



**William F. Laman**  
Public Library System  
2801 Orange Street  
North Little Rock, AR 72114  
501-758-1720  
www.lamanlibrary.org

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## INVITATION TO BID

Bid Number: \_\_\_\_\_ Date Issued: Friday, October 12, 2018

Date & Time Bid Opening: \_\_\_\_\_ Wednesday, November 14, 2018, 3:00 P.M.

### VIDEO SURVEILLANCE SYSTEM & MAINTENANCE FOR THE WILLIAM F. LAMAN PUBLIC LIBRARY SYSTEM

Specifications Attached.

Please direct technical questions to **Richard Theilig, Associate Director**  
501-404-2929

The William F. Laman Public Library System encourages participation of small, minority, and woman owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

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#### EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2018

**UNSIGNED BID COVER SHEET WILL BE REJECTED.**

# Request for Proposals

For a Video Surveillance System and Maintenance  
for the William F. Laman Public Library System

## William F. Laman Public Library System

### Main Branch

2801 Orange Street

North Little Rock, AR 72114

501-758-1720



### Argenta Branch

420 Main Street

North Little Rock, AR 72114

501-687-1061

[www.lamanlibrary.org](http://www.lamanlibrary.org)

Issued by the William F. Laman Public Library System

#### Schedule of Critical Dates:

1. Release of RFP Friday, October 12, 2018 at 12:00 PM CST
2. Pre-Proposal Proposer Conference: Tuesday, October 23, 2018 at 10:00 AM CST  
*Attendance at this conference is Mandatory for all potential Proposers.  
Tour of both facilities will take approximately two hours.*
3. Last Day to Submit Provider Questions: Friday, November 2, 2018 at 3:00 PM CST
4. **Proposal is Due at Main Branch: Wednesday, November 14, 2018 at 3:00 PM CST**

**LATE PROPOSALS WILL NOT BE ACCEPTED**

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## I. INTRODUCTION

The William F. Laman Public Library System is requesting Proposals from qualified firms to provide a replacement to the existing IP-based Video Surveillance System and Network. This includes, but is not limited to, providing camera and network maintenance, camera and network design (i.e. camera and network equipment, installation, configuration, testing), all associated video surveillance equipment (i.e. servers, storage, cameras, housings, software, network infrastructure, cabling, wiring, point to point and access points) in coordination with library-wide video surveillance system and network.

### Background

The William F. Laman Public Library System primarily serves the city and citizens of North Little Rock, Arkansas. The library also serves the population of the Central Arkansas Metro area. Over 1,200 people come through the doors of the Library each day (350,000+ annually). The Library serves a diverse community of people and offers materials and programs to fulfill its mission of education, enlightenment, and enrichment. Safety and security of patrons, staff, and collections is a high priority with the Library. To that end, a reliable and quality video security system is of utmost importance.

## II. CURRENT ENVIRONMENT

### Camera Network Infrastructure

The William F. Laman Public Library System has two video surveillance camera systems in place, one at each branch of the library system. The current video security surveillance system works on our network infrastructure that includes the following:

- Cat5 plenum cabling
- IC Realtime (Main Branch)
  - Honeywell wired analog cameras (32)
- IC Realtime (Argenta Branch)
  - Honeywell wired digital cameras (30)

The current video surveillance network supports up to 16 cameras per DVR unit. Each branch of the library has two DVR/NVRs. The system can be viewed from a desktop computer via a web browser on both Windows and Mac OS computers, and mobile devices such as Android and iPhone. The current system is capable of recording and storing 10 to 14 days of video before being over-written.

### III. SCOPE OF SERVICES

The William F. Laman Public Library System is looking for a turn-key solution. The Provider will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at each branch of the Library. The vendor will be responsible for coordinating with the Library's Network Administrator in configuring the networking equipment to work with the Library's existing LAN. In addition to providing video surveillance hardware, the Provider must be capable of providing regular hardware and software maintenance. The Proposer shall work with the Library to provide the following services including but not limited to:

- Video Surveillance Camera System and Network Architecture
  - Video surveillance camera layout/coverage design
    - Camera and network feasibility assessments must be completed within 30 days of the request
      - Outline of camera locations, connectivity, equipment and estimated cost
        - Surveillance Cameras
        - Cable installation
        - Recording/storage hardware
        - Cloud recording/storage
        - NVR
        - Site survey
      - Equipment, Site Development, Labor, Installation, Project Management & Engineering Services
        - Day/Night, high resolution, digital, surveillance cameras
        - Motion activated recording
        - Add cameras to NVR
        - IP assignment
        - Network configuration
        - Cable installation
        - Camera image settings configuration (focus, exposure, frames)
        - Provide remote access to video system for library administrator's mobile and desktop devices
        - System training

- Minimum one-year standard manufacture warranty to include all associated camera equipment, software, hardware, servers and storage
  - Full infrastructure design
  - Project Management
  - Implementation
  - Full system deployment
  - Network security
  - Lifecycle management of the video system
- Video Surveillance System Maintenance
  - Local support for the video and wireless camera network
    - Monitoring
    - Quarterly reporting of cameras and network status
    - Case management and documentation
    - Dedicated video systems manager
    - Hours of service will be from 8 AM to 5 PM, Monday - Friday
  - Monthly response to cameras and associated equipment with a technician and bucket truck and/or tower crew if needed for roof top network infrastructure repair, board/module swap and replacement, video management hardware and software and break fix services
    - Quarterly maintenance that includes on-site check by service technician
    - Cameras
      - Cameras are connected and are configured for maximum and optimal coverage
      - Angles are appropriate for the site and lens zooming is in accordance with the camera specifications
      - Examine supporting brackets and towers for signs of corrosion and damage
      - Check physical condition of cameras and housing for signs of deterioration due to rain, dust and dirt
      - Check that field of view is correct
      - Clean dome windows as necessary
    - NVR inspection – Fans, Chassis, Processors, Enclosure, Hard drive
    - NVR(s) & AMS server

- Verify live and recorded picture quality
- Verify field of view (at recorder), considering internal and external light conditions
- Video retention in days
  - Configured for optimal recording experience
  - Data is recorded and stacked so that new data is never overwritten
- Time and Date accuracy
- System error logs checks for unresolved faults
  - Video loss
  - Network connection failure
- All video and power cable connections are secure
- The Library and proposer will review the list of repairs and prioritize the cameras and repairs
  - Initiate calls for any equipment under a service plan
  - Report on service actions taken & identify when the problem has been resolved
- All labor and materials from normal wear and tear
- Spare parts inventory management

## TECHNOLOGY REQUIREMENTS

Proposer must propose and supply a product line that, to the best of its knowledge, is not obsolete or near obsolete. Only equipment and/or product models that have been satisfactorily demonstrated to the Library and that have a demonstrated record of successful deployment by other businesses or agencies of similar size will be used. The Proposer must document successful deployments by including the names and telephone numbers of contact persons as part of the reference requirements of this RFP.

The equipment supplied must be of new manufacture (not used or demo units) and best quality and installed in accordance with approved recommendations of the manufacturer thereof, and must conform to the equipment specifications listed in this RFP.



## **Indoor and Outdoor Cameras**

All outdoor cameras should be vandal proof and anti-vibration compliant. All indoor and outdoor cameras should have the following specifications at a minimum:

1. Full High Definition (FHD)
2. IP66 Rating to protect against dust and environmental elements
3. IK10 rating for vandal resistant housing
4. Infrared Illumination for night visibility
5. Defocus Detection
6. View DR (120dB) for areas that have lighting differences
7. Capability to produce 30 FPS or more
8. Image stabilizing to reduce blurring
9. Day/Night capability
10. Pan, Tilt, Zoom (PTZ) capability
11. RJ45 Connectivity
12. Power Over Ethernet (PoE)
13. 4-megapixel resolution or higher
14. Must have tamper detection
15. Must have motion detection
16. Capability to record audio
17. SD Card Slot

## **Video Management System**

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, have an HTML client, have the ability to record on alarm, supports video aging, and have the option to search by thumbnails. Additionally, the system must be able to do the following:

1. Provide multiple levels of administrators that will have varying roles in the system.
2. Provide email notification of critical system events.
3. Has the capability to store 36TB or more.
4. Has the capability to provide video monitors.

5. Has the capability to view live video and review historical video up to one month.
6. Has the ability to extract/download video footage to a file or flashdrive.

## IV. PROJECT APPROACH

Provide a detailed but concise description of your approach to this project. Include a description of the task required for each area and the time required for their completion. This description should address but is not limited to the following:

- **Video Surveillance Extension** – Describe your approach for replacing and expanding the current video security system throughout the Library. Include implementation plan and deployment.
- **Quality Assurance** – Describe your approach for providing quality assurance for maintenance and camera and network extension. Include a description of your quality assurance processes.
- **IP Camera & Network Review & Evaluation** – Describe your approach for reviewing the Library's current Video Surveillance System
- **System Maintenance Planning** – Describe your system maintenance plan and how it meets and/or exceeds the current Library specifications
- **IP Camera and Network Architecture Plan** – Demonstrate your ability to provide an architecture design as it relates to managing an IP Camera and Network configuration to support over 75 IP cameras
  - Data network infrastructure for backhaul of video
  - Server storage arrays and back-up storage solutions

### **Project Plan**

Provide a project plan that indicates how you will develop the required deliverables and services. This plan must address the following:

- Task to be performed
- Number of hours each task will require
- Deliverables created by each task
- Dates by which each task will be completed (dates should be indicated in terms of elapsed time from project inception)
- Resources assigned to each task
- Required Public Safety personnel support

## V. PRICING INFORMATION

### PRICING

All equipment prices shall include a breakdown of major equipment. Equipment shall be sorted by installation location site. Sorted site equipment list should include all equipment necessary for install (camera, housing, access point, power). Equipment proposed to be installed at each physical location shall be clearly identified by part and/or model number, quantity and unit pricing. Non-site specific items such as software licenses, test/training equipment, spare parts, miscellaneous supplies and materials, etc. shall be itemized under the site "other".

Video Surveillance System equipment pricing shall be detailed and itemized. All unit models, configurations, software, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list.

Proposers must include a listing of all services to be provided by the vendor and any services or materials that must be provided by the Library.

### WARRANTY COST

Proposer shall provide the cost details for providing System Warranty and Support Services outside of the manufacturers one-year warranty. This includes all equipment, software and services. Proposer shall describe manufacturer and installer warranties that are provided as part of your proposal. Any required maintenance of the system during the warranty period shall be detailed. Maintenance responsibilities and services with related costs should also be detailed.

### TRAINING COST

Proposer shall provide the cost details for providing training. The cost detail must identify the quantity, unit price and total price for each type of training.

## PROPOSAL COSTS

The RFP does not obligate the Library to pay for any costs, of any kind whatsoever, which may be incurred by a Proposer or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of William F. Laman Public Library, subject to claims of confidentiality in respect of the Response and supporting documentation.

## VI. PROPOSAL REQUIREMENTS

### Submission of Proposal

Each Proposer shall submit its proposal(s) in the number, form, manner, and by the date and time and at the location required in the Sections below.

- i. Each Proposer shall provide all information requested in this RFP. The Proposer must organize its proposal package to address each of the elements in this RFP in the order listed in Section VIII Proposal Contents. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a proposal does not comply with all terms, conditions, and requirements for submittal, the Library may consider it unacceptable and may reject it without further consideration.
- ii. The Library wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless absolutely necessary, copies should minimize or eliminate use of non-recyclable or non-reusable materials. Materials should be in a format permitting easy removal and recycling of paper. A Proposer should, to the extent possible, use products consisting of or containing recycled content in its proposal including, but not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Do not submit any or a greater number of samples, attachments or documents not specifically requested.
- iii. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written email request for clarification or interpretation to the following:

Executive Director, Crystal Gates – [crystal.gates@lamanlibrary.org](mailto:crystal.gates@lamanlibrary.org)

Associate Director, Richard Theilig – [richard.theilig@lamanlibrary.org](mailto:richard.theilig@lamanlibrary.org)

Emerging Technology Manager, Jeff Atkins – [jeff.atkins@lamanlibrary.org](mailto:jeff.atkins@lamanlibrary.org)

no later than Friday, November 2, 2018 at 3:00 PM CST.

## The Library's Rights and Requirements

The Executive Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the Library's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Executive Director specifies.

The Library reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The Library reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the Library's best interest.

### **Term of Proposal's Effectiveness**

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the Library until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

### **Execution of a Contract**

The successful Proposer shall, within ten (10) business days after receipt of a contract prepared by the Library's Executive Director, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the Library together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

### **Short-Listing**

The Library reserves the right to select a limited number (a "short list") of Proposer's to make an oral presentation of their qualifications, proposed services, and capabilities.

## **Responsibility for Proposal**

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful Proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the Library has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the Library. The Library does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the Library arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

## **Interpretation**

The Library is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The Library will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

## **Confidentiality**

The Proposer cannot make use of any information obtained through this Agreement for any activity outside the scope of this project. Proposer will utilize its "best efforts" to protect all information gathered and records developed during the course of this Agreement from examination by unauthorized agencies or persons. Such records include all collected data, forms, provided/developed configuration and topology data, computer files, program listings, manuals, documentation, correspondence files, contract records, and reports. The Proposer shall retain all copies in a secure manner until the project is closed and all documents will be returned to the Library. No information, materials or any



summary of these materials shall be released to any individual or organization (verbally or in writing) without prior written permission from the Executive Director.

No work involving information furnished under this RFP will be subcontracted without the specific approval of the Executive Director.

In performance of the Agreement, the Proposer agrees to comply with and assume responsibility for compliance by employees with the following requirements:

- All work will be performed under the supervision of the Proposer or the Proposer's responsible employees.
- Any information provided to the Proposer, in any format, will be used only for the purpose of carrying out the provisions of this contract.
- This information will be treated as confidential and will not be made known in any manner to any person except as may be necessary in the performance of the Agreement.
- All information provided to the Proposer shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.

## **RIGHTS IN DATA AND COPYRIGHT**

Throughout the period of this Agreement, the Library reserves exclusive and unlimited rights to the information provided to the Proposer, except for the information the Library makes available to the public. The Library also reserves exclusive rights to the results and findings produced by this project.

### Anticipated Proposal Schedule

The Library anticipates it will - but neither promises nor is it obligated to - process proposals received according to the following schedule:

<b>Event</b>	<b>Dates/Deadlines</b>
Release of RFP	Friday, October 12 at 12:00 PM CST
Pre-Proposal Site Visit <b>Mandatory Attendance for Proposers</b>	Tuesday, October 23 at 10:00 AM CST
Deadline to Submit Provider Questions	Friday, November 2 at 3:00 PM CST
Deadline for Submitting Proposal	Wednesday, November 14 at 3:00 PM CST
Optional Oral Interviews	Monday, November 26

## VII. Proposal Qualifications

Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must:

- Background, qualifications, and experience of the firm has a minimum of 5 continuous years of experience within the last 10 years of providing security services described in this RFP.
- The Proposer demonstrates the ability to provide quality information video surveillance assessments for Libraries and/or other public agencies.
- An organizational chart for the project team, including professional biographies, identifying the key personnel dedicated to this project.
- A general description of the techniques, approaches, and methods to be used in completing this project.
- A description of the chronology for completing the work, including a timeline, and deadlines for each task.
- A detailed cost proposal for each item listed in the Scope of Services.
- Submit with its proposal at least two (2) written, verifiable, business references dated within the last five years from clients for which the Proposer has rendered services substantially similar to those sought by this RFP. Proposer is required to provide the names, contact, and a brief project scope for each of the references.

## VIII. Proposal Contents

Each technical proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation.

The technical proposal Shall Be No Longer Than 25 Single-Sided Printed Pages, excluding appendices.

Page size shall be 8.5 x 11 inches. Font size shall be no less than 12 pt. Tabs, dividers, and appendices are excluded from the page count.

The technical proposal response shall consist of the following sections:

### **Section 1: Cover Letter and Executive Summary**

The Executive Summary should provide a complete and concise summary of Proposer's experience and ability to meet the requirements of this RFP. The summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

### **Section 2: Profile**

The Proposer will provide a profile of its organization and all other sub-consultants who will be providing services. At a minimum, the Proposer will provide the following information:

- Number of years in business
- Number of years involved with services as proposed
- Total number of employees
- Number of signed contracts in progress

### **Section 3: Qualifications**

Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. This should include the qualifications of sub-consultants included in the proposal. Proposer may include as much information as

needed to differentiate its services and product(s) from other Proposer's. At a minimum, please include the following:

1. Staffing: Qualifications must include resumes and description of organizational and staff experience including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.
2. Organizational and Staff Experience: Proposer must describe their qualifications and experience of the organization as a whole to perform the work described in this RFP. Information about experience should include direct experience with the specific subject matter demonstrating a technical strength in network infrastructure. Relevant experience must be associated with projects completed not more than five years prior to the date of this RFP.

#### **Section 4: List of Representative Projects**

Provide a list of at least two similar projects that the Proposer has successfully completed within the last five years.

Provide at least two client references (verified name and telephone number) of someone closely familiar with each project and your firm's performance.

Each project description shall be presented in the format consistent with the table below.

<b>PROJECT NAME AND DESCRIPTION</b>
Owner's Name:
Location of Project:
Knowledgeable Contact's Name
Verified Telephone Number for Contact
Project Manager's Name*
Key Team Member's Names and Duties*
Prime Consultant
Sub-consultant(s) and Percent of Total Project

Implementation Schedule and Variance from Implementation Contract Schedule (briefly explain variance)

### **Section 5: Project Management Approach/Project Methodologies**

1. Describe your Methodologies you will employ on this project to complete assessments, video expansion projects and maintenance. Describe and/or provide examples of the Deliverables requested in the Scope of Services.
2. Provide a detailed project work break down structure to include tasks, subtasks, timeline, milestones, work efforts and resource assignments.
3. Define the technical approach and document project deliverables to address the requirements outlined in the scope.

### **Section 6: Financial Statements**

Any financial statements that would be required will be requested only from those Proposers that are “short-listed”.

Fee Proposal: Proposer should submit its fee proposal for each service in a separately sealed envelope clearly marked on the outside.

There is no limit to the number of pages submitted as part of the fee proposal. The Fee Proposal Shall Include Forms and Fee/Hours Tables Attached for The Project.

### **Required Forms**

Proposer shall complete, execute, and return with its fee proposal the following documents:

- Central Arkansas Area Business Code – Notice to Bidders & OEO Schedules;
- Federal Form W-9 including Taxpayer Identification Number;
- Current North Little Rock Business License
- Non-Competitive Bid Contract Statement for Calendar Year 2018, if available.

## IX. Proposal Evaluation

Proposals shall be evaluated based on the following criteria (not listed in order of importance):

- Capability of vendor to provide IP Security Camera Solution
  - Proposer experience and technical strengths
  - Proven successful past performance on similar projects.
  - Qualification and experience of project staff.
  - Program Management approach and methodologies.
- Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, etc.)
- Financial stability of the vendor
- Vendor's depiction of average response times for support requests
- Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
- Ease of operations, management and support of the IP Security Camera solution
- Capability of vendor to provide administrator and/or end user training
- Cost effectiveness of the IP Camera Security Solution

Fees will not be considered in the technical evaluation. Proposals shall be evaluated first on qualifications and technical merit. Once rankings are established, the fee submittals shall be considered.

A firm's involvement in any current litigation may be taken into account during proposal evaluation.

The ratings are not intended or to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the Library's best attempt to quantify each Proposer's ability to provide the services sought by the Library and to meet the specific requirements of this RFP, for comparison purposes.

Disqualification of a Proposer/Proposal: The Library does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work,

services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The Library will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the Library. The Library reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The Library reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the Library's best interest, as determined in the Library's sole discretion.

Although the Library prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the Library to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The Library may reject one or more proposals if it has reason to believe that Proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the Library will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the Library or the City of North Little Rock, or has failed to perform faithfully any previous agreement with the Library or City of North Little Rock, or is currently in default under any agreement with either party.

The Library reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the Library reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The Library reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.



## PROPOSAL CHECKLIST (appendix A)

Proposers should be sure to address all of the following areas in their proposal.

### 1. Technical Proposal Submission

- Section 1:
- Section 2:
- Section 3:
- Section 4:
- Section 5:
- 1 Original and 5 Copies submitted
- 1 CD/USB drive with copy of technical proposal

Cover Letter and Executive Summary Profile

Qualifications

List of Representative Projects Project Management Approach

### 2. Fee Proposal and Required Forms (Marked and Sealed Envelope)

- Fee Table (use the format of the Fee Proposal Template in Appendix B)
- Non-Competitive Bid Contract Statement for 2018
- OEO Schedules
- Current North Little Rock Business License
- Federal Form W-9
- 1 CD/USB drive with Fee Table