

ST. LOUIS COUNTY LIBRARY DISTRICT
REQUEST FOR PROPOSAL
Panic/Crisis Alert System
DATE ISSUED: January 23, 2024

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting Proposals (“Proposal” or “Proposals”) pursuant to this Request for Proposal from qualified businesses for Panic/Crisis Alert System (the “Project”).

All Proposals are due no later than **Monday 1:00 P.M. C.T., February 20, 2024.**

Please deliver the completed Proposal in accordance with this Request for Proposal to the Library District’s Lynn Beckwith Jr Administrative Building at 1412 S. Spuede Road, St. Louis, Missouri, 63131, Attention: Dan Lucas, Manager Safety & Security.

To protect the integrity of the Proposal selection process, any questions concerning the Invitation for this Proposal, the Proposal process or Proposal specifications shall be emailed only to Dlucas@SLCL.org in accordance with this Proposal invitation.

A proposer shall complete the Proposal as required in this Request for Proposal and deliver the completed Proposal in a sealed envelope marked “Panic/Crisis Alert System RFP” Attn: Dan Lucas.

It is anticipated that the Proposal will be considered by the Library District’s Board of Trustees at the April 15, 2024, meeting after consideration by the selection committee and recommendation to the Director & CEO.

The Library District reserves the right to reject any and all Proposals and to waive formalities in the best interest of the Library District.

BACKGROUND

The Library District is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library District is a corporate body with all the powers and rights of like or similar corporations serving more than 870,000 Library District residents. All management and control of the Library District is vested in a Board of Trustees consisting of five Trustees appointed by the County Executive of St. Louis County, Missouri. The Trustees serve staggered four-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the chief executive and administrative officer (“Director & CEO”) of the Library District.

The Board of Trustees has the power to purchase grounds, erect appropriate buildings, and improve existing buildings for the use of the Library District and its branches out of funds available or through the issuance of bonds or otherwise.

GENERAL REQUIREMENTS

The Project is subject to all applicable laws of the State of Missouri governing the Library District, including but not limited to the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project, and proposers must comply with the provisions relating thereto in Section 285.530 RSMo, as amended.
- Every transient employer must comply with Sections 285.230 through 285.234 RSMo, as amended, when applicable.
- Pursuant to Sections 34.070 and 34.073, the Library District prefers to purchase those materials, products, and supplies that are produced, manufactured, compounded, made, or grown within the State of Missouri when they are found in marketable quantities and are a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. The quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library District prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.

Public entities, as well as the successful proposer, shall comply with these laws. Failure to comply with many of these laws constitutes a misdemeanor for the successful proposer.

GENERAL REQUIREMENTS

In addition to the general requirements listed above, the successful proposer shall comply with all laws, ordinances, regulations, applicable zoning and building requirements, and orders of federal, state, county, and local governing authorities pertaining and applicable to each Library District Location, the successful proposer and/or the Library District.

The successful proposer must provide applicable insurance coverage before starting work on the Project.

The Library District will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory to identify potential proposers. The Library District Policy provides that MBE/WBEs must be certified by the Office of Equal Opportunity (OEO), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit bids and proposals.

These general requirements, this Request for Proposal, the Proposal, and the specifications, drawings, schedules, and instructions of the Project shall be incorporated in the contract and/or purchase order signed by the parties should the proposer be awarded a contract under this Request for Proposal.

SCOPE OF WORK

The following Scope of Work provides an overview of the terms and conditions sought by the Library District for the Panic/Crisis Alert System for twenty-one (21) locations. The Panic/Crisis Alert System will allow library staff to discreetly notify first responders in an emergency.

1. The proposer will have at least five (5) years of experience in the sales of security-related devices and shall be responsible for all aspects of installing the silent panic/crisis alert button systems.
2. The panic/crisis alert buttons will be wireless and can be 1.) affixed to a circulation desk or 2.) a lanyard/badge type.
3. The proposer will provide details on the wireless device's battery life and the replacement process.
4. The alert system can be standalone or integrated with the existing building security alarm system.
5. The alert system shall be installed with at least thirty (30) minutes of backup power.
6. All back-end equipment will be installed in the data room.

SCOPE OF WORK

7. When an alert is generated, the system will be monitored by a call center located in the St Louis metro area or programmed to call the local governing 911 dispatch center. The generated alert should have a maximum of one (1) minute response time to call the 911 dispatch center.
8. The alert system will be programmed to notify a set of designated library personnel after the initial emergency call is placed. This notification will be made within three (3) minutes.
9. The proposer will provide a training curriculum for instructions on all aspects of the alert system, including usage/administration of hardware and software.
10. The Library District reserves the right to request an Alert System demonstration, request a testing period, and or contact references supplied by the proposer prior to awarding a contract.
11. Site visits can be scheduled upon request.

St. Louis County Library Locations

Branch	Address	Security System	Panic/Crisis Buttons
Beckwith Jr Admin	1412 S Spoede Rd	Vista 128FBP	1 Desk mount
Bridgeton Trails	3455 McKelvey Rd	Vista 128FBP	1 Desk mount
Clark Family *	1640 S. Lindbergh	Vista 128BPT	3 Desk mounts, 1 Badge
Cliff Cave	5430 Telegraph	Vista 128 FBP	1 Desk mount
Daniel Boone	300 Clackson Rd	Vista 128 FBP	2 Desk mounts
Eureka Hills	500 Workman Rd	Vista 32FB	1 Desk mount
Florissant Valley	195 New Florissant Rd	Vista 128BPT	2 Desk mounts, 1 Badge
Grand Glaize	1010 Meramac Station Rd	Vista 128FBP	1 Desk mount
Grants View	9700 Musick Rd	Vista 128FBP	2 Desk mounts
Jamestown Bluffs	4153 N. Highway 67	Vista 128FBP	1 Desk mount
Lewis & Clark	9909 Lewis-Clark Blvd	Vista 128BPT	1 Desk mount 1 Badge
Meramec Valley	1501 San Simeon Way	Vista 128FBP	1 Desk mount
Mid-County	7821 Maryland Ave	Vista 128FBP	1 Desk mount
Natural Bridge	7606 Natural Bridge	Vista 128FBP	1 Desk 1 Badge
Oak Bend	842 S. Holmes	Vista 250FBP	1 Desk
Parkview	8400 Deport Dr.	Vista 128FBPT	1 Desk
Prairie Commons	915 Utz Ln.	Vista 250FBP	1 Desk
Rock Road	10267 St. Charles Rock Rd	Vista 128FBP	1 Desk 1 Badge
Samuel Sachs	16400 Burkhardt Pl.	Vista 250FBP	1 Desk
Thornhill	12863 Willowyck Dr.	Vista128FBP	1 Desk
Weber Road	4444 Weber Rd.	Vista 128BPT	1 Desk

*Clark Family is under construction, with an anticipated opening in June 2024

PROPOSAL REQUIREMENTS

The Proposal must arrive before 1:00 P.M. C.T. on February 20, 2024. No Proposal will be accepted after this time, and any Proposal arriving after this time will be returned unopened.

The Proposal shall be addressed as follows and delivered to the following address:

Dan Lucas, Manager of Safety and Security
St. Louis County Library District
1412 South Spoeede Road
St. Louis, Missouri 63131

The proposal shall bear the following legend:

Panic/Crisis Alert System RFP

Proposals must be on eight-and-one-half-inch (8 1/2") by eleven-inch (11") white paper printed on one side. [Sheets containing graphic images may fold out to eleven inches (11") by seventeen inches (17").] The Proposal must clearly and easily identify the individual or firm and contain the name, address, and telephone number of its principal spokesperson, which the Library District may release as public information as required by applicable law and Library District policy. Colored and tabbed divider sheets may be used to delineate discrete sections.

Each proposer shall submit the attached Bid Response Document, five complete and bound copies of each Proposal and one unbound original, with original signatures, one electronic PDF copy, and one "public/press copy of the Proposal in which the individual or firm should redact any information which it deems confidential or proprietary. Do not email the PDF copy prior to the Proposal due date/time.

Any proposer desiring an explanation or interpretation of this Request for Proposal must request it in writing no later than 4:30 P.M. C.T. on February 6, 2024, and such request shall be emailed only to DLucas@slcl.org. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a proposer concerning a solicitation will be furnished promptly to all other proposers as an amendment of this Request for Proposal, if that information is necessary in submitting Proposals or if the lack of it would be prejudicial to any other prospective proposers.

If this Request for Proposal is amended, then all terms and conditions that are not modified remain unchanged. Proposers shall acknowledge receipt of any amendments to this Request for Proposal by (i) signing and returning the amendment and (ii) identifying the amendment number and date in the space provided for this purpose. The Library District must receive the acknowledgment by the time specified for receipt of the Proposal.

If this invitation for Proposal is amended, the amendment will be posted on the Library's website at <https://www.slcl.org/bid-opportunities>.

No Proposal shall be withdrawn for a period of 90 days subsequent to the opening of the Proposal without prior written consent of the Library District.

The **COVER LETTER** must indicate that the signer is authorized to bind the proposer contractually and must identify the title or position of the signer. The COVER LETTER shall also contain the following:

- (i) The name of the proposer, address, telephone number and email address;
- (ii) A statement that (a) the proposer is willing and able to provide the goods and services required for a successful engagement; (b) the proposer has read and understands the Request for Proposal; and (c) the Proposal is made in accordance with the Request for Proposal and is based upon the materials, products, systems, and equipment required by the Request for Proposal.
- (iii) The name of the individual within the proposer who will be the primary contact concerning this engagement:
- (iv) Copies of all license(s) from applicable governing authority to do business at each Library District Location and certificate of good standing for the State of Missouri, as applicable; and
- (v) Documentation and sworn affidavit with respect to employees working in connection with the Proposal, affirming enrollment in a Federal Work Authorization Program.

An unsigned submission shall be rejected.

The Library District is not liable for any cost incurred by the proposer prior to the issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.

Please provide at least three references from similar-sized contracts that your company has provided Panic/Crisis Alert System for within the last three years.

RFP Responses - All materials submitted by the proposer in response to this RFP become the sole property of The St. Louis County Library upon receipt. The material contained in these responses will be appended to the final contract, further defining the contractual responsibilities of the proposer.

SELECTION PROCEDURES

1. Proposals shall be referred to and reviewed by a Selection Committee composed of members selected by the Director & CEO.
2. Proposals that fail to adhere to the requirements of this Request for Proposal may result in the Proposal being disqualified as non-responsive.
3. In determining the best Proposal, among other factors, the Library District may consider all factors in this Request for Proposal, including, but not limited to, the location of the proposer and vendor references.
4. The Selection Committee will make a selection of the best Proposal(s). The selected proposer(s) will be invited to demonstrate the Panic/Crisis Alert System.
5. The Selection Committee will make a recommendation to the Director & CEO, who will make a recommendation to the Board of Trustees.

AWARD

1. The right is reserved by the Board of Trustees to cancel this Request for Proposal or to reject any and all Proposals and to waive formalities in the best interest of the Library District.
2. The Board of Trustees reserves the right to split awards, make multiple awards, and reject any and all Proposals.
3. Subject to the rights reserved by the Library District, an award will be made by the Board of Trustees to the proposer determined to have the lowest and best Proposal.
4. All proposers will be notified of the Library District's selection as soon as possible after Board action.
5. The successful proposer is required to procure and maintain professional liability insurance coverage in a sufficient amount taking into consideration the number, size, and specifics of the Project services to be provided. Each proposer shall list the professional liability insurance coverage to be provided in the Proposal.
6. The successful proposer will be issued a Notice of Award. Within ten business days, the successful proposer shall provide the following documentation:
 - (a) Federal Identification Number.
 - (b) Evidence that the proposer is authorized to do business in Missouri and at each Library District Location.
 - (c) Proof of the appropriate insurance coverage.

Bid Response Document

Branch	Panic/Crisis Buttons	Total Cost
Beckwith Jr Admin Building	1 Desk mount	
Bridgeton Trails	1 Desk mount	
Clark Family	3 Desk mounts, 1 Badge	
Cliff Cave	1 Desk mount	
Daniel Boone	2 Desk mounts	
Eureka Hills	1 Desk mount	
Florissant Valley	2 Desk mounts, 1 Badge	
Grand Glaize	1 Desk mount	
Grants View	2 Desk mounts	
Jamestown Bluffs	1 Desk mount	
Lewis & Clark	1 Desk mount 1 Badge	
Meramec Valley	1 Desk mount	
Mid-County	1 Desk mount	
Natural Bridge	1 Desk 1 Badge	
Oak Bend	1 Desk	
Parkview	1 Desk	
Prairie Commons	1 Desk	
Rock Road	1 Desk 1 Badge	
Samuel Sachs	1 Desk	
Thornhill	1 Desk	
Weber Road	1 Desk	