



## **Request for Proposal (RFP) for Security Camera Installation at Tecumseh District Library**

**Issue Date:** November 3, 2025

**Proposal Due Date:** December 8, 2025

**Contact Person:** Jordan Wright, Library Director

**Contact Email:** [jwright@tecumsehlibrary.org](mailto:jwright@tecumsehlibrary.org)

**Contact Phone Number:** 517-423-2238

### **I. Introduction**

Tecumseh District Library seeks proposals from qualified contractors to install a comprehensive security camera system. Contractors should provide cameras (including exterior-rated units), cloud-based footage storage, cabling, installation, and a live monitoring system with remote access capability.

### **II. Project Overview**

- Location: 215 N Ottawa Street, Tecumseh, MI 49286
- Scope of Work:
  - Conduct a site survey, install, and test cameras to ensure full coverage of all public areas, including the building exterior and parking lot.
  - Provide technical support, cloud storage, and real-time viewing with remote access.
  - Train library staff on basic system operation.

### **III. Requirements**

1. Camera System Specifications:
  - Minimum 24 frames per second, operating 24 hours/day.
  - Minimum 3 MP resolution, higher resolution may be required in select locations.
  - Minimum 30-day video cloud backup.
  - Weather-resistant and suitable for outdoor installation.
  - Ability to track occupancy trends.
  - System should include state-of-the-art search functions.

- Potential to integrate with access controls and intercoms.
  - 24/7 no-cost technical support.
  - Fully encrypted data (in transit and at rest).
  - Minimum 5-year warranty on all hardware
2. Installation:
- A pre-proposal, in-person site survey is required to ensure adequate coverage in all public areas (excluding areas restricted by law), both interior and exterior.
  - All cabling must be concealed from view.
  - Test all cameras and interfaces to ensure full functionality.
  - Minimize disruption to library operations.
3. Experience and Qualifications:
- At least 3 years of relevant experience.
  - Licensed and insured to perform work in the State of Michigan.
4. Budget:
- Provide a detailed cost breakdown, including equipment, labor, and permits.
  - Total project budget: \$50,000

#### **IV. Proposal Submission Requirements**

Proposals must include:

1. Company Overview (experience, qualifications, contact information).
2. Project Approach (detailed timeline and plan).
3. Technical Proposal (hardware/software details and recommendations).
4. Cost Proposal (cost breakdown and payment terms).
5. References (at least three recent projects).
6. Warranty and Service (warranty details).
7. Insurance and Licensing (proof of insurance and required certifications).

## **V. Evaluation Criteria**

Proposals will be evaluated based on:

- Compliance with specifications.
- Experience and qualifications.
- Proposed solution and approach.
- Cost-effectiveness.
- Warranty and service.
- References and past performance.

## **VI. Submission Instructions**

Submit proposals by 10:00 AM, December 8, 2025 to:

Tecumseh District Library  
215 North Ottawa Street  
Tecumseh, MI 49286  
Or email to: [jwright@tecumsehlibrary.org](mailto:jwright@tecumsehlibrary.org)

Late proposals will not be considered.

## **VII. Terms and Conditions**

- Tecumseh District Library reserves the right to reject any or all proposals.
- Proposals will be evaluated at the Tecumseh District Library Board of Trustees meeting at 5:30 PM on December 16, 2025.
- A formal contract will be awarded to the selected contractor.

Thank you for your interest in providing security camera installation services for Tecumseh District Library. We look forward to your proposal.

Sincerely,  
Jordan Wright  
Library Director  
Tecumseh District Library