PLYMOUTH
DISTRICT LIBRARY

TO: Plymouth District Library Board

RE: Employee Handbook Updates, Approval

DATE: March 12, 2025

FROM: Shauna Anderson, Director

I am proposing two updates to the Library's Employee Handbook—our main employment policy manual.

The first change is to comply with the new Earned Sick Time Act (ESTA) which requires that Sick Time be provided for all staff regardless of employment status. I suggest that we remove the following stipulation from the policy: "Temporary Employees, Interns, and Substitute Employees are not eligible for paid sick time."

The second change is to support the Library's compliance with updates to GASB 101, which oversees the recording of compensated absences on our financial books. Our current policy for Floating Holidays is unclear as to how we should financially account for these days for Full Time staff. It states: "Full-time employees terminating their employment with the Library will be paid on an actual hours worked basis for any unused floating holidays."

This is an overly complicated way to manage Floating Holidays. I suggest we remove this phrase and replace it with this: "Floating holidays will not be paid out upon termination from the Library." The only people who this would affect are Full Time staff members who leave the library closer to the end of the year but have not used their 3 Floating Holidays before terminating their employment.

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____ TO APPROVE THE UPDATES TO THE LIBRARY'S EMPLOYEE HANDBOOK AS AMENDED.

YAYS____
NAYS____

Holidays

To be eligible for holiday pay, the employee must be in "active pay status", which means that the employee will not be eligible for holiday pay if the employee is not actively working, such as during leaves of absence or layoffs. "Active pay status" means that the employee must have been in regular pay status the day preceding and immediately following a paid holiday. Employees taking vacation or authorized sick time off shall be considered to be in active pay status.

The Library's holiday schedule will vary each year depending on which day of the week certain holidays occur. Therefore, in January of each year, the Library will distribute to all employees a schedule that will specify the days on which the Library will be open or closed.

Full-Time Employees

Full-time employees who are in active pay status will receive eight (8) hours of pay for the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Full-time employees who are in active pay status will receive an additional floating holiday for any paid holiday that falls on a day that the employee would not regularly be scheduled to work.

Full-time employees who are in active pay status also will receive three floating holidays each year, which may be taken with prior written approval from the staff member's direct supervisor. Floating holidays must be used within the year. ~~Full-time employees terminating their employment with the Library will be paid on an actual hours worked basis for any unused floating holidays.~~ Floating holidays will not be paid out upon termination from the Library.

SICK DAYS

Paid sick days are a means of ensuring that an employee will not suffer undue loss of income in the event of personal illness or disability. The Library Director will review sick day usage with any employee whose sick days exceed twelve (12) days in a one year period. In the case of an absence or tardiness, the employee must notify his/her supervisor as far as possible in advance of the scheduled work time.

Each full-time employee will be eligible for up to twelve (12) sick days per calendar year. Sick time will be paid at the rate of eight (8) hours per day. Part-time employees will be eligible for up to twelve (12) prorated sick days based on actual hours worked in the previous year. New employees will receive sick days on a prorated basis.

~~Temporary Employees, Interns, and Substitute Employees are not eligible for paid sick time.~~

At any time, the Library Director may request a doctor's certificate verifying the reason for the absence.

If an employee is required to be absent for more than one week due to the illness or injury, the Library will require a medical release specifically stating that the employee is capable of performing the essential functions of the employee's job, with or without reasonable accommodation, before allowing the employee to return to work. The Library may also require that the employee submit to a medical evaluation by a doctor selected by the Library or the Library's insurance carrier.

Upon written authorization of the Library Director or designee, sick days off may be taken for illness of immediate family members, including spouse, children, or permanent members of the employee's household. An employee who is absent for an extended period (i.e., longer than one (1) week) may be required to request a leave of absence.

Employees who have non-work-related illnesses or injuries may become eligible for short- or long-term disability, depending upon the circumstances and the eligibility requirements set forth by the carrier. In no circumstance will an employee receive both sick pay and short- or long-term disability payments.

Unused sick time cannot be carried over to the next year. You will not be compensated for any unused sick time at time of termination.

PLYMOUTH
DISTRICT LIBRARY

TO: Plymouth District Library Board
RE: Technology Policies Update, Approval

DATE: March 12, 2025
FROM: Shauna Anderson, Director

At the end of 2024, we began a review of our technology-related policies alongside our attorney after multiple reports surfaced from Michigan libraries that their makerspaces were being visited by the FBI. Upon review of our policies, we decided to enhance our Internet and Device Use Policies by separating them out to an Internet Policy and a Technology Policy. I am providing a copy of the original policy as well as the drafted separate policies for review and approval. I will present on the specific updates at the meeting.

INTERNET & DEVICE USE POLICY

I. General Statements Regarding Internet

A. <u>Internet Access</u>. The Plymouth District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This policy applies to both the Library-owned equipment and wireless access available at the Library.

B. <u>Validity of Information</u>. The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Internet users will need to evaluate for themselves the validity of the information found.

C. <u>Library Does Not Endorse Information on Internet</u>. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D. <u>View Internet at Own Risk</u>. The Internet may contain information that is controversial, sexually explicit, or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

E. <u>No Liability</u>. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library equipment and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or

electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II.   Nature of the Public Library Setting

A. <u>Respect Others</u>. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images.

B. <u>Use with Caution of Risks</u>.   Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III.   Internet Filtering; Children Under 18

A. <u>Responsibility of Parents and Legal Guardians</u>. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.

B. <u>Unblock Sites</u>.   Individuals who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

IV.   Acceptable Use

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A. <u>Lawful Use</u>. The Library Internet connection and equipment shall be used in a lawful manner. The Library's Internet and equipment   cannot be used for any

fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger.

B. <u>Intellectual Property</u>. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.

C. <u>Use must not be Harmful to Minors</u>. Michigan law prohibits users from allowing minors' access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

D. <u>Compliance with Code of Behavior</u>. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Code of Conduct. All Internet Users must comply with the Library's Code of Conduct, which shall be posted in the Library.

E. <u>Privacy; Unauthorized Access</u>. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

F. <u>Time Limit</u>. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.

G. <u>Payment for Printing</u>. Users must reimburse the Library for printing costs as noted in the library's Fee Schedule.

H. <u>Personal Software Prohibited</u>. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User

shall also refrain from downloading/uploading files to/from the Library's computers.

I. <u>System Modifications</u>. Users are not permitted to change the security setup, operating systems, the network configuration, or any other configuration of any Library computer workstation without authorization.

J. <u>Damage</u>. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

L. <u>Personal Information; Unauthorized Release</u>. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

M. <u>Saving Files and Documents</u>. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library equipment do not allow Users to permanently save documents or personal files

V. Violations of Internet Use Policy

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting equipment, Internet access or Library facilities; (2) immediately dismissing the patron from Library Property; (3) suspending the patron's access to Library Property for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. <u>Incident Reports</u>. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. <u>Violation of the Policy – Suspension of Privileges</u>. Unless otherwise provided in this Policy (See Section C below), the Library shall handle violations as follows:

1. *Initial Violation*: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the Library Property for the day. If he or she refuses, police may be called.

2. *Subsequent Violations*: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. <u>Violations that Affect Safety and Security</u>. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*:   The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. <u>Reinstatement</u>. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Code of Conduct before their privileges may be reinstated.

E. <u>Civil or Criminal Prosecution</u>. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

VI.   Right of Appeal

Patrons may appeal a decision to (1) limit or revoke privileges, or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

VII.   Staff Assistance.

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

TECHNOLOGY POLICY

I.   Policy Statement

The Plymouth District Library ("Library") offers technology equipment within the Library so the community can access technology that encourages the design and creation of innovative projects and strengthens experiential learning opportunities. Any Library patron may use library technology pursuant to the requirements of this policy.

II.   Availability;

A.   <u>Use of Equipment</u>. Library use or Library programming has priority over the use of Makerspace. When not being used by the Library, it may be used by patrons as follows:

2.   *First-Come; First-Served*. If equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.

B.   <u>Time Available</u>. Specialize equipment is open to the public during published hours (available on the website). The Library has the right to limit or cancel any available time even if it has been published on the website.

C.   <u>Release of Liability</u>. Prior to using specialized library equipment, patrons must sign a Release of Liability Agreement. The patron will be considered the "User" for the purpose of the Release of Liability Agreement.   If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. If the patron is under the age of 18, for the purposes of this policy, "patron" includes the minor and parent/guardian.

D.   <u>Level of Access</u>. Library staff has designated levels of access to equipment based on the amount of staff supervision that is required before using each tool. Patrons shall refer to posted signage and only operate tools and equipment in accordance with the stated level of use

for each tool.   All equipment must remain in the space where it is installed unless specifically designated for public checkout.

E.   <u>Library Discretion of Use</u>. The Library Director and designated staff reserve the right to:

> 1.   *Refuse.* Refuse any request/service.
>
> 2.   *Review.*   Review and approve all materials before using equipment. If there is a problem with designs and/or production that is readily identifiable by the Library, the patron may be informed. Review and approval does not guarantee a successful completion of the project.
>
> 3.   *Stop a Request*. Stop a request due to time or equipment capabilities or other reason, such as violation of Library policy.
>
> 4.   *Time or Other Limit*. Set a limit as to the maximum time or number of projects.

III.   Use of Equipment

A.   <u>Parent or Legal Guardian Responsibility</u>.   Technology equipment may not be left unattended while it is in use; a patron aged 18 and older must always stay with designated equipment as noted in library signage. Patrons younger than 12 must follow the library's rules for Unattended Minors as outlined in the library's Code of Conduct.

B   <u>Food; Beverages</u>.   No food or beverages are allowed near technology equipment or while using e equipment.

C.   <u>Library Policies</u>.   All Library policies, including the Code of Conduct, apply to the usage of the Makerspace. Failure to comply with any   Library policies may result in losing access to technology equipment or Library privileges.

D.   <u>Other Patron's Work</u>.   Patrons may not disrupt someone's work already in progress.

E.   Cleaning.   All patrons shall clean their work area and all equipment before leaving the area. Patrons agree to take precautions to avoid causing an unnecessary mess during use. Patrons must inform a Library staff member if they cannot return a work surface, tool, or equipment to its original state.

F.   Safety.   The patron agrees to follow the safety policies and procedures involved with the equipment, including the following:

   1.   *Procedures.*   The Patron will follow all equipment safety procedures as instructed by signage or library staff.

   2.   *Unsafe or Damaged Equipment; Notification.*   The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.

   3.   *Report of Accident or Incident*. The patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.

G.   Lawful Purposes. Library technology may be used only for lawful purposes. Patrons are prohibited from using equipment to create material that is:

   1.   *Violations of Law*. Prohibited by local, state, or federal law or regulation.

   2.   *Unsafe*.   Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).

   3.   *Harmful to Minors.* Obscene, sexually explicit, or harmful to minors.

   4.   *Intellectual Property Rights.*   In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection. The copyright law of the United States

(Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. Users of Library equipment are solely liable for any infringement or copyright claims. Patrons will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user, and the Library disclaims any responsibility or liability resulting there from. The patron using equipment is liable for any infringement.

H.   No Commercial Use. The Library is not a place to manufacture for commercial purposes and has not been approved for that purpose.

I.   Damage; Modifications. Patrons will not damage or modify the Library's hardware or software. Patrons may not install new programs onto the computers.

IV.   Materials

A.   Fees. Access to library technology is free but consuming library-provided materials (e.g. filament, vinyl, button making supplies) may come with a fee. See Fee Schedule for current rates.

C.   Use of Patron Materials. Patrons shall consult with the Library staff to obtain permission to use their own materials with technology equipment.

D.   Library Supplies. The Library does not guarantee the use of any supplies. If using Library supplies, patrons agree to avoid wasting supplies and only use them for their indicated use.

V.   Disclaimer

A.   Hold Harmless. The Library is not responsible for any injuries caused during use of equipment. Patrons are responsible for following all safety guidelines and exercising appropriate caution with

makerspace equipment. Patrons use the technology equipment at their own risk. User agrees to release and hold the Library Harmless from any and all claims for personal injury or property damage.

B.   Damage or Loss of Patron Materials or Data. The Library is not responsible for any damage to a patron's materials or files or for any manufacturing defects. The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, network, nor the functionality or quality of content produced on library equipment.   The Library will not be responsible for any failed prints.

C.   Damage to Equipment.   If library furniture or equipment is found to be damaged or missing when a patron is finished using it, the patron will be liable for the damage and shall promptly reimburse the Library for any losses incurred.

D.   Responsibility for Saving Work.   It is the responsibility of the patron to delete and/or remove any files (digital or print) from the equipment in the Library. The Library is not responsible for equipment or files (digital or print) left behind by patrons. Any work saved on Library devices will be deleted once the device is turned off and cannot be recovered. Patrons must save their files on an external storage device.

E.   No Endorsement.   While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. Approval to use library technology or equipment does not constitute endorsement by Library of the uses to which the space is put or the products produced therein. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.

PLYMOUTH
DISTRICT LIBRARY

TO: Plymouth District Library Board   **DATE:** 3/10/2025

RE: Aquarium Bid Approval   **FROM:** Melanie Bell, Assistant Director

As part of the interior refresh we are looking to install a larger, more tamper proof aquarium in the lower level. We put out a RFP for Aquariums on February 7, 2025 and had a pre-bid meeting February 12. We had two bids that were opened on Monday March 3, 2025 @ 10:20am. The bid evaluation and costs are shown below.

VENDOR	EVAL SCORE	COST
Albam Aquariums	180	$15,100
Fish Tank Maintenance LLC	120	$24,671

We would like the board to approve the bid supplied by Albam Aquariums to install an aquarium on the lower level for a total of $15,100.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE ALBAM AQUARIUMS TO INSTALL AN AQUARIUM ON THE LOWER LEVEL FOR A TOTAL OF $15,100.

ALBAM AQUARIUMS

TO: Melanie Bell, Assistant Director

Plymouth District Library
Proposal Review Committee
223 South Main Street
Plymouth, MI 48170

Dear Proposal Review Committee,

We are thrilled to submit our proposal for the design, construction, and installation of a custom freshwater aquarium for the lower-level youth area of the Plymouth District Library. At Albam Aquariums, we specialize in creating eye-catching aquatic environments that inspire curiosity, foster learning, and promote a deeper understanding of the aquatic ecosystems.

With years of experience in innovative aquarium design and installation, we have earned a reputation for delivering many different aquariums designs for a visually stunning look. Our company offers monthly maintenance, insurance coverage, on-call response, warranty on fish and more. We take pride in building long-lasting, low-maintenance aquatic features designed to thrive and support aquatic life sustainably.

We look forward to the opportunity to discuss our proposal further and to collaborate with the Plymouth District Library in creating a remarkable aquatic feature that inspires and educates for years to come. Thank you for considering Albam Aquariums for this exciting project.

Sincerely,
Mike Hachem
Owner/Technician
Albam Aquariums
313 - 231 - 5915
Albamllc@gmail.com

REQUEST FOR PROPOSAL

AQUARIUM DESIGN & INSTALLATION

NOTICE OF PROPOSAL

The Plymouth District Library is soliciting proposals from qualified vendors to design, construct, and install a fresh water aquarium in the lower level public youth area of the library. This project aims to create an engaging, educational, and visually appealing feature that promotes awareness of aquatic ecosystems and enhances the visitor experience.

CONTACT:	Melanie Bell, Assistant Director
	734-453-0750 ext. 239
	mbell@plymouthlibrary.org
DUE DATE:	Monday, March 3, 2025 at 10:30 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 10:30 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 Facilities Coordinator, Loreen Graham 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

We are requesting the design, configuration, and installation of a new aquarium with cabinet and canopy in a designated space. The aquarium cannot exceed the following dimensions 108"x83"x24". See the pictures attached. The aquarium should consist of freshwater fish. It will be installed in the lower level public youth area of the library. Vendors should consider space limitations, visitor safety, and promoting education on aquatic spaces.

Aquarium Specifications:

The fish tank should meet the following requirements:
- Dimensions: Maximum build size cannot exceed 107"x83"x24"

  Approximate tank size: 72"x48"x24"

  Canopy maximum height 60" for easy feeding access
- Volume: 150-300 gallon tank
- Shape: Rectangular
- Material: High-quality, durable materials such as acrylic or glass

Aquatic Life:

- A mix of freshwater tropical fish
- Inclusion of an eco-friendly/family friendly decor
- Educational interactions should be considered in the design

Additional Elements:

- Custom cabinetry
- Canopy or hood to protect the top of the aquarium
- An auto feeding solution for when the library is closed and staff are unavailable to feed the fish.
- Uninterruptible power supply, redundant heater.
- Preferred would be a sump system for filtration and heating, and an auto topper for maintaining water level.

SCOPE OF WORK
Design Phase:

- Work with library staff to finalize design and layout.
- Provide detailed drawings, material lists, and a timeline.

Construction and Installation:
- Professional installation of all components in compliance with local codes and regulations.
- Prepare site for installation:
    - Demolition and removal of current structure (benches and display)
    - Preparation of wall for aquarium

- o Communicate electrical needs so that we can contract the service out.
- Fabricate and assemble the fish tank.
- Installation is guaranteed against defects for a period of one year from date of installation

Setup and Stocking:

- Cycle the tank and establish a healthy environment for aquatic life.
- Populate the tank with approved species and waterscape
- Move fish from current tank to new tank
- Dispose of old tank

Maintenance Training:

- Provide training to library staff on basic tank maintenance and feeding of fish.
- Include an option for ongoing maintenance services.

Safety & Cleanliness:

The library will be open to the public. We will be able to block off specific sections of the hallway you will be working in but will need to maintain access for the public during open hours. It is important that all vendors follow best practices for workplaces and communicate needed work requirements. We will require an adherence to MIOSHA safety standards. Daily cleanup of the work area to minimize disruption and clear communication are essential

TIME REQUIREMENTS

PROPOSAL CALENDAR

Request for Proposal Issued	Friday, February 7, 2025
Pre-Bid Meeting	Wednesday, February 12 at 10:30am at PDL
Proposals Due, Public Bid Opening	Monday , March 3, 2025 at 10:30 a.m.
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.

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.

AQUARIUM RFP PROPOSAL WORKSHEET

BASIC CONTACT INFORMATION

Company Name	AlBAM AQUARIUMS
Physical Address	2727 Beech Daly RD

Firm Owner Name	Mike Hachem
Owner Email Address	Albam Llc @gmail. Com
Owner Phone Number	313-231-5915

Primary Contact Name	Mike Hachem
Contact Email Address	ALBAMLLC@gmail. Com
Contact Phone Number	313-231-5915

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.* .

Please see Proposal

SPECIFIC APPROACH

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

REFERENCES

Please see Proposal

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: Aquarium Equipment & Tank

SUBTOTAL - Equipment	11,900

Section 2: Preparation

SUBTOTAL - Demolition & Disposal	500

Section 3: Installation & Configuration of New Equipment

SUBTOTAL - Installation & Configuration	500

Section 4: Other Costs

SUBTOTAL - Other	2,200

Section 5: Optional Costs

SUBTOTAL - Optional	Custom Wrap	2,000

Section 6: Total Bid Amount (NOT including optional costs)

GRAND TOTAL: $	15,100

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.

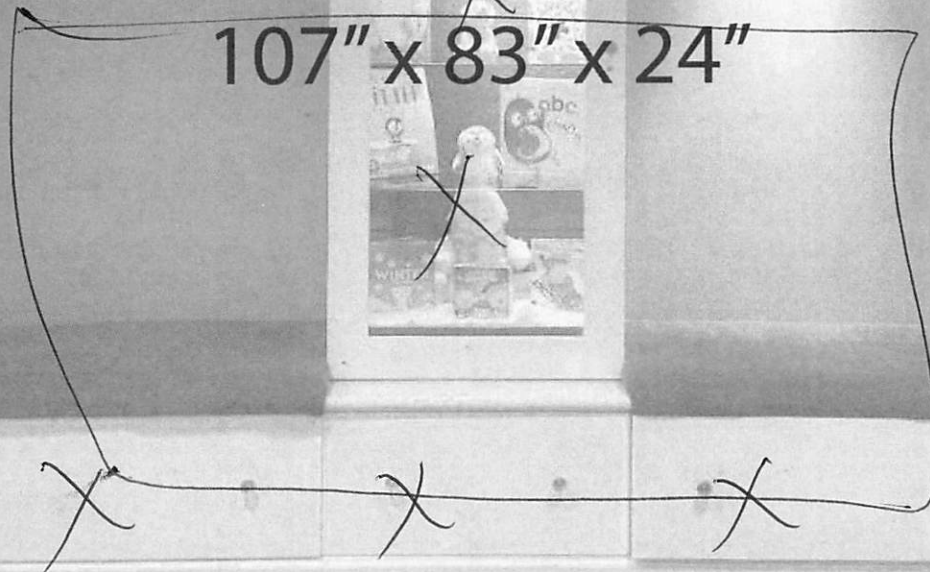| Signature	Date 02 - 17

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

Aquarium Build Area
107" x 83" x 24"

STAIR

NON-FICTION

REFERENCE

COMPUTERS

FICTION

EASY BOOKS

INFORMATION

Staff Area

STORAGE

PROGRAM ROOM

EASY READERS STORY BOOK HOUSE

NEW BOOKS

STAIR

COPY ALCOVE

OPEN DISPLAY

☐ Aquarium Build Area

BABY BOOKS

STAIR

PICTURE BOOKS

ENTRANCE PORTAL

WOMEN'S TOILET

ELEVATOR

ELEV. MACHINE

VIDEOS / DVDS

YOUTH TOILET

HOLIDAY BOOKS

MEN'S TOILET

LOWER
LEVEL PLAN

Project No.	Sheet No.
21253	A-100

LOWER LEVEL PLAN
SCALE: 1/8" = 1'-0"

CERTIFICATE OF LIABILITY INSURANCE

	DATE (MM/DD/YYYY)
	11/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
Hiscox Inc.	PHONE (A/C, No, Ext): (888) 202-3007		FAX (A/C, No):
5 Concourse Parkway	E-MAIL ADDRESS: contact@hiscox.com		
Suite 2150	INSURER(S) AFFORDING COVERAGE		NAIC #
Atlanta GA, 30328			
	INSURER A : Hiscox Insurance Company Inc		10200
INSURED	INSURER B :		
Albam LLC	INSURER C :		
5264 Maple Street	INSURER D :		
Dearborn, MI 48126	INSURER E :		
	INSURER F :		

COVERAGES   CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			P104.173.222.1	11/21/2024	11/21/2025	EACH OCCURRENCE	$ 500,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 500,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ S/T Gen. Agg.
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)   The ACORD name and logo are registered marks of ACORD

Aquarium Project Proposal

ALBAM AQUARIUMS

Presented For: Melanie Bell

METRO DETROIT AREA, MI
+1 (313) – 231 – 5915

Table of Contents

Introduction

Albam Aquariums is pleased to present this proposal for the design, construction, and installation of a custom freshwater aquarium for the Plymouth District Library's lower-level public youth area. With our extensive experience in creating visually stunning, low-maintenance aquatic environments, we are committed to delivering a high-quality and engaging centerpiece for the library's visitors. We specialize in custom acrylic aquariums, ensuring unmatched strength and longevity. Each project is meticulously designed to complement its surroundings while bringing forth an immersive and calming aquatic display. Our work has been recognized for its efficiency, innovation, and professionalism into various public and corporate spaces.

Mike Hachem
ALBAM AQUARIUMS
CEO

Mission and Vision

⊕ Mission

At Albam Aquariums, our mission is to turn ordinary spaces into captivating underwater worlds that spark wonder and connection. We believe that aquariums are more than displays—they're living ecosystems that tell a story. Our goal is to design environments that not only enhance their surroundings but also invite curiosity, inspire learning, and provide a sense of tranquility. With craftsmanship at the heart of everything we do, we're committed to blending aesthetics with functionality, ensuring our aquariums are as easy to maintain as they are stunning to admire. Through personalized designs and innovative technology, we strive to create aquatic experiences that leave a lasting impression, making every glance a moment of discovery.

⊕ Vision

Our proposed aquarium will serve as an eye-catching focal point. The design will incorporate a diverse selection of freshwater tropical fish, custom wrapping, and elements that inspire curiosity among individuals of all ages. Our installation process will adhere to all library standards and ensure its long-term durability. We prioritize making the aquarium more than just a display but to enhance the library environment. This proposal outlines a plan to showcase detailed blueprints and design schematics, precise aquarium dimensions, a comprehensive cost breakdown, a project timeline outlining key milestones, and all necessary technical specifications and installation requirements, ensuring a clear and structured approach for the Plymouth District Library.

Your Aquarium

We are proposing to install a custom freshwater aquarium system within the specified dimensions of 72" x 60" x 24" for the youth area. The aquarium will be constructed using high-quality acrylic, ensuring both durability and visual clarity. A filtration system, auto-feeder, redundant heating, and uninterruptible power supply (UPS) will be integrated to maintain a stable environment with minimal maintenance. Albam Aquariums will provide comprehensive staff training on feeding and basic maintenance, with ongoing maintenance services available for long-term care.
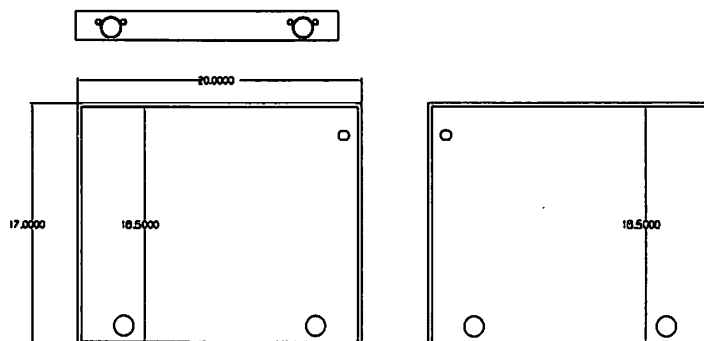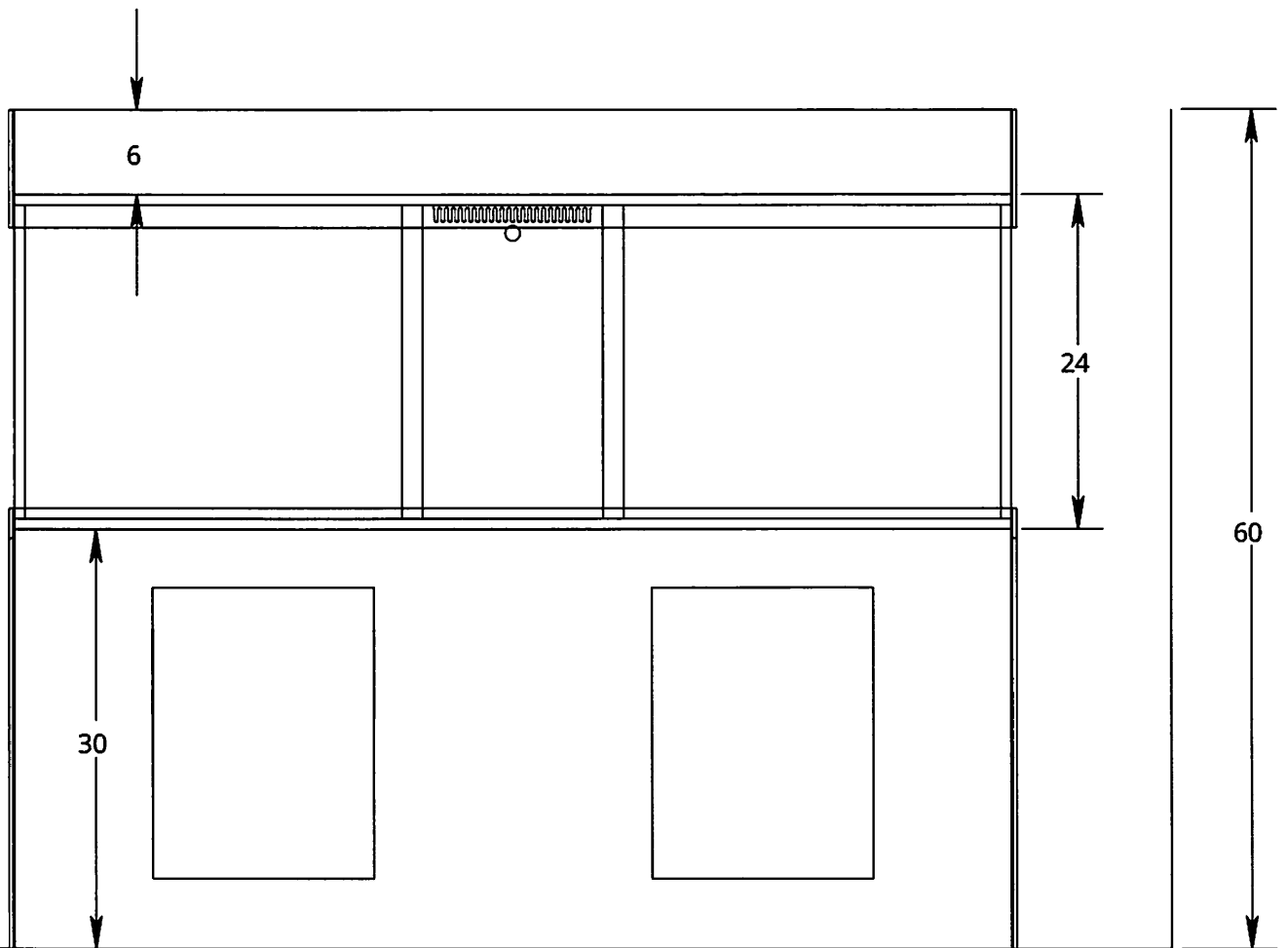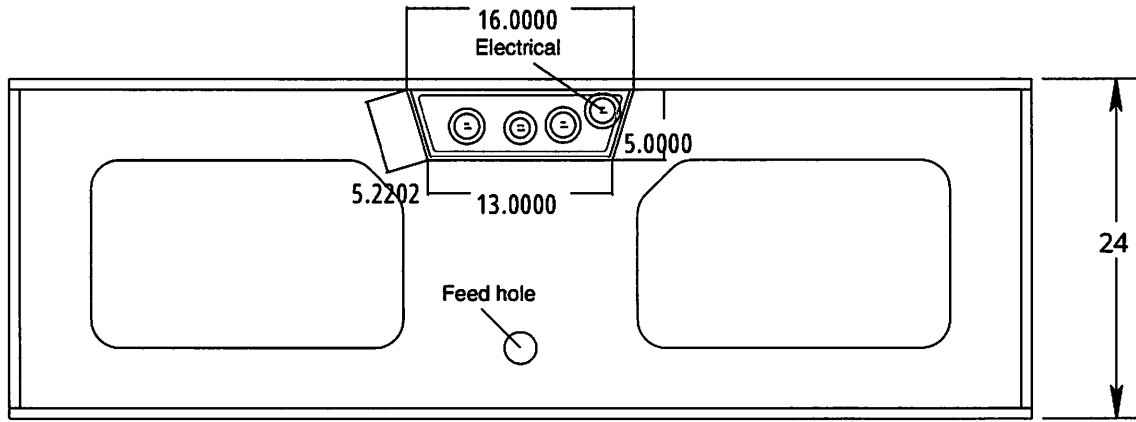
Solution
⊕ Aquarium Blueprint

Aquarium Structure: The aquarium has a rectangular shape with a maximum height of 60 inches, maximum width of 24 inches and maximum length of 72 inches, 180 gallon tank, ensuring clear visibility for both children and adults. The acrylic is impact-resistant, reducing the risk of fractures or damage, while the polished finish provides a sleek, modern aesthetic.

Electrical and Feeding Access: The electrical access panel is located at the top center of the aquarium, measuring 16 inches in width and positioned for easy connection to power sources. A dedicated feeding hole is integrated near the top, allowing library staff to easily feed the fish without removing the canopy. This compartment is designed for safe and concealed power connections, ensuring a clean and professional look while providing easy access for maintenance.

Custom Canopy: The canopy has a height of 6 inches, designed to house lighting and electrical components while maintaining a sleek appearance.

Base Cabinet and Storage: The base cabinet measures 30 inches in height and includes two separate compartments with doors, providing concealed storage for maintenance tools, fish food, and electrical components. The compartment houses pre-wired outlets and cable management to support filtration, lighting, and any additional equipment. The double-door access panels provide ample storage and easy entry for routine maintenance. The cabinet is designed with ventilation ports to ensure proper airflow, preventing heat buildup and maintaining optimal equipment performance.

16.0000
Electrical

5.0000

5.2202

13.0000

Feed hole

24

6

24

60

30

20.0000

17.0000

18.5000

18.5000

Solution
⊙ Designated Work Area

⊡ Aquarium Build Area
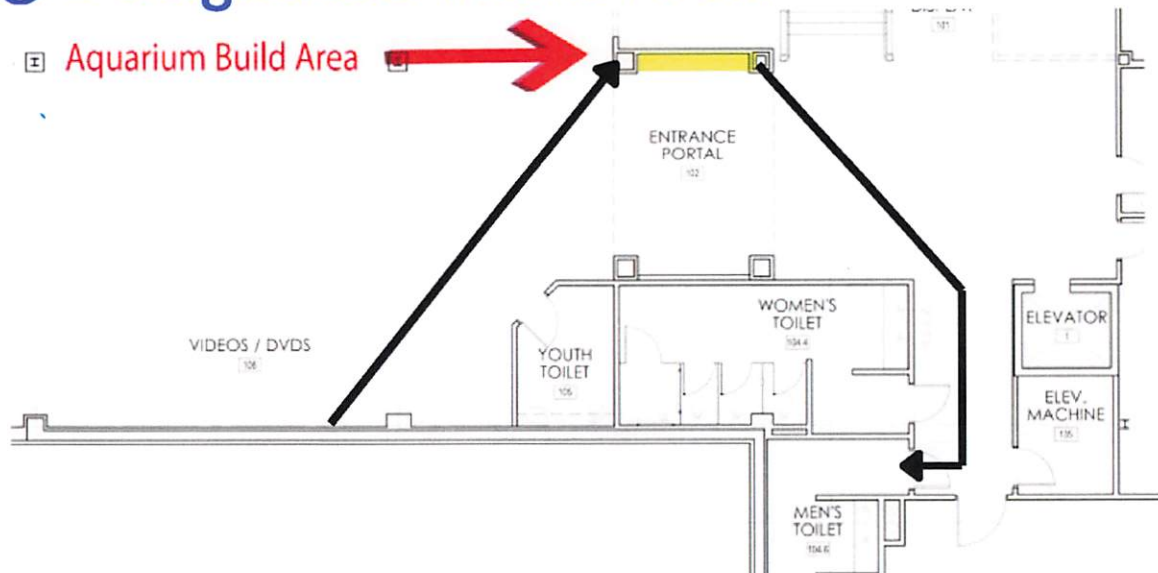
Site Preparation & Safety: The section from the Videos/DVD area to the Men's Bathroom will be closed off during installation to ensure public safety and minimize disruptions. Clear and professionally designed signage will be placed to guide visitors to alternative routes, ensuring smooth navigation throughout the library.

Access & Work Hours: Installation will occur during standard working hours, with limited noise during library operating hours. Men's Bathroom will be needed to provide freshwater to the aquarium. We will coordinate with library staff to ensure this access is scheduled at the most convenient times. *AREA WITHIN ARROWS WILL BE CLOSED OFF*

Daily Clean-Up: Work areas will be cleaned and cleared daily to maintain a neat environment. Pathways outside the construction zone will remain unobstructed for visitor access.

Public Awareness: Staff will be informed of the project timeline, and updates will be given throughout the installation. Any temporary changes to public access or noise levels will be communicated in advance to help manage expectations and minimize disruptions. Our team is committed to maintaining a respectful and considerate presence throughout the installation process.

Project Timeline

⊕ Week 1-2
Design and Preparation Phase

- Proposal Accepted
- Design, Layout and Materials Finalized
- Prepare Installation and Review Electrical work
- Demolish Current Setup

⊕ Week 3-4
Aquarium Fabrication and Installation

- Craft and order acrylic mold, polish and clean
- Construct cabinetry, canopy and conduct final quality check
- Transport and Install cabinetry, canopy and aquarium

⊕ Week 5-6
Filtration and Electrical Implementation

- Install sump, filtration system, and water circulation components
- Connect LED lighting, filtration, and heating systems with automated controls
- Conduct safety checks and test for leaks

⊕ Week 7-8
Water Cycling and Stock Training

- Fill the tank and establish a stable cycle.
- Gradually introduce freshwater fish to ensure proper acclimation.
- Train library staff on feeding and routine maintenance.

Qualifications

⊕ Company

Albam Aquariums, a trusted leader in Metro Detroit, specializes in designing and constructing custom acrylic aquariums tailored to each client's unique vision. With over a decade of experience, we offer expert solutions for both freshwater and saltwater environments, complemented by a diverse selection of fish and custom wrapping designs. Our commitment to quality, reliability, and customer satisfaction has earned us the trust of esteemed clients such as Corewell Health, Henry Ford Health, Pomeroy Living, Hamilton Chevy, and Michigan First Credit Union. We take pride in delivering visually captivating, low-maintenance aquariums that seamlessly enhance any space while meeting the specific needs of each client.

⊕ Employee

Our dedicated team includes a Lead Designer Engineers experienced in creating custom layouts, Certified Technicians skilled in aquarium installation, system configuration and ensures the health and compatibility of all fish. We provide thorough staff training to ensure long-term aquarium care and are committed to delivering and maintaining all of our client's needs. With a proven track record of excellence, Albam Aquariums is ready to deliver an engaging and vibrant aquarium that will enhance the Plymouth District Library's youth area for years to come.

Our Team

Our team is made up of passionate professionals with years of experience in aquarium design, installation, and maintenance. We work together to create the best aquariums that you will visually love. Each member is committed to delivering excellent service and ensuring that every project we take on exceeds expectations.

Mike Hachem

CEO of ALBAM AQUARIUMS

Mike is our CEO / Engineer 11years exp

Mark Copp

Aquarium Technician

Mark is our expert in aquatic maintenance and services aquariums routinely. 7yrs exp

John Stasie

Aquarium Coordinator

John is our Aquarium Project Planner, who is known for his organizational skills. 37yrs exp

Our Services

Insurance Coverage

Warranty On Fish

Monthly Maintenance

Psychological Benefits

On – Call Response

Main Contact

Mike Hachem

Albamllc@gmail.com

+1 (313) – 231 – 5915

References

⊕ Mohammed Janny

Physical Address: 2961 Evangiline Rd, Dearborn Heights, MI 48124
Phone Number: 313 – 522– 8800
Email: mjanny001@gmail.com

⊕ Bryan Talaga

Physical Address: 36659 Canyon Drive Westland, MI 48186
Phone Number: 269 – 207 – 2655
Email: Btalaga@amecompanies.com

⊕ Steve D

Physical Address: 1857 N Gully Drive Dearborn Heights, MI 48124
Phone Number: 313- 503- 0509
Email: Stevespeedylockandkey@gmail.com

Terms and Conditions

1. Scope of Work

Albam Aquariums will design, construct, and install a custom freshwater aquarium at the Plymouth District Library in accordance with the specifications outlined in the approved proposal. The project includes site preparation, equipment installation, aquatic life stocking, and staff training. Any additional work requested outside the original scope will require a separate agreement and may incur additional charges.

2. Payment Terms

A deposit of 50% of the total bid amount is required upon signing the contract. The remaining balance is due upon project completion and final approval by the library. Payments are subject to NET 30 terms.

3. Project Timeline

Albam Aquariums will complete the project within the agreed-upon timeline, as outlined in the proposal. Delays caused by factors beyond the company's control, such as supply chain disruptions, weather conditions, or unforeseen site conditions, may result in adjusted completion dates.

4. Warranty and Maintenance

Albam Aquariums ensures that all equipment and components used in the aquarium installation are of high quality and professionally installed. While we do not offer a formal warranty, we guarantee that the aquarium and its systems will be fully operational upon project completion. Any issues identified during the final inspection will be promptly addressed.

5. Safety and Compliance

All work will be performed in compliance with MIOSHA safety standards and local building codes. Albam Aquariums will take all necessary precautions to ensure the safety of library staff, visitors, and aquatic life throughout the installation process. The designated installation zone will be clearly marked and restricted to authorized personnel only.

6. Liability

Albam Aquariums is fully insured and licensed to operate in the state of Michigan. The company is not liable for any damage or injury resulting from improper use, maintenance, or unauthorized modifications of the aquarium after installation.

7. Cancellation Policy

Cancellations made within 7 days of signing the contract will receive a full refund of the deposit. Cancellations made after this period will result in the forfeiture of the deposit to cover design and preparation costs.

8. Confidentiality

All information shared between Albam Aquariums and the Plymouth District Library will be treated as confidential and used solely for the purpose of completing the aquarium installation. Neither party shall disclose proprietary information without prior written consent.

9. Force Majeure

Albam Aquariums is not responsible for delays or inability to perform due to unforeseen circumstances beyond its control, including natural disasters, labor strikes, government regulations, or other force majeure events.

10. Governing Law
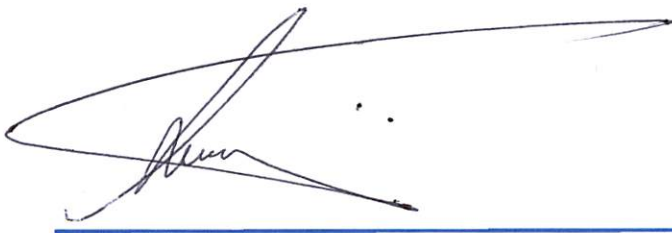
These terms and conditions are governed by the laws of the state of Michigan. Any disputes arising from this agreement will be resolved through arbitration in Plymouth, Michigan.

11. Acceptance

By signing the proposal, both parties agree to the terms and conditions outlined above. This agreement constitutes the entire understanding between Albam Aquariums and the Plymouth District Library and supersedes any prior agreements or communications.

Signatures

Melanie Bell

Date

Mike Hachem

03-03-25

Date

Thank You!

PLYMOUTH
DISTRICT LIBRARY

TO: Plymouth District Library Board **DATE:** 03/10/2025
RE: Paging System Bid Approval **FROM:** Melanie Bell, Assistant Director

The Plymouth District Library's paging system is outdated, and due to aging equipment, it can no longer be updated or reprogrammed. To address this issue, we issued a Request for Proposals (RFP) on Monday, February 3, 2025, seeking a replacement system. Following this process, two bids were received and opened on March 3, 2025.

The evaluation scores and cost proposals for the two bids are as follows:

Vendor	Evaluation Score	Cost
Sound Planning Communications	180	$51,866.75 (+$3,670.30 for optional restroom speakers)
National Communications	130	$211,013.17

Sound Planning Communications previously completed the AV upgrade for the Walldorf and Dunning meeting rooms. We will conduct a detailed review of their proposal to identify any potential cost-saving opportunities. We request board approval to proceed with the paging system replacement project with Sound Planning Communications, at a total cost not to exceed $55,537.05.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE REPLACEMENT OF THE LIBRARY'S PAGING SYSTEM THROUGH SOUND PLANNING COMMUNICATIONS FOR A TOTAL NIOT TO EXCEED $55,537.05

PAGING SYSTEM RFP PROPOSAL WORKSHEET

BASIC CONTACT INFORMATION

Company Name	Sound Planning Communications
Physical Address	13000 Inkster Road, Redford, MI 48239

Firm Owner Name	Brian Bachert
Owner Email Address	bachert@soundplanning.net
Owner Phone Number	313-255-4100

Primary Contact Name	Carrick Secorski
Contact Email Address	csecorski@soundplanning.net
Contact Phone Number	313-255-4100

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.*

See attached documentation

SPECIFIC APPROACH

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

See attached documentation

REFERENCES

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

Name	South Redford School District - Matt Stockert
Physical Address	26141 Schoolcraft, Redford, MI 48239
Phone Number	734-778-1122
Email Address	matt.stockert@bartonmalow.com

Name	Hartland Consolidated Schools - Scott Usher
Physical Address	9525 Highland Road, Howell, MI 48843
Phone Number	810-626-2119
Email Address	scottusher@hartlandschools.us

Name	Airport Community Schools - Aaron Currier
Physical Address	160 Fessner Rd, Carleton, MI 48117
Phone Number	734-654-6846
Email Address	acurrier@airportschools.com

COST OF SERVICES

Attach additional sheets as needed to itemize cost of services:

Section 1: New Equipment

SUBTOTAL - New Equipment	$25,857.95

Section 2: Removal and Disposal of Old Equipment

SUBTOTAL - Removal and Disposal of Old Equipment	$1,920.00

Section 3: Installation & Configuration of New Equipment

SUBTOTAL - Installation & Configuration	$23,612.80

Section 4: Other Costs

SUBTOTAL - Other	Permit Cost	$476.00

Section 5: Optional Costs

SUBTOTAL - Optional	$3,670.30

Section 6: Total Bid Amount (NOT including optional costs)

GRAND TOTAL: $	$51,866.75 Base Bid $3,670.30 Alternate Add $55,537.05

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 *Carrick M. Secorski*	Date 02/28/2025

Commericial AVL Solutions
(313) 255-4100
13000 Inkster Rd. • Redford, MI 48239
www.soundplanningavl.com
Immersive Experience for Life

sound planning™
AUDIO · VIDEO · LIGHTING

Company Overview/Qualifications and Experience:

In business since 1975, Sound Planning Communications (SPC) partners with our clients to design audio and visual solutions that are specific to privately-owned establishments, corporate, religious and educational applications. Be it new design, system upgrade, programming modifications, acoustic tuning or troubleshooting, our AVL (audio, video and lighting) experts are confident to tackle it. We are uniquely qualified to design, build, and maintain systems of any scope and size. We believe our success can be attributed by the level of talent of our staff, including our ability to leverage technology and 50 years of integration experience to your advantage.

SPC can turn any space into a state-of-the-art, multimedia hub, complete with automated touch-screen control of video projectors, motorized projection screens, high-definition displays and HiFi audio that is tuned to the specifics of its environment. We are high-performance, high fidelity, high definition, and highly recommended. Our greatest accomplishment is not building relationships, it's sustaining them.

Specific Approach:

Sound Planning intends to treat the Plymouth District Library similar to other paging projects we have done in the past. We believe the library is a unique space, but has similar needs to that of schools and other corporations. We have taken the time to design the system based on the acoustical needs of the space, and we have used a mathematical formula to determine the necessary number of speakers based on the dimensions of the building.

Sound Planning has also provided a bid alternate for adding speakers into the restrooms of the building. Recently, studies have shown that not having speakers in these rooms is a weak point in security for many buildings. Adding speakers will of course eliminate these rooms as a weak point.

Sound Planning is committed to customer satisfaction and is honored and privileged to offer the attached proposal.

Manuf	Model	Bill of Materials Description	Qty	Unit Pricing	Total Unit Pricing	Extended Unit Pricing	Extended Total Pricing
Bogen	NQ-RMK03	NYQUIST APPLIANCE 1U-2U RACK MOUNT KIT, TYPE-3	1	$ 50.65	$ 50.65	$ 146.65	$ 146.65
Bogen	NQC4000-B2	NYQUIST C4000 SERIES SYSTEM SOFTWARE LICENSE 2 (9 ZONE)	1	$ 2,662.08	$ 2,662.08	$ 2,662.08	$ 2,662.08
Bogen	NQ-C4000PBXI	NYQUIST C4000 SERIES SYSTEM - PBX INTEGRATION	1	$ 403.82	$ 403.82	$ 403.82	$ 403.82
Bogen	NQ-T1100	NYQUIST IP ADMIN PHONE	1	$ 587.51	$ 587.51	$ 683.51	$ 683.51
Bogen	NQ-A2060-G2	NYQUIST IP SYSTEM AMP (1x120W)	3	$ 741.96	$ 2,225.89	$ 933.96	$ 2,801.89
Bogen	NQ-GA20P2	20 POE+ INTEGRATED AMP	0	$ 572.99	$ -	$ 620.99	$ -
Bogen	MT300M	MATCHING TRANSFORMER MODULE	0	$ 69.07	$ -	$ 117.07	$ -
Bogen	NQ-GAXMR1	DISTRIBUTED AUDIO TRANSFORMER	0	$ 57.38	$ -	$ 105.38	$ -
Bogen	NQ-P0100	4 CH MATRIX PRE-AMPLIFIER	1	$ 572.99	$ 572.99	$ 620.99	$ 620.99
Bogen	CSD2X2U-V2	DROP CEILING SPEAKERS	150	$ 91.18	$ 13,677.30	$ 139.18	$ 20,877.30
Bogen	MB8TSL	Wall Speakers	6	$ 53.05	$ 318.32	$ 197.05	$ 1,182.32
Dell	Optiplex	System Server	1	$ 1,202.50	$ 1,202.50	$ 1,522.50	$ 1,522.50
				$ -	$ -	$ 48.00	$ -
Trendnet	Custom	8 port POE data switch	1	$ 133.90	$ 133.90	$ 229.90	$ 229.90
Juice Goose	SRA-15000	High Powered UPS Battery Back up	1	$ 730.60	$ 730.60	$ 826.60	$ 826.60
RDL	D-XLR3F	Mic input into system	1	$ 23.53	$ 23.53	$ 119.53	$ 119.53
Rolls	BD87	Blue Tooth input into system	1	$ 101.40	$ 101.40	$ 197.40	$ 197.40
Vertical Cable	Kit	RJ45, Keystone plate	1	$ 19.50	$ 19.50	$ 67.50	$ 67.50
Wiremold	V5744	Single gang surface box	1	$ 23.28	$ 23.28	$ 71.28	$ 71.28
Wiremold	V700	Surface raceway kit, 10' (for Rolls and each Volume Controls)	1	$ 16.38	$ 16.38	$ 112.38	$ 112.38
TOA	PM660U	Desk Microphone with XLR connector	1	$ 144.30	$ 144.30	$ 240.30	$ 240.30
FSW	F9309	18ga Plenum two conductor-non shielded cable	9	$ 167.70	$ 1,509.30	$ 1,319.70	$ 11,877.30
West Penn	WPW 25-4245	Cat5e Plenum cable	0.5	$ 240.50	$ 120.25	$ 1,392.50	$ 696.25
SPC	Custom	Wire Hanging Hardware	280	$ 2.93	$ 819.00	$ 3.89	$ 1,087.80
	Permit	Electrical Permit Cost	1	$ 380.00	$ 380.00	$ 476.00	$ 476.00
				$ -	$ -	$ -	$ -
SPC	Demo	Demo Existing System	1	$ -	$ -	$ 1,920.00	$ 1,920.00
				$ -	$ -	$ -	$ -
SPC	MISC	Connectors, hardware, cabling	1	$ -	$ -	$ -	$ 192.00
SPC	DOC	Documentation	1	$ -	$ -	$ 416.00	$ 416.00
SPC	COMM	Commissioning	1	$ -	$ -	$ 96.00	$ 96.00
SPC	WARRANTY	Warranty	1	$ -	$ -	$ 192.00	$ 192.00
SPC	PGRM	System Programming	1	$ -	$ -	$ 1,440.00	$ 1,440.00
							$ -

Material	$ 26,237.95
Misc Material	$ -
Sales Tax	$ -
Installation	$ 23,836.80
Engineering	$ 1,792.00
Shipping	$ -
Environmental Fee	$ -
Sub Total	$ 51,866.75
Bond	$ -
Fees	$ -
Grand Total	$ 51,866.75

Manuf	Model	Bill of Materials Description	Qty	Unit Pricing	Total Unit Pricing	Extended Unit Pricing	Extended Total Pricing
Bogen	CSD2X2U-V2	DROP CEILING SPEAKERS	7	$ 91.18	$ 638.27	$ 139.18	$ 974.27
Bogen	MBT8SL	Wall Speakers	3	$ 53.05	$ 159.16	$ 197.05	$ 591.16
FSW	F9309	18ga Plenum two conductor-non shielded cable	1	$ 167.70	$ 167.70	$ 1,319.70	$ 1,319.70
SPC	Custom	Wire Hanging Hardware	20	$ 2.93	$ 58.50	$ 3.89	$ 77.70
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
SPC	MISC	Connectors, hardware, cabling	1	$ -	$ -	$ -	$ -
SPC	DOC	Documentation	1	$ -	$ -	$ -	$ -
SPC	COMM	Commissioning	1	$ -	$ -	$ -	$ -
SPC	WARRANTY	Warranty	1	$ -	$ -	$ -	$ -
SPC	PGRM	System Programming	1	$ -	$ -	$ -	$ -
							$ -

Material	$	1,539.10
Misc Material	$	-
Sales Tax	$	-
Installation	$	2,131.20
Engineering	$	-
Shipping	$	-
Environmental Fee	$	-
Sub Total	$	3,670.30
Bond	$	-
Fees	$	-
Grand Total	$	3,670.30

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Heather Barber
Arthur J. Gallagher Risk Management Services, LLC 2600 S Telegraph Road Suite 100 Bloomfield Hills MI 48302	PHONE (A/C, No. Ext): 248-204-6181 FAX (A/C, No):
	E-MAIL ADDRESS: heather_barber@ajg.com

	INSURER(S) AFFORDING COVERAGE	NAIC #
License#: PC779010	INSURER A : Citizens Insurance Company of America	31534
INSURED SOUNPLA-01	INSURER B : Allmerica Financial Benefit Insurance Co	41840
Audible Immersive Experience Corporation dba Sound Planning Communications, Inc. 13000 Inkster Road Redford Charter Township MI 48239	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

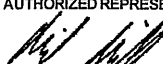## COVERAGES   CERTIFICATE NUMBER: 1106584444   REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR			Z2BJ583054	2/2/2025	2/2/2026	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:						GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
								$
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			AWBJ632930	1/19/2025	1/19/2026	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $			Z2BJ583054	2/2/2025	2/2/2026	EACH OCCURRENCE	$5,000,000
							AGGREGATE	$5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WDBJ58302602	2/2/2025	2/2/2026	X PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
A A B	Errors & Omissions 3rd Party Crime Leased/Rented Equipment			LHBJ585796 BDK J583169 01 Z2BJ583054	2/2/2025 2/2/2025 2/2/2025	2/2/2026 2/2/2026 2/2/2026	Errors & Omissions 3rd Party Crime Limit	$1,000,000 $1,000,000 $100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Certificate of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)   The ACORD name and logo are registered marks of ACORD

ACORD® EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

	DATE (MM/DD/YYYY)
	12/18/2024

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS	PHONE (A/C, No, Ext): 877-759-4365	COMPANY NAME AND ADDRESS	NAIC NO: 41840
Arthur J. Gallagher Risk Management Services, LLC 2600 S Telegraph Road Suite 100 Bloomfield Hills, MI 48302		Allmerica Financial Benefit Insurance Co 645 West Grand River Avenue Howell, MI 48843	
	License#: PC779010		

FAX (A/C, No):	E-MAIL ADDRESS: certrequests@ajg.com	IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH
CODE:	SUB CODE:	POLICY TYPE
AGENCY CUSTOMER ID #:		

NAMED INSURED AND ADDRESS	LOAN NUMBER	POLICY NUMBER
Audible Immersive Experience Corporation dba Sound Planning Communications, Inc. 13000 Inkster Road Redford Charter Township MI 48239		Z2BJ583054

	EFFECTIVE DATE	EXPIRATION DATE	CONTINUED UNTIL TERMINATED IF CHECKED
	02/02/2025	02/02/2026	

ADDITIONAL NAMED INSURED(S)	THIS REPLACES PRIOR EVIDENCE DATED:

PROPERTY INFORMATION   (ACORD 101 may be attached if more space is required)   ☒ BUILDING OR ☒ BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION
13000 Inkster Road
Redford Township, MI 48239

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

PERILS INSURED	BASIC	BROAD ☒	SPECIAL

COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: $ 2,931,100				DED:$5,000

	YES	NO	N/A	
☒ BUSINESS INCOME ☐ RENTAL VALUE	X			If YES, LIMIT: X Actual Loss Sustained; # of months:
BLANKET COVERAGE		X		If YES, indicate value(s) reported on property identified above: $ 630,490
TERRORISM COVERAGE		X		Attach Disclosure Notice / DEC
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			X	
IS DOMESTIC TERRORISM EXCLUDED?			X	
LIMITED FUNGUS COVERAGE			X	If YES, LIMIT: DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)			X	
REPLACEMENT COST	X			
AGREED VALUE			X	
COINSURANCE		X		If YES, %
EQUIPMENT BREAKDOWN (If Applicable)	X			If YES, LIMIT: DED:
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg			X	If YES, LIMIT: DED:
- Demolition Costs			X	If YES, LIMIT: DED:
- Incr. Cost of Construction			X	If YES, LIMIT: DED:
EARTH MOVEMENT (If Applicable)			X	If YES, LIMIT: DED:
FLOOD (If Applicable)			X	If YES, LIMIT: DED:
WIND / HAIL INCL ☐ YES ☐ NO Subject to Different Provisions:			X	If YES, LIMIT: DED:
NAMED STORM INCL ☐ YES ☐ NO Subject to Different Provisions:			X	If YES, LIMIT: DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS			X	

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

☐ CONTRACT OF SALE ☐ LENDER'S LOSS PAYABLE ☐ LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
☐ MORTGAGEE	

NAME AND ADDRESS	AUTHORIZED REPRESENTATIVE
Certificate of Insurance	*[signature]*

ACORD 28 (2016/03)

C4000 SERIES

Software-based
Commercial Paging Solutions

IP-BASED PAGING
AND AUDIO DISTRIBUTION SOLUTION

The C4000 Series is a software-based solution for commercial paging, music distribution, and sound masking applications that demand a high degree of scalability and flexibility. The heart of the C4000 solution is a powerful, state-of-the-art system controller with an easy to use Web-based Graphical User Interface (GUI) that is accessible from any PC, tablet, or mobile device. Built-in, commercially licensed, Internet radio-based streaming audio services are perfect for background music applications. Feature-rich, purpose-built appliances provide audio mixing, amplification, and distribution, as well as the ability to easily integrate with third-party devices and systems, such as PBXs, security, access control, and fire alarm.

The C4000 Series can be scaled to support a wide mix of audio sources, end points, and zones. The C4000 software can be easily upgraded over time to add new features and capabilities to address ever-changing customer needs, environments, and technology.

C4000 is perfect for:

- Offices
- Retail
- Restaurant and Bars
- Warehouses
- Industrial and Manufacturing Facilities
- Healthcare
- Public and Private Institutions
- Transportation Hubs
- Houses of Worship

Features and Capabilities:

- System Controller with optional Automatic Failover capability
- Support for a wide-array of networked appliances and endpoints
- Embedded pro-audio DSP capabilities in all amplifiers and mixers
- Internet-based streaming radio & music services
- Optional sound masking capability to help increase productivity & performance, as well as improve work-place comfort by delivering a substantial reduction of conversational & audio distractions
- Wall Baffle Combo Clock / Speaker / Message Display with LED Flasher facilitates user-programmable messages for standard or emergency announcements, along with two-way intercom communications
- Text-to-Speech based announcements
- Powerful automated Routines & Routines API to support crisis plans and third-party integrations
- Scheduled volume changes via Routines
- Easy System Configuration via various setup wizards, including Nyquist Appliance Discovery and Network Settings Configuration

NQ-SYSCTRL - *NYQUIST System Controller*


NQ-S1810WBC - *Nyquist VoIP Wall Baffle Combo Speaker*

Non-Applicable Bid Device

BOGEN

www.bogen.com

C4000 SERIES

C4000 Series Compatible Appliances

NQ-A2060-G2 *Audio Power Amplifier (60W, 2-CH model)*
NQ-A2120-G2 *Audio Power Amplifier (120W, 2-CH model)*
NQ-A2300-G2 *Audio Power Amplifier (300W, 2-CH model)*
NQ-A4060-G2 *Audio Power Amplifier (60W, 4-CH model)*
NQ-A4120-G2 *Audio Power Amplifier (120W, 4-CH model)*
NQ-A4300-G2 *Audio Power Amplifier (300W, 4-CH model)*
NQ-E7010 *Input/Output Controller*
NQ-E7020-G2 *Digital Call Switch*
NQ-GA10P *10W Plenum-Rated Intercom Module*
NQ-GA10PV *10W Plenum-Rated Intercom Module (w/HDMI video-out)*
NQ-GA20P2 *20W Plenum-Rated Integrated Amplifier*
NQ-P0100 *Matrix Mixer Pre-Amplifier*
NQ-PA120 *Public Address Mixer/Amplifier (120W model)*
NQ-PA240 *Public Address Mixer/Amplifier (240W model)*

NQ-PA600 *Public Address Mixer/Amplifier (600W model)*
NQ-S1810-SCG *VoIP Ceiling/Wall Baffle Speakers*
NQ-S1810-VF *VoIP Ceiling/Wall Baffle Speakers*
NQ-S1810CT-T1 *VoIP Ceiling Speaker*
NQ-S1810WT-G3 *VoIP Wall Baffle Speaker*
NQ-T1100 *Nyquist Color Touch Display VoIP Admin Phone*
NQ-T2000 *VoIP Staff Phone (Color Display)*
NQ-ZPMS *Nyquist Zone Paging Microphone Station*
NQ-S1810WBC *NNyquist VoIP Wall Baffle Combo Speaker*
NQ-GA400P *Nyquist 2-Channel AoIP Gateway*
NQ-GA40P3 *Nyquist Plenum-Rated Integrated Amplifier*
NQ-EDP01 *Nyquist IP Entry Door Phone*

C4000 SERIES
SOLUTION ARCHITECTURE
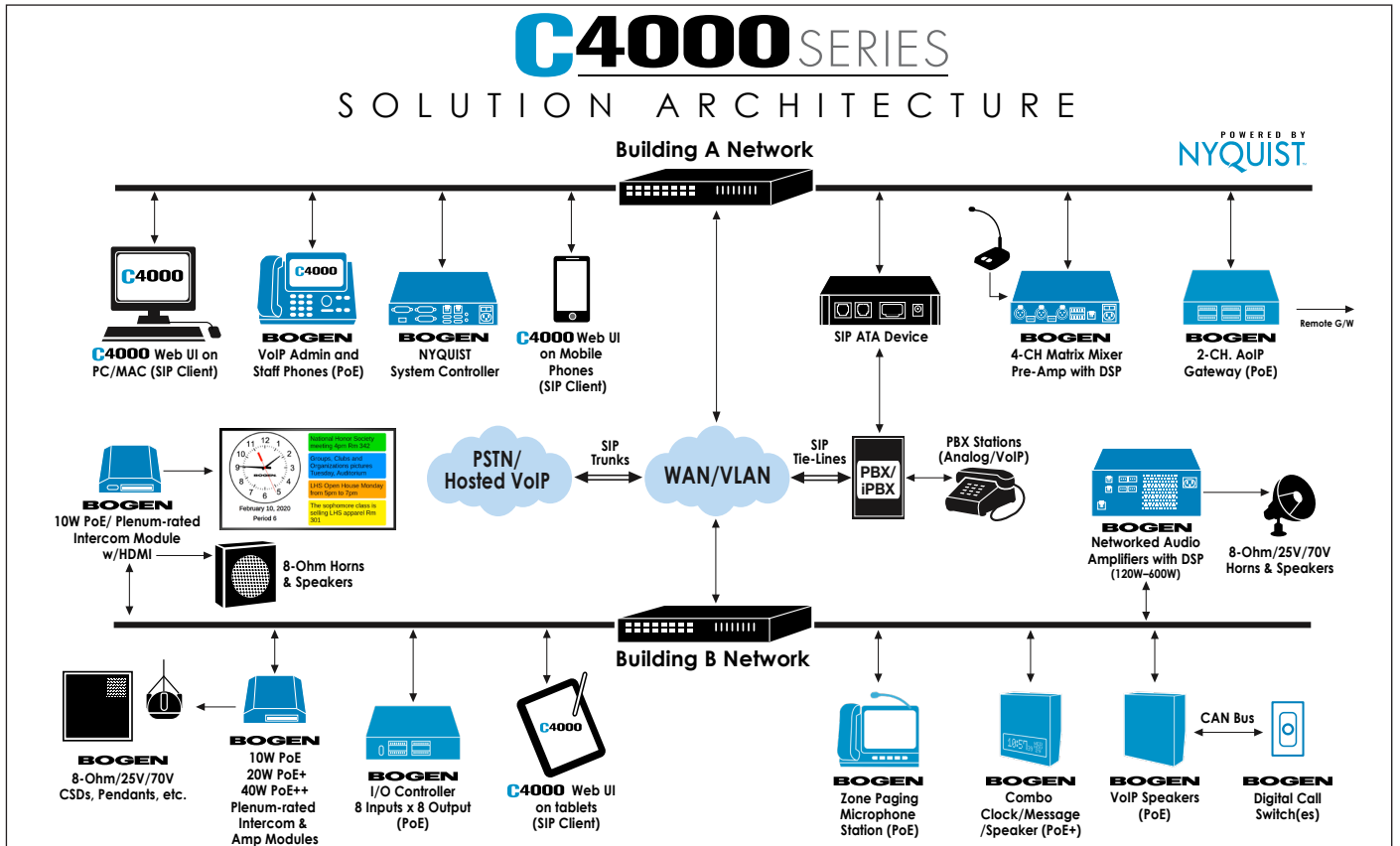
The C4000 Series is built upon Bogen's award-winning Nyquist software-based IP communications platform, which provides users with unparalleled flexibility and scalability, whatever their application.

BOGEN

Tel.: 1-800-999-2809 • www.bogen.com

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BOGEN

C4000 SERIES
IP-Based Paging & Audio Distribution

System Features

Administration/Staff
FEATURES

- NQ-ZPMS Zone Paging Mic Station support
- NQ-S1810WBC Wall baffle/clock/message display support
- Microsoft Active Directory via LDAP support
- Enterprise-wide Event Management From Single Interface (i.e, Remote Calendar Control)
- All Call Paging
- Emergency All Call Paging
- District-Wide All Call
- District-Wide Emergency All Call
- Zone Paging
- Unlimited number of Paging Zones
- Unlimited simultaneous paging calls
- Multi-facility paging/announcements
- Location Monitoring (Modes: Spy, Whisper, Barge)
- Web-based GUI Dashboard (Audio, Alarms, Announcements, Calling, Paging, Tones)
- Web-based GUI Directory Menus for Announcements, Alarms, Paging Zones, Stations, Tones
- Web User Interface: SIP Client (softphone) - allows calls, paging, etc., from Web UI
- Executive override to access intercom paths
- Admin can override others and interrupt page
- Admin Groups: "Emergency" admin group
- Admin Phone Menus: Alarms, Announcements, Zone Paging, Tones, and Routines
- Direct select rooms from VoIP admin phone
- Multi Station Page Exclusion (Ability to turn off paging into an area as needed, e.g., for testing, mtg's, etc.)

Networked Audio Power Amplifier Support
FEATURES

- Gen2 Amplifier Support (NQ-A2xxx-G2/NQ-A4xxx-G2)
  - 4-Ch. x60W, x120W, and x300W models available
  - 2-Ch. x60W, x120W, and x300W models available
- Public Address Mixer/Amplifiers NQ-PA120/240/600
- Integrated Pro-Audio Digital Signal Processing
- Enhanced DSP Controls
- 40W PoE++ Plenum-Rated Amplifier Module with Line Output
- 20W PoE+ Plenum-Rated Amplifier Module with Line Output

Audio Distribution & Announcement
FEATURES

- Sound Masking S/W Feature option
- Tablet Based Zone Volume and Audio Distribution Control
- Unlimited Announcement Files
- Upload and Manage WAV & MP3 Announcement Files
- Audio Program Control via DTMF - Admin Phone (i.e., Can turn on or off from phone)
- Toggle Music Sources On/Off
- GUI-based Program Distribution
- Playlists (with easy title drag-n-drop capability)
- Music Import and Management
- Automatic Playlist Creation from USB Stick (Places all music files into a single playlist)
- Record Announcements from an Admin Phone or Web UI
- Separate Zone Volume Controls for Paging vs. Audio Distribution
- Audio Distribution to multiple zones simultaneously
- Integrated streaming Internet radio (airable)
- Integrated commercially-licensed streaming music service (SoundMachine)
- Scheduled Audio from any source (airable Radio, SoundMachine, Playlists, and Line-Input)
- Recurring Scheduled Announcements
- Targeted Announcements to any specified zone(s)
- Pink noise and white noise tones to assist with setting-up paging zone volumes

Traditional Intercom*
FEATURES

- Unlimited System Capacity (limited only by system licensing)

- Always an Answer (Calls can be put into admin groups so call will always be answered.)

- Intercom Call-in (From classroom call switch) (requires optional system licensing)

- Unlimited Simultaneous Intercom Calls per Facility (limited only by system licensing)

- Priority Paging Mic (ability to have external Mic for emergency page)

- Unlimited Program Channels

- Unlimited Number of Class of Service (CoS) Profiles

- Unlimited Paging, Time, and Audio Zones (limited only by system licensing)

- Emergency Call-in (Emergency calls from classroom ring with special ring & alert) (limited only by system licensing)

- Call Assurance Audio File plays in room to confirm call (Analogous to Call Assurance LED)

- 3 Call Priorities for Call Switch (Normal, Urgent, Emergency)

- Relay Input to trigger Events or Routines

- Relay Driver Output Controls (Used to control events, e.g., open door, turn on lights, etc.)

- Emergency Call from Normal Call Switch (If call is in progress, it can be escalated to emergency status)

- Transfer Call from Room Speaker to Room Phone (Call to ceiling speaker can be dropped to the phone or privacy)

- Change/Modify Preannounce Tone

- Create Text-To-Speech Based Announcements (Optional)

- Legacy Analog Amplifier Support

- Analog Speaker Support (8-ohm / 25V / 70V)

- Analog Call Switch Support (CA15C)

- Digital Call Switch Support (zNQ-E7020-G2)

- Page Stacking / Queuing (requires optional system licensing)

- Ambient Noise Sensing (requires one or more NQ-GA10P with each paired with up to four ANS500M)

* Intercom calling and associated features are optionally licensed

Event Schedules & Management
FEATURES

- 72-Hour Backup Tone Schedule

- Powerful, Innovative Web-based Scheduling Interface

- Activate a Routine in Conjunction with a Scheduled Event

- Execute Any Routine Action when a selected schedule is activated

- Conditional Execution of Routine Actions based on User-Supplied Statements/Parameters

- Scheduled Volume Level changes via Routines

- Master Clock Capability

- Unlimited Number of Holiday Schedules (Ability to change Event Schedules so that tones and bells don't disturb surrounding areas when business is closed)

- Ability to Sync External Master Clock with I/O Contact Closure

- NTP Server Support (Ability to act as or sync to an external NTP Server)

- Unlimited Schedules (Restricted Edit & View by User Role)

- Unlimited Scheduled Events

- Ability to Import/Export Holiday Schedules

- Monthly Calendar Views

- Tones: Generate/Create Tones, Upload Tones, Manage Tones

Event Schedules & Management
FEATURES

- Combo Clock / Messaging Wall Baffle Speaker (NQ-S1810WBC)

- Digital Call Switches (NQ-E7020-G2))

- VoIP Ceiling Speaker w/Talkback (NQ-S1810CT-T1t)

- VoIP Wall Baffle Speaker w/Talkback (NQ-S1810WT-G3, and NQ-S1810WBC)

- CAN Bus Device Support (e.g., NQ-E7020-G2 DCS)

- PoE Plenum-Rated VoIP Intercom Module (NQ-GA10P) (Turns any 8-ohm speaker into a VoIP talkback speaker)

- PoE Plenum-Rated VoIP Intercom Module with HDMI output (NQ-GA10PV) (Turns any 8-ohm speaker into a VoIP talkback speaker and HDMI-capapble TVs/monitors into combo clock/message displays)

C4000 SERIES

Configuration & Maintenance
FEATURES

- System Controller with pre-installed OS & C4000 application software
- Embedded Nyquist DHCP Server Support
- Ability to Create a Self-Signed Bogen Root SSL Certificate
- Simplified Zone Configuration
- Automatic server software and firmware check & download
- Wizard-based Appliance Discovery
- Wizard-Based System Setup & Configuration (when using the NQ-SYSCTRL Nyquist System Controller)
- Web GUI Programming and Diagnostics (Ability to program and test from anywhere)
- Log File Viewing and Export (Server and System)
- Web GUI Station Status (Real-time status of VoIP devices)
- System Backup/Restore
- Automated/Scheduled System Backup
- GUI-based System Status (Current operations displayed on Dashboard)
- Monitoring of Server Status via SNMP
- Unlimited Definitions of Users, Roles, and Permissions
- Software Adjustable Paging Zone Volume
- Device & Station Supervision (with Dashboard Notifications and Email Alerts)
- Automatic update of Appliance Firmware (to match server S/W version)
- Remote Facility Status (via Routines)

I/O Related Equipment
FEATURES

- Networked Matrix Mixer Pre-Amp with Pro-Audio DSP (NQ-P0100) (External MIC, AUX, & Digital Audio Support)
- Networked I/O Controller (NQ-E7010) (8 Inputs/8 Outputs per I/O Controller)
- Networked 2-Ch. AoIP Gateway (NQ-GA400P) (2 Line-Level Inputs and 2 Line-Level Outputs)

IP Phone Support
FEATURES

- VoIP Touch Display Admin Phone (NQ-T1100)
- Support for third party ATA devices for FXO and FXS connections with custom configurations for FXS operation features like Off-Hook Ring Down
- Nyquist Bogen Staff Phone-LCD Display (NQ-T2000)
- Nyquist Zone Paging Microphone Station (NQ-ZPMS)

Security & Safety
FEATURES

- Backup paging via NQ-T1100 Admin Phones and NQ-ZPMS Zone Paging Mic Station
- Check-in status displayed via GA10PV driven monitor
- Automated user logout
- Automatic Failover option for Nyquist System Controller (NQ-SYSCTRL)
- Clock / Messaging Display capability with NQ-GA10PV and the NQ-S1810WBC
- NWS Alert Filters to display specific Emergency Alert System (EAS) events on the video displays connected to the NQ-GA10PV
- Routines (allows automatic launching of a sequence of actions that the Nyquist system executes as a result of a manual input or "triggering" system event. Routines can support your crisis plans for situations such as school lockdown, weather events, or emergency evacuation.
- Routines API for 3rd Party Integrations
- Multi-facility Routines
- Emergency Check-In feature that can be used for lockdowns
- Pop-up of a room's video feed via the Maps view (using standard camera URLs)
- Optional password protection for all-call paging, emergency all-call paging, multi-site paging, facility paging, audio distributions, zone paging, alarms, and tones.
- Play Pre-Recorded Message with Contact Closure (via NQ-E7010 I/O Controller program logic)
- Speed-Dial Access to Common System Features (Used to make system easy to use for Administrators)
- Output Contact Closure Puts System Into Page Exclusion mode (via NQ-E7010 I/O Controller program logic)
- Output Contact Closure Triggers an External Event (via output relay control on the NQ-E7010 I/O Controller)
- Input Contact Closure Triggers an Internal Event (via NQ-E7010 I/O Controller program logic)
- Call Recording and Playback (911, Emergency, Normal)
- Emergency Page with Pre-Programmed Messages (WAV, MP3) (ex. "There is a Fire Emergency, please exit building, this is not a drill.")
- Interactive Map-Based Paging and Intercom (hierarchical drill-down views of multiple maps - including across multiple facilities)
- Text-to-Speech Based Announcements (optional feature) (Copy & paste-in complex emergency notifications and instructions)
- Routines API to Integrate with Security/Access Control Systems (optional feature)
- NWS event-based weather alerts (via Routines)

General Telephony*
FEATURES

- Voice-Prompted Features (via embedded IVR functionality) (Users are instructed as to what the next step should be)

- Intercom Access from IP Phone System (SIP ATA or Tie-Line interface to IP-PBX)

- Voice-Prompted Call Forwarding Status (via embedded IVR functionality)

- Call Monitoring (Modes: Spy, Whisper, Barge, non-DISA)

- Call Detail Recording: Display, Manage, and Export (No limit to record count)

- Call or Page via Mobile Device: SIP Client Application

- Call or Page via Mobile Device: Web UI

- SIP Trunking to PSTN/Cloud or IP-PBX

- SIP trunk management to include PBX Connection access

- SIP Trunk can be used to register Nyquist with an iPBX as a SIP endpoint

- Allow Intercom Calls to Route to PBX Extensions via SIP Trunk

- 911 Call Alerts: Notifications sent to Web UI and Admin Phones with option to monitor call

- 911 Dial Through (Provisioned via CoS allows any authorized station to direct dial 911)

- Walking CoS

- Trunk Queuing (Searches for first available outside line/trunk)

- Unlimited Number of Admin and/or Staff Phones (limited only by system licensing)

- Analog PSTN Trunk Support (Requires use of DAHDI cards or an FXO Gateway)

- Unlimited Number of Simultaneous Talk Paths (limited only by system licensing)

- Architectural Room Numbers and Names Displayed on Web UI and Admin devices

- Off-Site Call Transfer (Transfer calls to phone numbers outside of the system)

- Routing to an External Number (Provisioned via CoS)

- Route selected call priorities (e.g., Emergency) to an external number (Provisioned via CoS)

- Remote Call Pickup (Ability to answer a phone from anywhere in the building/facility)

- Voice Mail (Assignable to any station via CoS)

- Analog Intercom Access from a PBX (via FXO or FXS ports)

- Voicemail Message Waiting Indication Light (on all Bogen VoIP phones)

- Call Forwarding (Automatically sends calls to another station on the system)

- Callback Request with associated Callback Request Indicator

- DID Call Routing (Direct inward line routes to office phone)

- DISA Call Routing (Allows direct inward station access from outside the system)

- Security DISA Call Routing (Allows direct inward station access from outside the system using a passcode)

- Password Protected Access to Admin Phone Features

- Ability to Place Normal or Emergency Calls

- Dial Out to PSTN/PBX (requires optional DAHDI FXO cards or ATA FXO ports)

- Receive Outside Calls (PSTN/PBX)

- Analog Telephone (aka 2500 Set) Support (via 3rd-party 24-port FXS VoIP Gateway integration)

* Intercom calling and associated features are optionally licensed

PLYMOUTH
DISTRICT LIBRARY

TO: Plymouth District Library Board
RE: The Palace Project Proposal, Approval

DATE: March 12, 2025
FROM: Shauna Anderson, Director

Our library has purchased a one-year subscription to The Palace Project, funded by the Digital Public Library of America (DPLA) and the Knight Foundation, as a pilot program to evaluate its potential as an alternative or complement to Overdrive. Currently, we allocate more funds to digital resources than to physical books, yet digital checkouts account for only about 20% of our total circulation. Expanding digital access in a financially sustainable way could significantly increase this figure.

One of the key challenges with Overdrive is the lengthy wait times—on average, over 70 days per title. To assess The Palace Project's viability, we will beta-test the platform with a targeted group of high-use digital readers identified through our marketing platform. Their feedback will help us determine whether the service meets our needs before considering a broader rollout.

At the end of the trial year, we will evaluate the platform's performance and cost-effectiveness to decide on full implementation. I will keep the board informed of our progress and key findings.

I would like to request a Blanket Purchase Order with Lyrasis, the company that distributes the Palace Project for $6,000, to support the Annual Hosting and Support Fee ($750), eBook Subscription Content ($357), Audiobook Subscription Content ($993), and a reserve of $3,900 to purchase high-interest content for the beta-test.

Currently, we spend $39,500 to be a part of the MCLS Consortium for Overdrive in addition to the $26,000 we earmark for spending directly on PDL's Overdrive Advantage Collection to supplement the insanely large hold lists. We plan to pull

the $6,000 for The Palace Project from our budget for Overdrive Advantage, so no additional funds are needed for this request.

RESOLVED BY TRUSTEE_____, SECONDED BY TRUSTEE_____ TO APPROVE A BLANKET PURCHASE ORDER FOR $6,000 TO LYRASIS FOR THE PROPOSED PALACE PROJECT BETA-TEST.