

REQUEST FOR PROPOSAL

DOOR ACCESS SYSTEM

NOTICE OF PROPOSAL

Plymouth District Library is issuing a request for proposal (RFP) for the renovation of the library building's door access system.

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DUE DATE: Friday, May 6, 2022 at 10am
Proposals received after this time will not be considered.

Proposals must be submitted in a sealed envelope. The envelope should clearly indicate it is a proposal for door access system services. Faxed or emailed proposals will not be accepted.

There will be a pre-bid meeting on Monday, April 18, 2022 at 1:00 PM. The purpose of the meeting will be to review the request for proposal and to answer any questions bidders may have. The pre-bid meeting is not a mandatory meeting; however, bidders are strongly encouraged to attend.

Proposals will be publicly opened, read aloud, and tabulated beginning at 10am on Friday, May 6, 2022.

REQUIREMENTS

Furnish and install all material, labor, and equipment required for **all work** outlined below for a complete and operational system. Also included:

- All cutting and patching required for all electrical demolition or new installation.
- Disconnect, demolish, and dispose of all existing non-compatible devices.
- Provide for the removal and reinstallation of any ceiling pads and grid as necessary to accommodate this work.
- Provide City of Plymouth electrical permit and schedule inspections.
- Provide all required layout.
- Provide expediting report for all equipment.
- Provide continuous housekeeping and clean-up.

- Final clean-up.
- Two year warranty from the date of completion.
- All work to be completed during the library's normal business hours and scheduled with library staff.
- All finished work should match pre-construction setting.

SPECIFICATIONS

- Install fully-operational key fob enabled access panels to five (5) doors currently requiring traditional key access
- Convert nine (9) number-pad access panels to fully-operational key fob enabled panels
- Ensure that the five (5) doors with current key fob enabled access panels are fully-operational with the new system
- Procure and install all necessary hardware and software for a single, seamless door access control system

CONSIDERATIONS FOR AWARD ACCEPTANCE

Work will begin promptly following award and site readiness. Insurances and manufacturer lists must be in order prior to start-up. Must have access to proper equipment and responsible personnel to complete the above list of work. Must repair any adjacent materials damaged in the execution of above listed work. Replacement of and/or repair of defective and/or misaligned materials belongs to this contractor. Communication and follow-up with the Facilities Supervisor is required to provide input in developing a working schedule.

Bidders will be subject to background checks. Additionally, Bidders must submit:

- Familial Disclosure Statement, if needed
- Notarized Iran Economic Sanctions Act Affidavit
- List of References
- Proposal Pricing Form (attached)

PROPOSAL PRICING FORM

BID INFORMATION

Bidder Name:

Our lump sum bid for the work of this proposal:

Dollars (\$))

SCHEDULE INFORMATION

Anticipated number of on-site staff:

Anticipated number of weeks to complete:

Man-hours included in the base bid:

Fixture lead time:

SIGNATURE

I agree to the terms outlined in the Request for Proposal.

Signed:

Date:

Title:

Phone Number:

Company Email: