

COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

Intrusion Monitoring Services

Issue Date: October 22, 2025

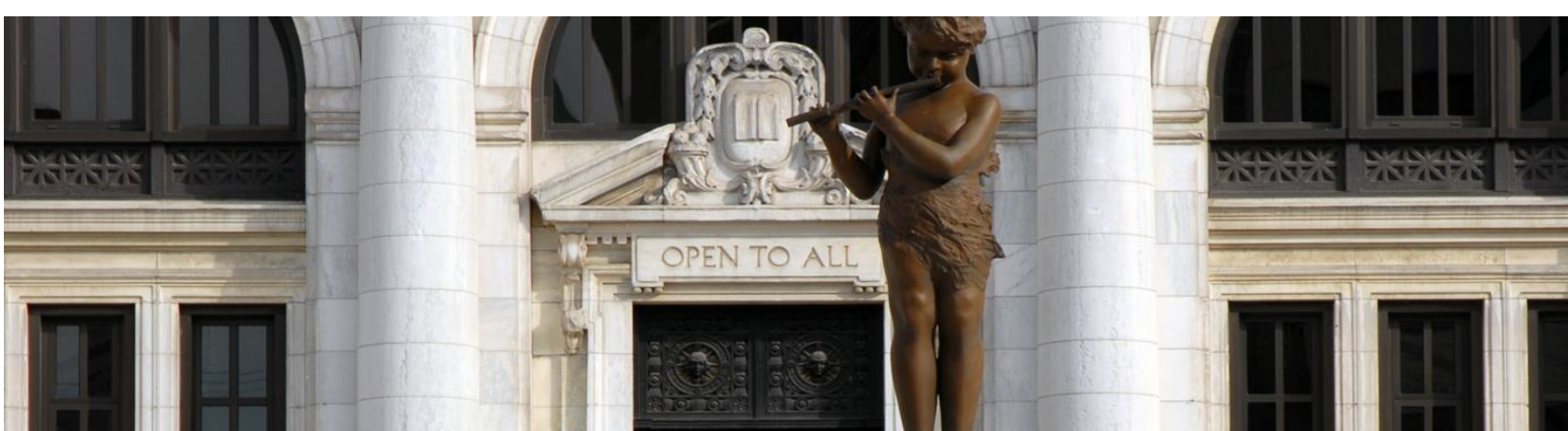
RFP Number: CML # 25-020

Issued by:

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

November 18, 2025
No later than 12:00 Noon



REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library (CML or Library) is issuing this Request for Proposal (RFP) for Intrusion Monitoring Services. The RFP Identification Number is CML #25-020.

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org no later than 12:00 PM EST on November 18, 2025. The Library reserves the right to waive any defect or technicality in any Proposal received or to eliminate any firm that submits an incomplete or inadequate Proposal or that is not responsive to the requirements of the RFP.

All questions or requests for clarifications must be submitted no later than 5:00 p.m., November 7, 2025 to procurement@columbuslibrary.org, and reference CML #25-020 Intrusion Monitoring Services. All questions will be answered in the form of an addendum and posted on the "Doing Business with the Library" page of the Library's website at www.columbuslibrary.org/about/doing-business. Library responses will be posted on or before November 11, 2025.

Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this RFP, prior to submitting a Proposal. CML shall not be held liable for technical or other issues or obstructions.

The Respondent declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract (Contract) for which it is selected to provide the specified services at the prices proposed.

The Respondent certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete. By submitting a response to this Request for Proposal, the Proposer acknowledges that it complies with applicable federal, state, and local laws and regulations.

Federal Taxpayer Identification Number (TIN)		
Name of Person Signing the Proposal	(Please print or type)	Title
Proposer Name		
Mailing Address		
City	State	ZIP
Telephone		
Contact Person		
E-mail Address		
Authorized Signature (Original signature or DocuSign accepted)		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

OVERVIEW

The Columbus Metropolitan Library (CML) operates twenty-three (23) branches plus one (1) warehouse facility in Franklin County, Ohio. Each facility has intrusion monitoring systems installed that complies with Franklin County, City of Columbus, and State of Ohio requirements.

CML is seeking the services of a qualified contractor to provide monitoring and alarm dispatching of all CML panic buttons and intrusion control panels/communicators.

SCOPE OF WORK

Vendor is required to have the ability to provide the following services for all 23 CML locations and the warehouse storage space.

- a. All monitoring services must be compatible with CML's current DSC alarm panels.
- b. Contractor shall provide 24-hour, 7-days-per-week, UL-listed Central Station Monitoring of all CML facilities listed in Appendix A.
- c. Alarm panels shall be monitored via cellular dialers. Contractor must have the ability to centrally or batch alarm codes, eliminating the need to be on-site at each CML location to change/set codes.
- d. Contractor shall propose intrusion monitoring services compatible with Alarm.com services, and shall include in their proposal all necessary hardware and software installations required, per location.
- e. Intrusion monitoring shall include:
 - i. Monitoring of all building intrusion system zones
 - ii. Panic/duress device monitoring
- f. For intrusion detection system verification, the Contractor shall oversee weekly checks of each location's alarm panel for connectivity/response, and shall provide confirmation reporting as needed, for a period of one year from the alarm incident. If there is a connectivity/communication issue or concern, the Vendor must notify the CML Security Operations Center (SOC) immediately.
- g. Contractor invoicing shall have pricing/billing breakdowns to specify all charges: hardware, parts, labor, etc.

I. Contractor Qualifications

- a. At the time of the bid submission, the Contractor shall have a minimum of five (5) years of experience in implementations of similar size and scope to that which is described in these specifications.
- b. Experience as an employee or subcontractor of another firm that is not listed as part of your submission will not be considered.

II. Additional Submission Requirements

- a. CML requests that the Contractor complete the full scope of implementation, including ensuring that intrusion monitoring systems are online and fully operational at all CML locations by April 1, 2026. However, CML remains open to negotiation and is willing to collaborate toward a mutually agreeable solution if necessary. Please provide a comprehensive installation schedule and indicate whether the proposed deadline is feasible.
- b. Contractor must submit a sample billing invoice for monitoring costs with full breakdown of charges.

GENERAL INSTRUCTIONS

The Proposer shall comply with the specifications and attachments in the proposal documents.

The Proposer shall examine attachments before submitting a Proposal. The submission of a Proposal shall be evidence that this requirement has been met.

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposers are cautioned to carefully review all parts of the RFP. No allowance may be made for any error or negligence of the Proposer.
2. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Proposer's ability to perform all the actions, activities and functions described in this RFP.
3. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content and should minimize extraneous marketing materials.
4. The costs of developing the Proposal are entirely the responsibility of the Proposer and shall not be charged to the Library.
5. The Proposer must address all of the requirements listed in the Request for Proposal. All Proposals must be emailed to procurement@columbuslibrary.org , with the Proposal Identification Number **CML #25-020**, title, and Proposer's name in the subject line of the email and the file names.

PROPOSAL SUBMITTAL APPROACH

Each Proposer must submit a Technical Proposal and a Cost Proposal as part of its proposal package. Each proposal must include two separate files – one for the Technical Proposal and one for the Cost Proposal.

Each Technical Proposal file must be clearly marked “**CML #25-020 - Technical Proposal**”.

Each Cost Proposal package must be clearly marked “**CML #25-020 – Cost Proposal**”.

IMPORTANT: Technical Proposals must not contain cost or pricing information.

Technical Proposal:

To facilitate the comparison of Proposals, Technical Proposals shall be organized into the following marked or tabbed sections:

1. **Table of Contents** – We recommended that Technical Proposals include a table of contents listing all sections.
2. **RFP Cover Sheet** – signed by an officer of your company
3. **Cover Letter**
A cover letter, on the Proposer’s letterhead, shall be submitted and shall include, but need not be limited to, the following information:
 - a. The signature of a person authorized to bind the Proposer legally to the extent of work and financial obligation outlined in its Proposal.
 - b. A statement that the prices will be valid through the entire project.
 - c. A brief statement of the Proposer’s qualifications to meet all requirements as described in this RFP.
 - d. A statement that the Proposer agrees to and accepts all terms and conditions contained herein. Please mark any Terms and Conditions that the Proposer is unable to accept or provide terms and conditions for the services.
 - e. A statement that the Proposer understands all requirements of the RFP.
4. **Executive Level Summary** – this shall include
 - a. Contractor Qualification – List how the criteria in the Scope of Work under Contractor Qualification is met.
 - b. The Contractor’s Work Plan. The Work Plan must address exactly how the Contractor will provide all required services specified in this RFP.

- c. A sample project plan includes all phases of the project, including kickoff, planning, implementation and monitoring support for all locations.
- d. A sample bill to complete the scope of work at 1 location. Contractor must submit a sample billing invoice for monitoring costs with a full breakdown of charges
- e. CML requests that the Contractor complete the full scope of implementation, including ensuring that fire alarm monitoring systems are online and fully operational at all CML locations by April 1, 2026. However, CML remains open to negotiation and is willing to collaborate toward a mutually agreeable solution if necessary. Please provide a comprehensive installation schedule and indicate whether the proposed deadline is feasible.
- f. Describe the firm's Project Management philosophy, including progress meetings and presentations to the Library's key stakeholders. Provide examples of reports used to document the progress and status of the project.

5. Proposer's Qualifications

The information included in this section shall include, but not be limited to, the following:

- a. A statement as to the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations, and professional affiliations. Also indicate the principals in the organization and the size and composition of the organization.
- b. Contractors' staffing plan shall include details regarding Kantech Global Certification as well as Kantech Corporate Certifications for each technician completing in-field service on CML systems. Please provide information on the Contractor's certification, or plans to obtain certification, before the project starts. Preference will be given to Contractors with Kantech Global and Corporate certifications.
- c. Statement of Affirmation regarding the proposer's ability to perform the Work.
- d. Completed Price Proposal Form (Appendix B)
- e. Completed Acknowledgement of Addenda Form (Appendix C)
- f. Supplier Small and Emerging Business (SEBE) Form (Appendix D)
- g. Three (3) references for projects similar to that outlined in the specifications completed within five (5) years of the date of the RFP submission.

6. Description of Services and Staffing (“Staffing Plan”)

- a. Provide a list of projects highlighting library and other public projects in the past five (5) years in which the firm has been involved as strategic planning consultant. For each project, please include:
 - i. Brief description of the project
 - ii. Owner’s name, address, contact person, phone number and email address.
- b. Provide the name of all team members who would be assigned to Library’s projects from beginning to end and their role as a member of the project team. Include a brief description of certifications/education, skills, and abilities, etc. of each team member.
- c. Include any other information or documentation believed to be pertinent but not specifically mentioned in this RFP that may be useful and applicable to this project.
- d. The Offeror must include a completed W-9 Form.
- e. The Offeror must provide a Certificate of Insurance (“COI”) with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and be indicated on the COI.
- f. A list of all assumptions and exceptions to the specifications outlined in the RFP.

COST PROPOSAL

The Proposer shall complete the Price Proposal Form (Appendix B) as provided in its entirety.

Bidder must itemize all costs for each location, including periodic charges and per hour costs, chargeable to CML described in this Section, in the separate Price Proposal (Appendix B), including:

- Implementation Costs
 - Equipment (cellular communicator)
 - Account setup & testing signals to Central Station
- Monthly Monitoring Costs
 - Commercial intrusion system monitoring
 - Cellular monitoring connection
- Non-routine / Ad-hoc costs, including:
 - Hourly billing rate for service level technicians
 - Cost to install a roof-top antenna if needed for weak signal.

ADDITIONAL INFORMATION

1. Addenda to this RFP will be posted on the Columbus Metropolitan Library website: www.columbuslibrary.org/about/doing-business Proposers are responsible for any information provided in any and all issued addenda.
2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detailed costs and are to be submitted on company letterhead, to the e-mail address on the Library's purchase order. Refer to the terms and conditions herein for additional information regarding payment.
3. Times referenced herein are Columbus, Ohio local time
4. CML is a tax-exempt entity.
5. Submission of a Proposal in response to this RFP is the Proposer's acknowledgment that subjective criteria may be used in the evaluation of Proposals. The Award shall be made to the responsive and responsible Bidder determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

TERM OF AGREEMENT

- This initial agreement shall continue for either one or three consecutive years.
- This agreement may also be extended for two (2) optional years in one (1) year increments upon mutual consent of CML and the Contractor.

The total duration of this agreement shall not extend more than five (5) consecutive years.

QUESTIONS

All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than 5:00 p.m. on November 7, 2025. CML will post written responses to all properly received questions on or before November 11, 2025.

Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on **October 30, 2025, at 3:15 PM ET**, using the online Microsoft Teams Platform. Although the pre-proposal meeting is not mandatory, attendance by any prospective Proposer is encouraged. Interested Proposers should send email addresses of those who wish to attend the meeting by RSVP to

procurement@columbuslibrary.org. An edited and annotated summary of the Pre-Proposal meeting will be published in the form of an addendum to the solicitation and will be available on the Doing Business With Us page of the Columbus Metropolitan Library website, <https://www.columbuslibrary.org/doing-business/>

Each Proposer will be deemed to have actual knowledge of all information provided or discussed at the pre-proposal submission meeting.

PROJECTED TIMELINE

The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of RFP Inquiry Period Begins	October 22, 2025
Pre-Proposal Meeting	October 30, 2025, at 3:15 PM ET
Inquiry Period Ends	November 7, 2025
Final Response to Vendor Questions	November 11, 2025
Due Date	November 18, 2025, on or before 12:00 PM ET

*CML reserves the right to modify this schedule at CML's discretion. Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All **times are Eastern Time.***

SELECTION PROCESS

CML will form an evaluation committee to review and evaluate proposals. The evaluation criteria is included in Appendix E – Evaluation Matrix. The following criteria weights will be assigned:

- a) Total Cost – 200 Points
- b) Quality and comprehensiveness of the Proposers response – 150 Points
- c) Quality and comprehensiveness of the Proposer’s work plan – 300 Points
Review of the Proposers staffing plan and project team – 150 Points
- d) Review of experience on projects of similar size and scope – 200 Points
- e) Total Allowable Points – 1000 points

CML may invite any or all Proposers to present an oral presentation on their technical and/or price submission specifics. Proposers will be provided with sufficient notice to prepare.

Members of the CML evaluation committee may choose to retain their original technical score following the oral presentation or may choose to re-score any or all Proposers following oral presentations. The final score will be collected and recorded by the CML procurement staff.

Evaluation of Proposer’s Proposal:

Members of the CML evaluation committee will utilize a zero (0) to five (5) scale to evaluate each proposal. Members of the evaluation committee will apply the scoring formula outlined below:

Zero	(0)	Unsatisfactory	Does not conform to requirements.
One	(1)	Poor	Conforms to requirements in a limited manner
Two	(2)	Satisfactory	Generally meets requirements with limitations
Three	(3)	Good	Meets requirements as written.
Four	(4)	Excellent	Meets and generally exceeds requirements as written
Five	(5)	Outstanding	Exceeds requirements in all aspects.

Members of the CML evaluation committee will review the completeness and comprehensiveness of all proposals. CML will place emphasis on the quality and comprehensiveness of the proposal, including the understanding of the requirements by the Proposer, Proposer’s qualifications, quality of the proposed solution, organizational history and capacity, experience, and references.

Evaluation of Proposer's Cost Proposal:

CML will rank costs on a relative basis to determine the cost score. The Proposer's cost score will be assigned in the following manner:

$$\frac{(\text{Lowest Responsive Price Proposal} / \text{Cost of Proposer's Proposal Submission})}{200 \text{ Points}} = \text{Total Cost Score}$$

Example:

$$\frac{(\text{Lowest Responsive Price Proposal } (\$100,000) / \text{Proposer Proposal Submission } (\$110,000))}{200 \text{ Points}} = 181 \text{ Points (of a possible 200).}$$

The Total Composite Score will be comprised of the Technical Proposal Score + Cost Score which will not exceed 1,000 points.

The final decision will be based on the overall RFP response that is deemed most advantageous to the Library, based on the information provided.

Contract Award

The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML will enter into negotiations with the Proposer with the highest composite score following the final technical scoring by the evaluation committee. The selected Proposer will be invited to negotiate a contract with CML. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CML.

All Proposer's that respond will receive notification if they have been selected or not.

Standard Contract Terms and Conditions

Contract Components, Entirety, Changes Interpretation

Contract Components: This contract consists of the complete Request for Proposal (RFP), including the Instructions and Interpretations to Proposer, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the RFP; the completed sealed written Proposal, including proper modifications, clarifications and samples; and applicable, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the “Contract”). The terms solicitation and Request for Proposal (RFP) have similar meaning and are used interchangeably, where appropriate.

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a Proposal submitted to CML in response to an RFP (referred to as the “Vendor” or the “Contractor” in these Terms and Conditions) and Columbus Metropolitan Library (CML). References to “Vendor” in any of the contract components are deemed to refer to the Vendor or Contractor selected to provide the specified equipment, supplies and/or services that are the subject of the Contract.

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order products, supplies or services under this Contract from the Vendor directly. The Vendor will receive purchase orders electronically.

Subcontracting: The Contractor may not enter into subcontracts for the Work after award without written approval from CML. The Contractor will not need CML’s written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the Contract.

CML’s approval of the use of subcontractors does not mean that CML will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold CML harmless for and will indemnify CML against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, CML will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment

of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record-keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages CML in any way, the Contractor will indemnify CML for the damage.

Standard Invoice and Payment

Invoice: The Vendor shall submit invoices to Accounts Payable, Finance Department via email at accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Vendor noting the areas of discrepancy.

Payment: In consideration for the Vendor's performance, CML will pay the Vendor as invoiced. *Payments will be made by electronic funds transfer (EFT).* For all transactions, the Supplier must have a valid W-9 form on file with the Finance Department. The completed form should be included with the Contract or mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for products, supplies and services it has received and accepted.

Taxes: Columbus Metropolitan Library is exempt from all federal, state and local taxes as CML is part of Franklin County Government and has a 501 nonprofit status.

Term of Contract: This Contract is effective on the date it is fully-executed and will continue until the Project is completed, unless canceled in accordance with the Terms found herein.

Contract Renewal: This Contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by mutual agreement of both parties, as stated herein. The cumulative time of all renewals may not exceed two (2) years.

Delivery

F.O. B. The Place of Destination: Where applicable, the Vendor must provide the products, supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid and included, unless otherwise stated.

Contract Cancellation; Termination; Remedies

Contract Cancellation: If a Vendor fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Vendor's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Vendor.
- B. **Cancellation by Unremedied Default:** If a Vendor's default may be cured with a reasonable time, CML will provide written notice to the Vendor specifying the default and the time within which the Vendor must correct the default. If Vendor fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Vendor. If CML does not give timely notice of default to Vendor, CML has not waived any of its rights or remedies concerning the default.
- C. **Cancellation by Persistent Default:** CML may cancel this Contract by written notice to Vendor for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Vendor of its third default, CML may cancel this Contract without providing Vendor with an opportunity to cure, if the Vendor defaults a fourth time. CML shall provide written notice of the termination to the Vendor.
- D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Vendor if a petition in bankruptcy or similar proceedings has been filed by or against the Vendor.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Vendor.

Remedies for Default:

- A. **Actual Damages.** The Vendor is liable to CML for all actual and direct damages caused by the Vendor's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Vendor, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Vendor's default, from the Vendor.
- B. **Deduction of Damages for Contract Price.** CML may deduct all or any part of the damages resulting from Vendor's default from any part of the price still due on the

Contract, after CML has provided prior written notice to Vendor of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Vendor is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term “force majeure” means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate. The Vendor may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML’s written consent is void.

Indemnification: Vendor will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Vendor’s performance under this Contract, including the performance by Vendor’s employees and agents and any individual or entity for which the Vendor is responsible.

Confidentiality: Vendor may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Vendor may not disclose any information obtained by it as a result of the Contract without written permission from CML. Vendor must assume that all CML information, documents, data, records or other material are confidential.

Publicity: Vendor and any of its subcontractors may not use or refer to this Contract to promote or solicit Vendor’s or subcontractor’s supplies or services. Vendor and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Vendor shall carry Workers’ Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Vendor, and any agent of the Vendor, at its sole cost and expense, shall

maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Vendor to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period will result in the Proposer's Proposal not being considered. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Vendor to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Vendor. Any Vendor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: The Vendor shall maintain insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Vendor uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Vendor's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Vendor's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Vendor for immediate correction. If the Vendor fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Vendor warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and comply with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.
4. Contractor will supply its own tools and materials.
5. Contractor will make arrangements for EFT (electronic funds transfer).
6. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or e-mail: procurement@columbuslibrary.org.

OUTREACH AND INCLUSION

Because the Columbus Metropolitan Library (CML) serves a diverse Central Ohio population, CML strongly prefers professional service providers who are certified Small and Emerging Business Enterprises (SEBE) to provide CML with a diverse representative of the central Ohio region in which they will be working and of the customers that CML serves every day. SEBEs are encouraged to respond to this solicitation.

A completed Proposer's Small and Emerging Business (SEBE) Form must accompany the completed Proposal. Please refer to Appendix D, *Small and Emerging Business (SEBE) Form*, to submit or denote omission of participation.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a response to this Request for Proposal, the Proposer acknowledges that it complies with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Proposer agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Proposer further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio

Revised Code, or color.

Ethics Laws. The Proposer represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it complies with such requirements.

Appendix A

CML RFP #25-020 Intrusion Monitoring Services Security Panel & Communicator Hardware, by Location

Location	Address	Alarm Panel Make & Model	Communicator Make & Model
Driving Park	1422 E. Livingston Ave., Columbus, OH 43205	DSC HS2128	DSC TL280E
Dublin	75 N. High St., Dublin, OH 43017	DSC HS2128	DSC TL280
Franklinton	1061 W. Town St., Columbus, OH 43222	DSC HS2128	DSC TL280E
Gahanna	310 Granville St., Gahanna, OH 43230	DSC HS2064	DSC TL280E
Hilliard	4500 Hickory Chase Way, Hilliard, OH 43026	DSC HS2128	DSC TL280E
Hilltop	511 S. Hague Ave., Columbus, OH, 43204	DSC HS2128	DSC TL280
Karl Road	5590 Karl Rd., Columbus, OH 43229	DSC HS2128	DSC TL280
Main Library	96 S. Grant Ave., Columbus, OH 43215	DSC HS2064	DSC TL280E
Martin Luther King	1467 E. Long St., Columbus, OH 43203	DSC HS2128	DSC TL280E
New Albany	200 Market St., New Albany, OH 43054	DSC HS2128	DSC TL280E
Northern Lights	4093 Cleveland Ave., Columbus, OH 43224	DSC HS2128	DSC TL280E
Northside	1423 N. High St., Columbus, OH 43201	DSC HS2128	DSC TL280E
Parsons	1113 Parsons Ave., Columbus, OH 43206	DSC HS2128	DSC TL280
Reynoldsburg	1402 Brice Rd., Reynoldsburg, OH 43068	DSC HS2064	DSC TL280E
Shepard	850 N. Nelson Rd., Columbus, OH 43219	DSC HS2128	DSC TL280E
South High	3540 S. High St., Columbus, OH 43207	DSC HS2064	DSC TL280E
Southeast	3980 S. Hamilton Rd., Groveport, OH 43125	DSC HS2128	DSC TL280E
Warehouse	3021 E 4th Ave., Columbus, OH 43219	DSC HS2064	DSC TL280E
Whetstone	3909 N. High St., Columbus, OH 43214	DSC HS2128	DSC TL280E
Whitehall	4445 E. Broad St., Columbus, OH 43213	DSC HS2128	DSC TL280E
Marion-Franklin *Oct 2025	2800 Lockbourne Rd., Columbus, OH 43207	DSC HS2128	DSC TL880LECAT N
Barnett* *Dec 2025	3434 E. Livingston Ave., Columbus, OH 43227	DSC HS2128	DSC TL880LECAT N
Linden *Jan 2026	2223 Cleveland Ave., Columbus, OH 43211	DSC HS2128	DSC TL880LECAT N
Canal Winchester *Jan 2026	123 Groveport Rd., Canal Winchester, OH 43110	DSC HS2128	DSC TL880LECAT N

Appendix B

CML RFP #25-020 Intrusion Monitoring Services Price Proposal Form

Part I - Implementation Costs

ID	Location	Implementation Costs		
		Hardware/ Equipment (A)	Account Setup and Testing (B)	Location Total (A + B)
1	Driving Park	\$	\$	\$
2	Dublin	\$	\$	\$
3	Franklinton	\$	\$	\$
4	Gahanna	\$	\$	\$
5	Hilliard	\$	\$	\$
6	Hilltop	\$	\$	\$
7	Karl Road	\$	\$	\$
8	Main Library	\$	\$	\$
9	Martin Luther King	\$	\$	\$
10	New Albany	\$	\$	\$
11	Northern Lights	\$	\$	\$
12	Northside	\$	\$	\$
13	Parsons	\$	\$	\$
14	Reynoldsburg	\$	\$	\$
15	Shepard	\$	\$	\$
16	South High	\$	\$	\$
17	Southeast	\$	\$	\$
18	Whetstone	\$	\$	\$
19	Whitehall	\$	\$	\$
20	Marion Franklin	\$	\$	\$
21	Barnett	\$	\$	\$
22	Linden	\$	\$	\$
23	Canal Winchester	\$	\$	\$
24	Warehouse	\$	\$	\$
Totals Implementation Costs				\$

Part II - Monthly Monitoring and As-Needed Costs

Monthly Monitoring Costs

ID	Location	Monthly Costs (per month)		
		Intrusion Monitoring (C)	Cellular Connection (D)	Total (C + D)
1	Driving Park	\$	\$	\$
2	Dublin	\$	\$	\$
3	Franklinton	\$	\$	\$
4	Gahanna	\$	\$	\$
5	Hilliard	\$	\$	\$
6	Hilltop	\$	\$	\$
7	Karl Road	\$	\$	\$
8	Main Library	\$	\$	\$
9	Martin Luther King	\$	\$	\$
10	New Albany	\$	\$	\$
11	Northern Lights	\$	\$	\$
12	Northside	\$	\$	\$
13	Parsons	\$	\$	\$
14	Reynoldsburg	\$	\$	\$
15	Shepard	\$	\$	\$
16	South High	\$	\$	\$
17	Southeast	\$	\$	\$
18	Whetstone	\$	\$	\$
19	Whitehall	\$	\$	\$
20	Marion Franklin	\$	\$	\$
21	Barnett	\$	\$	\$
22	Linden	\$	\$	\$
23	Canal Winchester	\$	\$	\$
24	Warehouse	\$	\$	\$
Total Monthly Monitoring Costs				\$
Monitoring Costs – 1 year agreement				\$
Monitoring Costs – 3 year agreement				\$

Non-Routine Costs:

Description	Cost
Hourly rate for contractor technician service call	\$

Notes: _____

- A. You may provide an attachment with additional pricing details if desired.
- B. Do not include pricing in the technical proposal.
- C. CML is a tax-exempt organization.
- D. The Library is not required to purchase any or all items, related services, and stated quantities. The Library reserves the right to negotiate final pricing with the top ranked firm during scope review.

Appendix C

CML RFP #25-020 Intrusion Monitoring Services Acknowledgment of Addenda

Project Description: Intrusion Monitoring Services

Instructions: The Proposer must complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation, which may have been issued by the CML before the Proposal Due Date and Time.

The respondent must complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation, which may have been issued by the CML before the Proposal Due Date and Time.

Part I: Check Box if Applicable: ☐

Listed below are the issue dates for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ____/____/____

Addendum # 2, dated: ____/____/____

Addendum # 3, dated: ____/____/____

Addendum # 4, dated: ____/____/____

Addendum # 5, dated: ____/____/____

Addendum # 6, dated: ____/____/____

Addendum # 7, dated: ____/____/____

Addendum # 8, dated: ____/____/____

Part II: Check Box if Applicable: ☐

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED BID.

NOTE: THE BIDDER MUST SIGN AND COMPLETE THIS FORM

Company Name: _____

Authorized Representative: _____

Name: _____

Signature: _____

Title: _____

Date: _____

Appendix D

CML #25-020 Intrusion Monitoring Services RFP SEBE Form

The CML “Supplier Small and Emerging Business (SEBE) Form” can be found as a separate link located under the link to this RFP on the CML website page “Doing Business With Us”: <https://www.columbuslibrary.org/doing-business/>

Appendix E

CML #25-020 Intrusion Monitoring Services RFP Evaluation Matrix

<u>Responsiveness Criteria</u>	<u>Criteria Weight</u>	<u>Score (0-5)</u>	<u>Extended Score</u>
Technical Evaluation (80%)			
Quality and comprehensiveness of the Proposers response (15%)	30		
Quality and comprehensiveness of the Proposer's work plan (30%)	60		
Review of the Proposers staffing plan and project team (15%)	30		
Review of experience on projects of similar size and scope (20%)	40		
Criteria Weight	800		
Weighted Technical Score			
Cost Evaluation (20%)			
Criteria Weight			
Weighted Cost Score			
Total Composite Score (Weighted Technical Score + Weighted Cost Score)			

Criteria Weight x Score = Extended Score

Members of the evaluation committee will apply the scoring formula outlined here:

Zero (0)	Unsatisfactory	Does not conform to requirements.
One (1)	Poor	Conforms to requirements in a limited manner.
Two (2)	Satisfactory	Generally meets requirements with limitations.
Three (3)	Good	Meets requirements as written.
Four (4)	Excellent	Meets and generally exceeds requirements as written.
Five (5)	Outstanding	Exceeds requirements in all aspects.