

Po Box 127 Norwood, CO 81423

Lone Cone Library District

Request for Proposals (RFP) for Design/Build of Phone/ data, Low Volt and Audio Visual Systems

RFP deadline: 3:00pm Mountain Time Friday August 24, 2018

All inquiries and questions should be made in writing to Monet Ragsdale, LCLD Trustee, at [monetragsdale@gmail.com](mailto:monetragsdale@gmail.com) no later than 5:00pm Monday August 20, 2018

Project

The Lone Cone Library District is soliciting proposals from qualified low volt firms to perform rough in and equipment design and install for a new 12,000 sf library and community center located in Norwood.

Scope of services

The selected firm will work with the LCLD Board of Trustees and the design team to coordinate complete low voltage scope per RFP.

The selected firm will bid the project in full with the experience and manpower to deliver a high quality project on time and on budget.

Scope of project includes:

* Complete low voltage package including any rough in not shown on CDs, pulling wire, installing trim and providing equipment as described in RFP
* Rough in to be coordinated with FCI and electrician.
* Shop drawings required including equipment matrix and layout. (can be hand-drawn)
* Set up of existing computers and printers
* all TVs connected to the data network
* phone system to work throughout building allowing for individual voicemail boxes (at least 5) and conference calling capabilities in offices, multipurpose and conference rooms
* Power conditioning on all electronics
* Cameras set up to record both indoor and outdoor

Children’s area:

* 40” TV
* articulating arm mount
* expected uses- looped slideshow display, ease of connection with devices such as tablets and laptops

Storage/IT room:

* Network equipment stored here
* Building –wide network with managed switching to hardwire every data connection, also must support VLAN
* Data from cameras should be recorded and stored here
* Battery back-ups on network and camera system

Visitor Center:

* 40” TV
* flat mount
* expected uses- looped slideshow display, ease of connection with devices such as tablets and laptops

Conference Room:

* Expected uses- videoconferencing, conference calls, slideshow presentations
* TV preferred to projector and screen

Business Center:

* 65” TV
* tilt mount
* wall plate connected to TV should support VGA/Audio and 2 HDMI connections
* library will provide all computers
* expected use: individual computer use or whole class instruction using TV as display for instructor

Multi-Purpose Room:

* projector and mount pointed towards North wall
* motorized screen with trigger connection for control from local AV rack
* large TV in each space (2 total)
* Full presentation capacity for the room as a whole or as two separate spaces. This includes microphones, in-ceiling speakers, wall-mounted touchpads for full control of system, ability to air-play devices from multiple platforms, videoconferencing, conference call capacity, ability for users to control or hook up to system without touching the equipment rack

Staff Offices:

* Conference call capacity in each office
* Set-up only: Computer and printer in each office
* Set-up of computers and printers in staff workroom and at circulation desk

**The type of wiring that should be specified per location are:**

-TV Locations: 2 x RG6 Quad Shielded Coax BC, 2 x CAT6, 2 x multi-mode fiber-optic (bundled). Coax should be bare copper, NOT copper clad steel.

-Phone/Data Locations: 1 x CAT5e, 1 x CAT6

-Data Locations: 2 x CAT6

-WAP Locations: 2 x CAT6A

-Camera Locations: 1 x RG59 Coax, 1 x CAT5e, 1 x 18/2 (bundled) as shown on E1.0 of the plans

-Speaker Locations: 1 x 16/2 per speaker

-Touch-panel Locations: 2 x CAT6, 1 x 16/4

-AVL (AV Local) Locations: 2 x RG6 Quad Shielded Coax BC, 2 x CAT6, 2 x multi-mode fiber optic (bundled). These are from AV Headend to AV Local.

-Cabling link between the 2 AV Local Locations: 2 x RG6 Quad Shielded Coax BC, 2 x CAT6, 2 x multi-mode fiber optic (bundled), 2 x balanced audio cable.

-Demarcation: 2 x RG6 Quad Shielded Coax BC, 2 x CAT6, 2 x multi-mode fiber optic (bundled). From Demarc on outside of building to AV Headend.

-Satellite TV Dish/ Microwave Internet Dish on roof: 6 x RG6 Quad Shielded Coax, 1 x 12 gauge solid ground wire, 1 x 16/4, 2 x CAT6 Shielded.

-Microwave Internet on roof 1xCAT6A Shielded

\* Install of dishes/microwave radios should be coordinated with FCI to maintain roof warranty.

**Existing Equipment:**

* 40” TV with flat mount
* 9 indoor Cameras
* 2 outdoor cameras
* Projector screen- motorized
* Router
* Managed switch- 24 ports
* 6 patron computers for business center
* 4 staff computers
* OPAC computer
* Self-checkout computer
* Small battery backup
* 65” 4K Sony TV
* 43” 4K HDR Sony TV
* 40” Samsung
* Brother Printer-
* 2 HP printers
* Other printer B&W only

**Equipment Library will purchase:**

* Computers

**Proposal Requirements and Format**

* Proposal to include a cover letter containing the following:
  + Acknowledgement of the contents and requirements of the RFP
  + Please list all assumptions and allowances included in your proposal.
* Proposal to include informational certificate of insurance (it is a requirement that the LCLD and its trustees and employees be named as additional insured).
* Proposal to include 2 client letters of reference.

# **Selection Process**

LCLD will select the lowest responsive bid.

**Project Timeline**

The approximate timeline for this project is as follows:

* Release of RFP – August 1, 2018
* RFP deadline – August 24, 2018
* Selection of firm by LCLD Board of Trustees- September 4, 2018