

# REQUEST FOR PROPOSAL

## PAGING SYSTEM

### NOTICE OF PROPOSAL

The Plymouth District Library seeks proposals from qualified vendors for the design, installation, and configuration of a paging system for our 55,000 sq foot facility located at 223 South Main Street, Plymouth, MI 48170. The paging system will enhance communication capabilities within the library.

CONTACT: Melanie Bell, Assistant Director  
734-453-0750 ext. 239  
[mbell@plymouthlibrary.org](mailto:mbell@plymouthlibrary.org)

DUE DATE: Monday, March 3, 2025 at 10:00 am  
**Electronic submission only**  
Proposals received after this time will not be considered  
The deadline for submission will be followed by a public bid opening on  
March 3, 2025 at 10:00 am in the Friends Board Room.

# DESCRIPTION OF THE GOVERNMENT

## KEY PERSONNEL

The main contact for the RFP process is Assistant Director, Melanie Bell. Upon acceptance, the main contact for the library moving forward will be IT Coordinator, Eric Klute with support from additional library staff.

## BACKGROUND INFORMATION

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. PDL serves a community composed of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for over 100 years. PDL is nationally recognized as a leader in the public library field, garnering "Star Library" status from *Library Journal* for the robust participation of our community.

# NATURE OF SERVICE REQUIRED

## GENERAL

The scope of work for the design, configuration, and installation of a new paging system for the full building at Plymouth District Library is expected to take place in September 2025, during a scheduled closure of the library for other renovations. Exact dates in September 2025 will be finalized as the renovation progresses.

## SCOPE OF WORK

### 1. SYSTEM DESIGN & EQUIPMENT SPECIFICATIONS:

The paging system should include, but is not limited to, the following features:

- a. Support six zones: Lower Level, Main Level, Upper Level, Teen, Story Time & Staff
- b. Ability to page individual zones as well as all of the zones
- c. Ability to program pre-recorded message at user select times
- d. Ability to play music or background ambient noise through the paging system
- e. Play pre-programmed messages in the event of an emergency
- f. Easy to use and access interface
- g. Project layout, wattage needs assessment, zone reconfiguration, and help with determining best sound levels expected.

The paging system should include, but is not limited to, the following components:

- h. Low-profile ceiling speakers
- i. Power amplifiers
- j. SIP paging adapters
- k. Required power injectors and accessories
- l. Miscellaneous cables, connectors, and hardware

### 2. REMOVAL OF EXISTING PAGING SYSTEM: Safe and complete removal and disposal of the current system, including speakers. Safe and proper disposal of all equipment, and electronics compliant with any applicable e-waste and/or recycling laws.

### 3. INSTALLATION & CONFIGURATION

- a. Professional installation of all components in compliance with local codes and regulations.
  - i. Mount, install and adjust all equipment including new speakers
  - ii. Install all equipment on a rack
  - iii. Dress and terminate all wiring per normal accepted practices
  - iv. Install all wall and trim plates as required for the installation
  - v. Label all wiring and equipment as necessary
- b. Integration with the library's existing communication infrastructure.
- c. Configuration and testing to ensure optimal functionality.
- d. Documentation and staff training required.

- e. Installation and equipment is guaranteed against defects for a period of one year from the date of installation.
  - f. Customer service/support expected for up to 60 days after installation.
4. SAFETY, CLEANLINESS, & COLLABORATION: The library will be closed to the public but we will have other carpeting and painting projects happening at the same time. It is important that all vendors follow best practices for workplaces and communicate where specific people will be working at what times. We will require an adherence to MIOSHA safety standards. Daily cleanup of the work area to minimize disruption and clear communication is required.

## TIME REQUIREMENTS

### PROPOSAL CALENDAR

Request for Proposal Issued	Monday, February 3, 2025
Pre-Bid Meeting	Monday, February 10 at 10:30 am at PDL
Proposals Due, Public Bid Opening	Monday, March 3, 2025 at 10:00 am
Selected Candidate Notified	Wednesday, March 19, 2025

## PROPOSAL REQUIREMENTS

### BASIC CONTACT INFORMATION

A cover page must be submitted with basic contact information, including the owner of the firm and primary individuals to be involved in the project. Contact information should include a physical address, email, and phone numbers of the main office and a primary contact for all inquiries.

### INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

Demonstration of credentials and insurance should be submitted alongside a written proposal.

## QUALIFICATIONS AND EXPERIENCE

The written proposal must demonstrate the qualifications, competence, and capacity of the individuals/firms seeking to provide services for Plymouth District Library.

## SPECIFIC APPROACH

In addition to the qualifications of the individuals involved, the written proposal must describe a specific approach that the individual/firm will take to satisfy the requirements of the RFP. Successful candidates will be able to illustrate an approach that minimizes disruption to the functioning of the library.

## REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

## COST OF SERVICES

Proposals must include a signed, completed version of the attached pricing worksheet. All permits and fees should be included.

## MANNER OF PAYMENT

The selected candidate will be required to submit a W-9 form alongside a signed proposal agreement. The vendor will submit an invoice for equipment purchases which will be paid following NET 30 terms. All other invoicing will be paid at completion of the project via NET 30 terms. Invoices must include detailed description of the services provided and the agreed upon rates.

# EVALUATION PROCESS

## REVIEW OF PROPOSALS

Proposals submitted will be evaluated by Plymouth District Library staff and/or representatives of the Library.

During the proposal evaluation process, Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

## EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Individuals/firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. Top scoring proposals in these areas will be called for a phone interview with the primary contact and judged on the feedback supplied by references that are able to be contacted within the evaluation time frame.

### PHASE ONE

#### *Mandatory Elements*

1. Proof of Insurance and relevant licenses
2. Contact Information for 3 professional references
3. Proposal submitted by due date
4. Proposal follows the requirements set forth in the RFP

### PHASE TWO

#### *Professional Qualifications (100 points)*

1. Background and prior experience
2. Approach to project management in a public library environment

#### *Price (50 points)*

The maximum score for price will be assigned to the individual/firm offering the lowest total all-inclusive price. Appropriate fractional scores will be assigned to other proposers. Cost will not be the primary factor in the selection of a bid.

### PHASE THREE

#### *Interviews & References (30 points)*

Successful proposals will be selected for phone interviews and reference checks. Every effort will be made to contact all references provided within the evaluation time frame. Evaluation of references will support the final selection.

# PAGING SYSTEM RFP PROPOSAL WORKSHEET

## BASIC CONTACT INFORMATION

Company Name	
Physical Address	

Firm Owner Name	
Owner Email Address	
Owner Phone Number	

Primary Contact Name	
Contact Email Address	
Contact Phone Number	

## INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

- Demonstration of credentials attached to this proposal
- Proof of insurance attached to this proposal



## QUALIFICATIONS AND EXPERIENCE

Please describe your qualifications, competence, and capacity to provide services for Plymouth District Library. *Attach additional sheets as needed.*

## SPECIFIC APPROACH

Please describe the specific approach that you will take to satisfy the requirements of the paging RFP. *Attach additional sheets as needed.*

# REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

## COST OF SERVICES

Attach additional sheets as needed to itemize cost of services:

### Section 1: New Equipment

SUBTOTAL - New Equipment	
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### Section 2: Removal and Disposal of Old Equipment

SUBTOTAL - Removal and Disposal of Old Equipment	
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### Section 3: Installation & Configuration of New Equipment

SUBTOTAL - Installation & Configuration	
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### Section 4: Other Costs

SUBTOTAL - Other	
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### Section 5: Optional Costs

SUBTOTAL - Optional	
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### Section 6: Total Bid Amount (NOT including optional costs)

<b>GRAND TOTAL: \$</b>
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## ACKNOWLEDGMENT

By submitting this worksheet, the bidder acknowledges that all costs outlined above are accurate and inclusive of the scope of work as described in the RFP.

Signature	Date
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# TERMS & CONDITIONS

Plymouth District Library reserves the right to accept or reject any or all proposals.  
Vendors must comply with all applicable local, state, and federal regulations.

Thank you for your interest in this project. We look forward to reviewing your proposals