



BASALT REGIONAL LIBRARY DISTRICT
SECURITY CAMERA RFP
ANSWERS TO WRITTEN QUESTIONS

1. What is the payment schedule if the proposal is accepted?

We can be flexible. We are comfortable paying a down payment of some percentage, and then monthly payments. We will withhold 5% of the total for a final payment after the job is done to the contract specifications

2. Access to the library, will our techs have access to the areas they need to be in regular business hours and if need be after hours?

Yes, we can give you a fob so that you'll have access to the library. We will need to know who is going to be in the building and when, but within reason, you can have some before/after hours access.

3. Noise levels during installation. Will the techs be constrained in the use of power tools such as hand drills or possibly hammer drills?

We prefer that the noisiest work is limited to hours when we are not open, and we can be a little flexible. We should agree on what noise level is appropriate before work begins.

4. Are you the point of contact for billing, access of the building, and if questions arise during installation?

Amy Shipley, Executive Director will be the point of contact, with Christy Baumgarten, IT Manager as back-up.

5. How soon after the proposal is accepted, does the installation start?

Please include a proposed project timeline in your proposal. We can be flexible within reason.

6. What is timeline after completion of the project for the authorized staff to be instructed in its use of the camera system?

Ideally within a week or so after completion, but include a proposed timeline in your proposal

7. When can I do a site walk of the library?

Contact Amy Shipley ashipley@basaltlibrary.org to schedule a walkthrough.