

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSALS
DOOR ACCESS UPGRADE
May 15, 2023**

Bloomfield Township Public Library requests proposals from qualified firms to update the existing door access control software, and hardware only as necessary.

Bloomfield Township Public Library is seeking a contractor to provide and install, configure, and test door access control software in accordance with the manufacturer's specifications, industry guidelines, and all local, state, and federal laws and regulations. The scope of work includes upgrading the current access management and control system including only the necessary equipment to integrate with the required OpenPath (OP) software and readers as specified in the proposal guidelines.

Proposal guidelines are listed below. This request for proposals can also be obtained on the Library's website at www.btpl.org, at the Library's Welcome Desk, or by contacting Assistant Library Director Katherine Bryant at (248) 642-5800, ext. 114 or bryantka@btpl.org.

Proposers are welcome to schedule an appointment to visit the Library for a walk-through if needed. Please contact Katherine Bryant to arrange. Library maps are available on pages 6 and 7 of this RFP.

The deadline for proposals is Thursday, June 8, 2023 at 2:00 p.m. Proposals must be emailed to bryantka@btpl.org, hand delivered to the Welcome Desk, or mailed to arrive no later than this day and time. If hand delivered or mailed, please provide three copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Door Access Upgrade Proposal." Address these to:

Katherine Bryant, Assistant Library Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Library hours are Monday through Thursday, 9:30 a.m. – 9:00 p.m., Friday, 9:30 a.m. – 6:30 p.m., Saturday, 9:30 a.m. – 5:30 p.m., and Sunday, 12noon – 5:30 p.m. **All proposals will be publicly opened immediately at 2:01 p.m. at the Library.**

PROPOSAL GUIDELINES

Please provide:

- The full name of the firm, local address, name and title of the contact person, telephone number, email address, and the date of submission.
- A description of company background, including history, mission, and current size.
- A list of current references with contact names and phone numbers.
- A proposed timeline for this project (the Library would like to complete this work in August 2023).
- A completed worksheet with pricing (see page 4).

Proposals must specifically address:

A plan to upgrade the current access management and control system including only the necessary equipment to integrate with the required OpenPath (OP) software and readers as listed below.

1. Software – install OpenPath card management access system.
2. Install reader access control panel(s) and power supplies, as necessary.
3. Install stainless steel scar plates as necessary.
4. Remove current ProWatch card management access system in Computer Center and replace with OP management access system.
5. Remove current door hardware in Computer Center and install (18) OP mullion smart keypad entry readers.
6. Replace (44) interior Assa-Abloy door-mounted card access readers with OP mullion smart entry readers.
7. Replace (4) exterior Assa-Abloy door-mounted card access readers with OP mullion smart entry readers.
8. Replace (12) wall-mounted HID readers with OP standard and/or mullion smart entry readers.
9. Install new (10) OP mullion smart entry readers on 10 additional doors not on card access system within the Library (pull cable and provide termination).

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with emphasis on quality and pricing. Attributes which will be analyzed include:

- Proposed timeline
- Pricing worksheet
- Reference responses
- Ability to adhere to requirements listed in the proposal guidelines

CONTRACT AWARD

The contract will be awarded in the form of a signed contract mailed to the vendor selected. It is the intent of the Library to award the contract for door access upgrade on July 18, 2023 with implementation to begin in August 2023. We hope to notify the successful proposer by Wednesday, July 19, 2023.

WITHDRAWAL OF PROPOSALS

Any proposer may withdraw at any time prior to the deadline for receipt of proposals.

WALK-THROUGH

Proposers are welcome to schedule an appointment to visit the Library for a walk-through if needed. Please call Katherine Bryant at (248) 642-5800, ext. 114 to arrange.

NEGOTIATION

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of ninety (90) days.

Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted (either in whole or in part), to request additional information from all proposers, to award a contract to someone other than the lowest proposer, to waive any irregularities and/or informalities, and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor who, based on evaluation of all responses, criteria, and oral interviews (if necessary) is determined to be the best qualified to upgrade the door access control system.

The successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the door access control upgrade project, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

**PRICING: UPGRADE DOOR ACCESS CONTROL SYSTEM
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – OPENPATH**

- Software – OpenPath Remote System Management \$ _____
 - Software Support & Maintenance - YRS: _____ \$ _____
 - Smart Entry Readers - QTY: _____ \$ _____
 - Access Control Panels - QTY: _____ \$ _____
 - Expansion Boards - QTY: _____ \$ _____
 - Power supplies - QTY: _____ \$ _____
 - Labor \$ _____
 - Documentation (electronic format preferred) \$ _____
 - Training – two sessions for up to six administrators \$ _____
 - Permits and/or local inspection fees \$ _____
 - Performance bond \$ _____
- TOTAL** \$ _____

Proposal (is, is not) _____ in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

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Respectfully submitted,

Company _____

By _____

Official Address _____

Telephone Number _____ E-mail _____

Bloomfield Township Public Library main level and lower-level floor plans follow on page 6 and 7 respectively.



