_\_\_

Addendum No. Four (4), dated \_\_\_\_\_

*Sealed Bids will be received at the Pine Bluff Jefferson County Library Boardroom, at 200 E. 8<sup>th</sup> Avenue, Pine Bluff, Arkansas, until 2:00 PM, Wednesday, October 24, 2019, at which time bids will be publicly opened and read aloud.*

Envelopes containing Bids, Bid Bonds, etc., should be sealed and addressed as follows:

Pine Bluff Jefferson County Library System  
c/o Bobbie Morgan  
200 E. 8th Avenue  
Pine Bluff, Arkansas 71601

END OF PROPOSAL

3. PROJECT APPROACH AND SCOPE OF SERVICES
  - a. Discuss the Contractor's understanding of the project, and any suggestions or special concerns that the Pine Bluff/Jefferson Co. Library and the contractor should address for a successful project.
  - b. Provide a narrative rendition of the technical and management approach proposed for this project.
  - c. Provide a detailed Scope of Work of all tasks to be completed.
  - d. Provide list of Equipment Proposed. Provide Warranties for Listed Equipment.
  - e. Provide list of labor provided.

4. **PROJECT TEAM** - Identify, and provide resumes of, each key consultant team member to be assigned to this project. Resumes should include key technical training and experience. Please note that key members of the Digital Security Contractors team must be present at any selection interview.

Identify those services, if applicable, that will be outsourced to a sub-consultant. Describe the sub-consultants experience in completing similar projects. The prime Consultant will be responsible for verifying the qualifications and validity of all licenses, permits and quality of work for any outsourced work to sub-consultants. **EXPERIENCE** - Provide three (3) similar projects which your firm has completed within the last 5 years. Projects currently being performed may be submitted for consideration. Project information should include a brief project description, agency or client name, the year of project completion, and the project cost.

5. **REFERENCES** - The Consultant shall provide a minimum of three (3) references for similar projects for the prime firm. At least one reference must be from the projects listed in Item 5, **EXPERIENCE**. At a minimum, each reference must include the client's name and location, number of projects completed for the client, client contact name and phone number.
6. **CONFLICTS OF INTEREST** – Provide a statement which discloses any past, ongoing, or potential conflicts of interest, which the consultant may have as a result of performing the work for this project.

#### **RIGHT TO REJECT PROPOSALS**

The Pine Bluff/Jefferson Co. Library System reserves the right to delay the project or reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The Pine Bluff/Jefferson Co. Library System reserves the right to extend the due date for the proposal, accept or reject any or all proposals received as a result of this request, negotiate with any qualified consultant, accept or award any combination of the tasks to multiple consultants based on their competencies and capacities, or cancel this RFP in part or in its entirety. The Pine Bluff/Jefferson Co. Library System may require the selected Digital Monitoring and Fire intrusion and Alarm Contractor to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

#### **LATE, MODIFIED, OR WITHDRAWN PROPOSAL**

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made; and it was sent by mail, and it is determined by the Pine Bluff/Jefferson Co. Library System that the late receipt was due solely to mishandling by Pine Bluff/Jefferson Co. Library System after receipt at the Pine Bluff/Jefferson Co. Library System; or it is the only Proposal received.