



## **THE INDIANAPOLIS PUBLIC LIBRARY**

# **REQUEST FOR QUALIFICATIONS FOR NETWORK SECURITY CAMERA CONSULTANT SERVICES FOR THE INDIANAPOLIS PUBLIC LIBRARY PROJECT**

**Issue Date:** June 2, 2025

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**Web Site:** [www.indypl.org](http://www.indypl.org)

### **I. INTRODUCTION**

The Indianapolis Public Library ("IndyPL") is issuing this Request for Qualifications ("RFQ") to solicit Statements of Qualifications ("SOQ") from qualified Vendors for Network Security Camera Consultant Services ("Services") for the Indianapolis Public Library ("Project"), the next branch in the Strategic Plan Implementation Project.

IndyPL intends to review the SOQs submitted by Vendors with the intent of entering into an Agreement ("Agreement") with a Vendor for the Project described in the RFQ. The Services required and the scope of the Project is described in the RFQ.

IndyPL is seeking a Vendor whose combination of experience, personnel, and processes will provide timely, cost-effective and exemplary professional Services to IndyPL for the Project. It is the intent of IndyPL to work with the selected Vendor for the Project to reach an agreed upon fixed-sum fee for the Project. Adjustments to the stipulated sum shall be computed in accordance with the agreed upon rate schedule if changes in the Services are authorized.

A complete and current description of the Strategic Plan can be found on the IndyPL website at [www.indypl.org](http://www.indypl.org).

For purposes of this RFQ, the term "Vendor" shall refer to those submitting a SOQ, and the term "Contractor" shall refer to the selected Vendor.

IndyPL is seeking Vendors whose proposed team has a combination of experience, personnel, and processes which will provide timely, cost-effective, and exemplary professional services to IndyPL for the Project.

Adjustments to the fixed fee shall be computed in accordance with the agreed upon rate schedule if changes in Services are authorized by IndyPL.

IndyPL is fully committed to supporting and encouraging economic growth and business opportunities in Indianapolis and Marion County by strengthening IndyPL's relationships with minority, women, veteran, and disability-owned business enterprises by providing and equal opportunity for participation in all IndyPL business.

In July 2020, the IndyPL Board of Trustees, with Resolution 28-2020, adopted these Minority/Women/Veteran/Disability-Owned Business Enterprise Utilization Goals:

- Minority-owned Business Enterprises (MBE) is fifteen percent (15%).
- Women-owned Business Enterprises (WBE) is eight percent (8%).
- Veteran-owned Business Enterprises (VBE) is three percent (3%).
- Disability-owned Business Enterprises (DOBE) is one percent (1%).

Attainment of these four (4) individual utilization goals will be based on the cumulative amount of work under the Contract. IndyPL understands there may be instances when the Vendor cannot meet the utilization goals in the preparation of their SOQ. In these instances, the Vendor is required to provide evidence of sufficient outreach and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs to meet these four (4) individual utilization goals.

To assist in evaluating the SOQs, Vendor shall complete Attachment D – MBE/WBE/VBE/DOBE Utilization Goals Plan for Construction/Goods/Supplies/Services which requires listing of all subcontractors/suppliers proposed to be used on the Project.

At the request of IndyPL and if a Vendor does not meet the stated minimum utilization goals; the Vendor shall complete Attachment E – Application for MBE/WBE/VBE/DOBE Program Waiver Form. IndyPL will review the submitted documentation to determine a score for the Vendor's outreach and good faith efforts.

Response Due Date - The responses are due at the date, time, and location identified in Section V. Schedule of Activities.

## II. ATTACHMENTS

**Attachment A** – E-Verify Affidavit.

**Attachment B** – Vendor Qualifications Sheet.

**Attachment C** – Scope of Project and required services.

**Attachment D** – MBE/WBE/VBE/DOBE Utilization Goals Plan for Construction/Goods/Supplies/Services.

**Attachment E** – Sample Application for MBE/WBE/VBE/DOBE Program Waiver.

**Attachment F** – Draft Agreement for Services

**Attachment G** – List of Facilities.

**Attachment H** – Floor Plans

## III. QUESTIONS AND CLARIFICATIONS

A. Questions – Any questions regarding this RFQ must be submitted no later than the date and time designated in **Section V**. Schedule of Activities via email to the Contact identified on the first page.

B. Oral Instructions - IndyPL shall not be responsible for any oral instructions given by any employee of IndyPL or their consultants concerning the instructions, scope of Services requested, or documents as described in this RFQ. Any change will be in the form of an addendum, which will be furnished to all Vendors who are known to have received the RFQ and will be posted on IndyPL's website.

C. Responses to Vendor Questions - A complete listing of all Vendor questions relating to this RFQ along with IndyPL responses will be provided to each Vendor via written addendum.

D. Pre-SOQ Conference – A Conference for interested Vendors will be held on the date, time, and at the location designated in **Section V**. Schedule of Activities. Notification of planned attendance is requested.

## IV. SCOPE OF SERVICES

The Vendor shall be responsible for all services described in the RFQ, including planning and design encompassing the most current trends in video camera technology and installation to support IndyPL security requirements. IndyPL does not have an IT consultant but does have a full IT department. The Vendor may decide to have an IT consultant on their team if it strengthens their SOQ.

IndyPL will provide the site survey, building layout, and internal IT Subject Matter Expert (SME) services to the Contractor for their use in providing the Services.

Services include providing camera Design Consultancy for the development of a state-of-the-art network surveillance system.

In addition to the Services described in **Attachments C and F**, the Contractor shall provide the following additional services for the Project:

- (1) Work with IndyPL on public engagement efforts, including organizing and leading at least three (2) but no more than four (4) open public forums.
- (2) Work with IndyPL on public engagement efforts, including identifying and reaching out to diverse, traditionally underserved, and underrepresented patrons.
- (3) Organize a patron survey.
- (4) Participate in an IndyPL organized contractor/subcontractor/material suppliers outreach meeting to promote the business opportunity to the security industry.

## V. SCHEDULE OF ACTIVITIES

The following table outlines the schedule of major activities for the RFQ, the Vendor selection processes, and the Project. IndyPL reserves the right to modify the schedule as necessary.

Activity	Date and Time
Issue the RFQ	<b>June 2, 2025</b>
Public Notices	June 6, 2025 and June 13, 2025
Virtual Pre-SOQ Conference	June 20, 2025, 11:00am – noon EST MS Teams Link: <a href="#">Join the meeting now</a>
Cutoff Date for E-mailed Questions from Vendors	July 3, 2025, 1:00 pm local time
IndyPL Distributes via E-mail Responses to Vendor Questions	July 11, 2025, 1:00 pm local time
SOQ Submission Deadline	July 25, 2025, 4:00 pm local time Library Services Center, Reception Desk 2450 North Meridian Street Indianapolis, IN 46208
IndyPL Evaluation Committee Meets to Review the Received SOQs	August 5, 2025
IndyPL Evaluation Committee Requests via E-mail Additional Information from and/or Schedules Discussions with Selected Vendors Reasonably Susceptible of Being Awarded the Contract – If Needed	August 11, 2025
IndyPL Evaluation Committee Receives via E-mail Requested Additional Information from Selected Vendors Reasonably Susceptible of Being Awarded a Contract – If Needed	August 18, 2025, 4:00 pm local time
Date Assigned for Individual 1-hour Discussions with Selected Vendors – If Needed	August 27, 2025, Afternoon Central Library, Knall Meeting Room 40 East St. Clair Street Indianapolis, IN 46204

IndyPL Evaluation Committee Makes Recommendations to IndyPL Board Facilities Committee at their Monthly Public Committee Meeting	September 16, 2025, 4:00 pm local time Library Services Center, Room 221 2450 North Meridian Street Indianapolis, IN 46208
IndyPL Board Facilities Committee Makes Recommendation to IndyPL Board at their Regular Monthly Public Meeting	September 30, 2025, 6:30 pm local time Central Library, Riley Meeting Room 40 East St. Clair Street Indianapolis, IN 46204
Issue Notification of Intent to Award Contract Letter	October 1, 2025
Execute Agreements - Target	October 10, 2025
Complete Schematic Design for New Camera and Network Integration	Fourth Quarter 2025
Complete Bidding Documents Phase - Target	First Quarter 2026
Begin Project	First Quarter 2026
Complete Project	Third Quarter 2026

## VI. QUALIFICATIONS, SOQ FORMAT, EVALUATION CRITERIA AND PROCESS

A. Vendor Qualifications –Vendor qualifications for this project are set forth below. The vendor shall provide evidence of the following for which the Vendor is submitting a SOQ:

1. Proven capabilities in the design of public library, commercial and /or large office building network security camera systems.
2. Demonstrated track record in overall client satisfaction.
3. Demonstrated track record in completing projects on time and on budget.
4. Appropriate resources to satisfy the requirements of the Project.
5. Certified as a security camera consultant or systems integrator/designer/engineer within the State of Indiana, with preferably a combination of the following commercial certifications:  
Certified Video Systems Specialist (CVSS)  
Certified Video Technician (CVT)  
Certified Security Systems Integrator (CSSI)  
Certified Systems Integrator (CSI)
6. Registered with the Indiana Secretary of State to do business in Indiana.

SOQs will be evaluated based on the Vendors' responses to the RFQ. Evaluations will focus on the relative strengths, weaknesses, deficiencies, and risks associated with and as presented in the SOQ. IndyPL reserves the right to select a responsive and responsible Vendor that is most advantageous to IndyPL. All Vendors who submit SOQs will be notified of the selection results. Contract award to the selected firm is subject to the approval and action by the IndyPL Board of Trustees.

B. Point of Contact – All communications between the Vendor and IndyPL shall be conducted through the IndyPL single Point of Contact. IndyPL may, by written notice to Vendor, terminate consideration of a Vendor's SOQ immediately if it is found the Vendor or a representative of the Vendor had direct communications with any director, officer or employee of IndyPL with a view toward securing the contract award, amending the RFQ, or making any determinations with respect to the Vendor's SOQ.

C. Required Copies of the SOQs - One (1) print bound original, five (5) print bound copies, and one (1) electronic PDF copy on a thumb drive of the SOQ shall be sealed in a package showing the Vendor name, IndyPL Point of Contact name, and the Project for which the SOQ is being submitted.

D. Deadline - SOQs must be received no later than Submission Deadline designated in **Section V.** Schedule of Activities. No late submissions will be accepted.

E. Opening – SOQs will not be opened publicly.

F. Additional Information - IndyPL reserves the right to obtain clarification or additional information from any Vendor regarding its SOQ. Discussions with Vendors are anticipated but not required and will be scheduled by the Evaluation Committee with Vendors reasonably susceptible of being awarded a contract.

G. Confidential Information and Public Records - Vendors are advised materials contained in the SOQs are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.* ("IPRA"), to which IndyPL must abide. After the contract award, the entire SOQ less any agreed upon confidential material, may be viewed and copied by any member of the public, including news agencies and competitors. Vendors claiming a statutory exception to the IPRA must:

- (1) Place all documents they consider confidential (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" with the Vendor Name, IndyPL Point of Contact Name, and the SOQ Title.
- (2) Provide a transmittal letter listing the included confidential material items.
- (3) Indicate in the transmittal letter by citing which statutory exception provision applies to each listed confidential material item.

IndyPL reserves the right to make determinations of confidentiality upon consultation with legal counsel. If IndyPL does not agree with the claim that the information designated is confidential under one of the cited disclosure exceptions to the IPRA, it may either discuss its interpretation of the allowable exceptions with the Vendor or reject the SOQ. If agreement can be reached on the nature of the requested confidential materials, the SOQ will be considered. If agreement cannot be reached, IndyPL will remove the SOQ from consideration for award and return the entire "Confidential" package to the Vendor. The rest of the SOQ and other supporting documentation will not be returned to Vendor and remain part of the RFQ file. IndyPL and the IPRA does not consider prices, fees, or wage rates to be confidential information as the information will be included in any agreement resulting from the RFQ. Neither party shall be liable for disclosures required by law.

H. Required Statement of Qualifications Format – The SOQ package should consist of information responsive to the RFQ, responses to the specific inquiries in **Section VI.A., Section VI.H., and Attachment B.** The information contained in the SOQs shall not exceed forty (40) double-sided pages. Covers and tab sheets are not included in the page count total. To facilitate comparison and review of the SOQs each Vendor shall use section numbers and titles consistent with the format outlined below:

(1) Introduction and Cover Letter – This section shall include the following:

- A. Vendor name, address, telephone, and e-mail address.
- B. Contact person for the Vendor's response.
- C. Signature of contact person. This signature shall serve as verification the Vendor is a legal entity, the Vendor does not discriminate, the contact person is authorized

to act on the Vendor's behalf, and the SOQ shall remain valid for at least ninety (90) days unless otherwise extended by the Vendor and IndyPL.

- D. Any exceptions to the terms and conditions included in the draft Agreement included at **Attachment F**.

(2) Vendor Qualifications Sheet included as **Attachment B**.

(3) E-Verify Affidavit included as **Attachment A**.

- (4) Company Profile – This section shall include information describing the company that would enter into an agreement with IndyPL, including origin, background, size, type of business organization, company headquarters, and name and title of the person authorized to enter into an agreement. This section should also include a description of any partners or consultants which would be working with the Vendor on the Project, and if any partners, consultants, or members of Vendors team has been certified as a Minority, Women, Veteran, or Disabled Owned Business.

Discuss the methods, approach and controls to be used on the Project in order to complete it in an effective, timely, economical and professional manner. Team member information and a description of Project methods, approach and controls should include the following:

- A. Provide a list of the key team members, including any consultants to be assigned specifically to the Project:
- Identify the Principal in Charge who will be assigned to the Project;
  - Identify the Security Consultant who will be empowered to make decisions for and act on behalf of the Vendor firm;
  - Identify the Design Consultant who will be assigned to the Project;
  - Identify any other specialists who will be assigned to the Project.
- B. Provide detailed background information for each key member of the team identified above including:
- Job classification/title;
  - Roles and Responsibilities for the Project;
  - Professional registrations and certifications listing applicable state(s);
  - Years of service with Vendor firm or as a team member;
  - Role in past projects of similar nature; and
  - Present and anticipated workload for the proposed schedule of the Project and forecasted ability to handle additional projects.
- C. Describe the procedures, processes, equipment, and capabilities in providing Services for this type of Project:
- Project management;
  - Project planning;
  - Meeting schedules and budgets;
  - Quality control;
  - Backup and support personnel, specialty experts, and other available resources and their locations;
  - Other Vendor services that can be made available for the Project;
  - Access to specialized services and equipment.
- D. If the submittal is from a team, note if the team members have worked together before. Discuss successful collaborations, the responsibility of each team member, and the project outcome.

- (5) Public Library or Similar Facility Design Experience and Qualifications – This section shall include a list of at least three (3) examples completed in the past five (5) years of past public library or similar facility design work performed by the Vendor on projects of similar nature which would typify the qualifications of the Vendor. Provide a brief description of the work performed on each project, with specific information on the Vendor's experience in current public library service trends and practices. Provide a list of all public library projects completed by the Vendor, and a list of all awards received in recognition of public library or similar facility design excellence. List all professional security design consultant certifications.
- (6) Vendor References – This section shall include lists (3) clients, client contact persons, and telephone numbers where past work performed by the Vendor which would typify the qualifications of the Vendor.
- (7) Conflicts of Interest, Claims and Litigation – State any conflicts of interest Vendor or any key team member may have with IndyPL or the Project. Vendor shall also describe any claims relative to work the Vendor has performed under any other contract within the past three (3) years and describe any litigation to which the Vendor is or has been a party. IndyPL reserves the right to request additional information to explain any of the above disclosed situations.
- (8) Financial Documentation – This section shall include financial statements or other suitable documentation covering the past three (3) years, demonstrating the Vendor possesses adequate reserves and credit capacity to perform the Services required by the RFQ. Provide documentation on the Vendor's ability to meet the insurance requirements established in the RFQ. The required financial documentation does not count against the maximum page count and can be treated as a confidential document under separate cover.
- (9) Range of Fees – This section shall state the basis for determining the range of fees required for the Services.
- (10) Additional Information - Vendors may include any other information within the maximum page limit that they feel may aid their SOQ. By way of example only, Vendor may wish to identify special needs or challenges it believes may be associated with performing the Services, and special skills or resources possessed by Vendor that makes it uniquely qualified to meet the challenges and/or needs of the Project.



## VII. EVALUATION CRITERIA

IndyPL will evaluate the SOQs based on the criteria listed below in no particular order of importance. IndyPL will not award the contract based solely on the lowest cost range of fees described in the SOQ:

- (1) Expertise in the planning and design of network security camera systems in public libraries or similar facilities.
- (2) Satisfaction level of current and former customers of Vendor.
- (3) Experience in completing projects on time and on budget.
- (4) Adequacy of the resources and financial stability of the Vendor.
- (5) Basis for determining the range of fees.
- (6) Other criteria deemed relevant by IndyPL.

## VIII. AWARD

The successful Vendor must be ready to proceed with Services immediately upon receipt of the Notification of Intent to Award Contract letter.

## IX. GENERAL TERMS AND CONDITIONS GOVERNING THE RFQ

A. Vendor Rights - All materials submitted in response to this RFQ becomes the property of IndyPL upon delivery and shall be appended to any formal documentation which would further define or expand a contractual relationship between IndyPL and Vendor. Each Vendor, as an express condition for consideration of such Vendor's SOQ, agrees that the contents of every other SOQ are proprietary and may contain trade secret information in all technical areas. No SOQs or supporting documentation will be returned to Vendor.

B. Reservation of Rights - The issuance of the RFQ does not commit IndyPL to award an Agreement, to pay any costs incurred in the preparation of a SOQ, or to otherwise contract for any Services. IndyPL reserves the right to award an Agreement for only part of the Services specified in this RFQ, to use additional Vendors, to negotiate different terms and conditions with any Vendor after opening all of the SOQs, or to cancel in part or in its entirety this RFQ, if it is in the best interest of IndyPL to do so. IndyPL will evaluate the SOQs based upon the effectiveness of the perceived performance as established in the evaluation criteria and as it relates to IndyPL's specific requirements. The lowest proposed service fee stated in a SOQ shall not necessarily be selected. IndyPL specifically reserves the right to reject any or all SOQs received or any part thereof; or to waive any defects, irregularities, or informalities in a SOQ when it is determined by IndyPL to be in IndyPL's best interest.

C. Late SOQs Not Considered - SOQs received after the stipulated SOQ Submission Deadline will not be considered.

D. Ambiguity, Inconsistency, or Error in the RFQ - Any Vendor believing that there is any ambiguity, inconsistency, or error in the RFQ shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to notify IndyPL by the SOQ Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency, or error.

E. Vendor Inconsistencies, Errors, or Omissions - IndyPL is not responsible for any Vendor's inconsistencies, errors, or omissions.

F. Addenda – IndyPL shall not be responsible for any oral instructions given by any employee or consultant of IndyPL in regard to the RFQ instructions, technical information, existing conditions, or other documents as described in this RFQ. Any changes will be in the form of a written addendum, which will be furnished to all Vendors who have received the RFQ.

G. Modification or Withdrawal of SOQ - A SOQ may not be modified, withdrawn or cancelled by a Vendor for sixty (60) days following the SOQ Submission Deadline, and each Vendor so agrees in submitting its SOQ. SOQs may be withdrawn, altered, and/or resubmitted at any time prior to the SOQ Submission Deadline. Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor or may be submitted by facsimile. If by facsimile, written confirmation over the signature of the Vendor must have been mailed and postmarked on or before the SOQ Submission Deadline. Withdrawn SOQs may be resubmitted up to the SOQ Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

H. Rejection of Responses; Protest by Vendor - IndyPL reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in IndyPL's best interest. Any Vendor objecting to the rejection of a SOQ, or portion thereof, or to the award of an Agreement resulting from the RFQ, shall lodge that protest, in writing, with IndyPL no later than 5:00 PM local time of the fifth (5th) calendar day, following release of IndyPL's Notification of Intent to Award Contract letter.

I. Warranties - Each Vendor submitting a SOQ in response to this RFQ warrants and guarantees that the Vendor is fully capable of performing each and every task set forth in the SOQ unless specific exceptions thereto are made in Vendor's SOQ Submission.

J. Exceptions - It is the intent of IndyPL to award the Agreement on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material conditions or requirement of the RFQ as an attempt by the Vendor to vary the terms of the RFQ, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this RFQ, unless the exception would be of material benefit to IndyPL.

K. IndyPL Right to Disqualify for Conflict of Interest – IndyPL reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the SOQ submitted or any other data available to IndyPL. The right of disqualification is at the sole discretion of IndyPL. Any Vendor submitting a SOQ waives any right to object at any future time, before any body or agency, including but not limited to, IndyPL or any court, to IndyPL's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.

L. Vendor Certification - By submission of a SOQ, each Vendor certifies that it has not paid or agreed to pay any fee or commission or any other item of value contingent on the award of an Agreement to any employee, official, or current contracted consultant of IndyPL.

M. Covenant Against Contingent Fees - Vendor warrants that no person or selling agent has been employed or retained to solicit or secure an Agreement with IndyPL upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. Breach or violation of this warranty are grounds for terminating consideration of a Vendor SOQ and for terminating any Agreement resulting from the SOQ submission.

N. Gratuities – IndyPL may immediately terminate consideration of Vendor SOQ or the right of the Vendor to proceed under an Agreement resulting from this RFQ if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by Vendor, or any agency or representative of Vendor, to any officer or employee of IndyPL with a view toward securing or amending, or the making of any determinations with respect to the performance of such Agreement; provided that the existence of facts upon which IndyPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, IndyPL shall be entitled to pursue the same remedies against the Vendor as IndyPL could pursue in the event of default by the Vendor.

O. Diversity and Inclusion in Employment.

- (1) IndyPL is committed to providing an equal opportunity for participation of Minority, Women, Disabled, or Veteran Owned Business Enterprise ("XBE") entities in all IndyPL business.
- (2) IndyPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community composition.
- (3) It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, should indicate the appropriate certification, with a copy of such certification(s) included in its SOQ.
- (4) Any Contractor in performing services under an Agreement resulting from this RFQ shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age, disability, or veteran status, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status.

P. News Releases - News releases or other public announcements pertaining to the award of the Agreement for the Services requested shall not be made without prior approval of IndyPL.

Q. Investments - By submission of an SOQ, the Vendor certifies that the Vendor is not engaged in any investment activities in Iran pursuant to Indiana Code § 5-22-16.5-8.

R. Out of State Vendors. It shall be a condition to the Agreement that any out-of-state Vendor that may be selected as Contractor shall be duly registered and qualified to do business within the State of Indiana.

**X. TERMS AND CONDITIONS GOVERNING THE AGREEMENT**

A Vendor that may be selected as Contractor will enter into an Agreement with IndyPL and must agree to a number of general contract terms and conditions. If a Vendor cannot agree to any of the below-stated general terms and conditions, its SOQ must clearly state any exceptions to and the reason for any such non-compliance.

A. Agreement Period – The Agreement shall be for a period required for the Project.

B. Form of Agreement - The submission of SOQs herein constitutes the consent of the Vendor that the Agreement to be drawn as a result of an award herein will be prepared by

IndyPL's attorney and shall be the controlling document. A draft of the proposed Agreement is included as **Attachment F**. In the event Vendor has any questions or comments pertaining to the terms of the Agreement, Vendor shall note such questions or comments no later than the cutoff date for questions. The terms and conditions of the Agreement will not be revised and/or negotiated after issuance of the Notification of Intent to Award Contract letters.

C. Compliance with Laws – In performing the Services, the Contractor, Consultants, and Subcontractors, if any, shall comply with, abide by and observe all applicable laws, ordinances, rules, regulations, and codes of federal, state and local governments.

D. Audit of Contract Records - The Contractor must keep all resulting contract and Project records separate and make them available for audit by IndyPL personnel or Indiana State Board of Accounts personnel upon request for a period of three (3) years after final completion of the Project.

E. Standard/Licensure Requirements - The Contractor shall provide, upon request, documentation to IndyPL evidencing all necessary licenses to practice its business prior to the awarding of the contract.

F. Prime Contractor Responsibility - Planned use of Subcontractors in connection with the Agreement should be clearly explained and described in the SOQ. The Contractor as prime contractor will be responsible, and must take responsibility, for the performance under the entire Agreement whether or not Subcontractors are used.

G. Independent Contractor - It is expressly understood and agreed that the Contractor is an independent contractor and not an employee of IndyPL. Any resulting Agreement will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly stated in the Agreement. Nothing in the Agreement shall create any contractual or other relationship between IndyPL and any Subcontractor having a contract with Contractor, nor shall it create any obligation on the part of IndyPL to pay or to see to payment of any monies due to any Subcontractor from Contractor. Contractor represents and warrants that no persons supplied by it in the performance of the Agreement are employees of IndyPL and further agrees that no rights of IndyPL's civil service, retirement or personnel rules accrue to such persons. The Contractor shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning all employees and personnel provided by Contractor in the performance of the Agreement and shall save and hold IndyPL harmless with respect thereto.

H. Method of Payment – The Contractor will be paid in accordance with payment procedures as stipulated in the Agreement, including participating in IndyPL's electronic fund transfer ("EFT") invoice payment program. Reports and invoices submitted must contain the purchase order number under which the Agreement is awarded. Contractor shall submit invoices/reports to the addressee designated in the Agreement. Contractor shall submit invoices for each payment requested including a detailed breakdown of all charges. All invoices will be paid promptly by IndyPL unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. Contractor shall provide complete cooperation during any such investigation.

I. Continuation During Disputes - The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the Agreement to be

entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.

J. Suspension of Work/Termination or Suspension - IndyPL reserves the exclusive right to terminate or suspend all or any portion of the Services for which Contractor is contracted in accordance with the suspension and termination provisions of the Agreement.

K. Indemnification – Contractor shall indemnify, hold harmless and defend IndyPL and its trustees, directors, officers, agents, representatives, employees, other contractors, and licensees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, errors, omissions, conduct, or operations of Contractor, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any act, whether active or passive, error, omission, conduct, or operation of Contractor, or any subcontractor, or anyone else directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in the Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations. The indemnification obligations shall not be limited by reason of the enumeration of any insurance coverage required under the Agreement and shall survive the termination of the agreement.

L. Contractor Required Insurance Coverage - The Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of the Agreement, which policies shall protect against any loss or claim arising from or relating to the Agreement, Contractor's Services and activities, or presence at IndyPL facilities, and any act or omission of Contractor or its employees and/or agents or Subcontractors in connection with the Services provided under the Agreement:

- (1) Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage, One Million Dollars (\$1,000,000) per occurrence for products and completed operations liability, One Million Dollars (\$1,000,000) fire damage, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's activities at the Facilities. Any deductible shall be at Contractor's expense.
- (2) Errors and Omissions/Professional Liability Insurance with limits of not less than Five Million Dollars (\$5,000,000) combined single limit for all acts and omissions related to the responsibilities contained in the Agreement. The policy shall be written on an occurrence basis.
- (3) Workers' Compensation and Employer's Liability insurance, affording coverage in excess of the applicable state laws covering all of Contractor's employees in amounts not less than One Million Dollars (\$1,000,000) per injury, One Million Dollars (\$1,000,000) per injury by disease and One Million Dollars (\$1,000,000) disease aggregate.
- (4) Property Insurance coverage for all tools, materials, equipment, and other items owned, borrowed, or leased by Contractor shall be Contractor's responsibility. IndyPL shall not be responsible for such tools, materials, equipment, and other items owned, borrowed, or leased by Contractor.
- (5) Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000) combined single limit.
- (6) Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages

prescribed above in Subsections L. (1), (3), and (5) above, which such policy shall be written on an occurrence basis.

- (7) All insurance policies addressed in Subsections L. (1), (5), and (6) above shall be endorsed to name the following as additional insured's:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, volunteers, representatives, agents, contractors, licensees, and successors.

- (8) All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide; and (4) shall provide for no less than thirty (30) days advance written notice to IndyPL prior to cancellation, non-renewal or material modification.
- (9) The Contractor shall deliver to IndyPL, prior to commencement of Services under the Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to IndyPL by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate the Agreement immediately and/or deny Contractor access to IndyPL facilities.
- (10) These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.
- (11) The Contractor's subcontractors and consultants (Associate Architect or Interior Designer, etc.) shall carry the same insurance coverage as the Contractor.

M. E-Verify Program - The Contractor must affirm under penalties of perjury that the Contractor does not knowingly employ an unauthorized alien.

- (1) The Contractor must enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in Indiana Code 22-5-1.7-3. The Contractor is not required to verify the work eligibility status of all newly hired employees of Contractor through the E-Verify program if the E-Verify program no longer exists. Additionally, the Contractor is not required to participate if Contractor is self-employed and does not employ any employees.
- (2) The Contractor shall not knowingly employ or contract with an unauthorized alien, as that term is defined in 8 U.S.C. § 1324a(h)(3), and shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien.
- (3) The Contractor shall require its subcontractors, who perform work under this contract, to certify to Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.
- (4) IndyPL may terminate the Agreement if the Contractor is in breach of these obligations. As a condition to entering into a services agreement, the Contractor must execute the E-Verify Affidavit, which shall be an exhibit to the services agreement. Such affidavit shall be in the form included with this RFQ as **Attachment A**.

N. Miscellaneous Requirements and Conditions - Contractor acknowledges and agrees to the following additional general contract requirements and conditions:

- (1) The Contractor shall provide trained and experienced employees for performance of the Services and shall take reasonable precautions to assure that such employees are reliable and of good character.
- (2) The Contractor shall provide supervision for all personnel when Services are being provided. The Contractor's supervisory and management staff shall be available to meet with IndyPL staff to coordinate changes in schedules.
- (3) If a Subcontractor fails to perform in a reasonable manner, IndyPL may require Contractor to terminate the Subcontractor. Any increased cost or expense incurred by reason of any such termination shall be borne by the Contractor.
- (4) If any work is omitted or found to be unacceptable by IndyPL in the performance of the Services, the Contractor will be advised of such omission or unacceptable work and shall make prompt corrections.
- (5) At IndyPL's request, the Contractor shall promptly remove from providing Services to IndyPL any employee of Contractor, Consultant, or Subcontractor who, in IndyPL's sole opinion, is unqualified or unsuitable to provide the required Services, or who has been negligent, wasteful, dishonest, or otherwise unsatisfactory in performing his or her duties.
- (6) The Contractor shall indemnify and hold IndyPL harmless from any claims for damages, loss, or expense arising from IndyPL's request that an employee or Subcontractor of the Contractor be removed from providing Services to IndyPL.
- (7) Contractor shall furnish all supplies, materials and equipment necessary for the performance of the Services.

**Attachment A**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**E-Verify Affidavit**

**Required by Indiana Code 22-5-1.7-11**

1. Contractor affirms that Contractor does not knowingly employ an unauthorized alien.
2. Contractor affirms under the penalties of perjury that it has enrolled and is participating in the E-Verify program. Contractor is not required to participate should the E-Verify program cease to exist.
3. Contractor agrees to provide documentation upon request demonstrating that Contractor has enrolled and is participating in the E-Verify program.
4. IndyPL may terminate the Agreement for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified.

I affirm, under the penalties for perjury, that the foregoing representations are true.

**FOR REFERENCE ONLY**

\_\_\_\_\_  
Contractor Representative Signature

**FOR REFERENCE ONLY**

\_\_\_\_\_  
Date

**FOR REFERENCE ONLY**

\_\_\_\_\_  
Company Name (print)

*(Important – Notary Signature and Seal Required in the Space Below)*

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_



**Attachment B**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Vendor Qualifications Sheet**

**VENDOR:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ FAX \_\_\_\_\_  
Email address: \_\_\_\_\_

**Checklist of Submitted Materials in the SOQ:**

(1) Introduction and Cover Letter with Signature of Vendor Contact Person. \_\_\_\_\_

Any exceptions to the terms and conditions included in the draft Agreement. \_\_\_\_\_

(2) Vendor Qualifications Sheet with Signature of Vendor Contact Person. \_\_\_\_\_

(3) Company Profile: \_\_\_\_\_

Resumes of Potential Key Team Members and Partner. \_\_\_\_\_

Documentation the Vendor is registered with the Office of the Secretary of State. \_\_\_\_\_

Documentation of Current Professional Consultant's Certification. \_\_\_\_\_

(4) Company Experience and Qualifications with References (Client, Contact Person, Phone):

Project 1. \_\_\_\_\_

Project 2. \_\_\_\_\_

Project 3. \_\_\_\_\_

Project 4. \_\_\_\_\_

Project 5. \_\_\_\_\_

(5) Key Team Member Experience and Qualifications:

Name of Senior Consultant. \_\_\_\_\_

Name of Video Systems Specialist. \_\_\_\_\_

Name of Systems Integrator. \_\_\_\_\_

Name of Design Engineer. \_\_\_\_\_

**Attachment B**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Vendor Qualifications Sheet (Continued)**

**VENDOR:** \_\_\_\_\_

Name of Other Specialists. \_\_\_\_\_

(6) SOQ Fees:

Statement on the basis for the range of fees required. \_\_\_\_\_

Proposed Rates:

Project Manager Regular Hourly Rate: \$ \_\_\_\_\_

Consultant Regular Hourly Rate: \$ \_\_\_\_\_

One-person Crew Regular Hourly Rate: \$ \_\_\_\_\_

Two-person Crew Regular Hourly Rate: \$ \_\_\_\_\_

Materials Mark-up: % \_\_\_\_\_

Trip Charge: \$ \_\_\_\_\_ Per Trip.

Mileage: \$ \_\_\_\_\_ Per Mile.

Other Significant Expenses Associated with the Services: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

(7) Conflicts of Interest, Claims, and Litigation:

Statement on any conflicts, claims, or litigation relative to the Services. \_\_\_\_\_

(8) Financial Documentation:

Financial Statements Covering the Past Three Years. \_\_\_\_\_

Documentation of Insurance. \_\_\_\_\_

**Attachment B**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Vendor Qualifications Sheet (Continued)**

**VENDOR:** \_\_\_\_\_

**Vendor Certification:**

The undersigned acknowledges that I/we have received and thoroughly reviewed the Request for Qualifications (RFQ) dated June 2, 2025.

**Acknowledgement of Receipt of Addenda:**

I/We have received and reviewed the Addenda listed below, if any, and have included the provisions thereof in the response to the RFQ.

Addenda Received: \_\_\_\_\_

The undersigned, on behalf of the Vendor, states that Vendor has not, nor has any other member, representative, employee or agent of the Vendor, entered into any combination, collusion or agreement with any person relative to the hourly and material billing rate schedule included in the SOQ, to prevent any person from submitting a SOQ, or to induce anyone to refrain from submitting a SOQ.

The undersigned further states that the SOQ is made without any agreement, understanding, or in combination with any other person referring to such RFQ unless specifically noted and described as a partnership in the SOQ.

The undersigned further states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of submitting such SOQ.

By (Written Signature): \_\_\_\_\_

By (Printed Name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment C**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Scope of Project and Required Services**

- 1) Services required for all IndyPL locations which include (25) facilities with approximately 950,000 sq. ft. total.
- 2) IndyPL expects the following within this design consultancy project as listed in 3 through 10 below.
- 3) Expert knowledge and industry trends within the design of surveillance network systems supporting this building design and square footage.
- 4) Software integration as well as support with current system design.
- 5) This includes best systems for both customer service and software technical support.
- 6) Provide consultation on lease vs buy systems, in order to facilitate increased band width as additional cameras may be added.
- 7) Provide consultation on pre-configured vs in-house custom design systems, along with possible wireless (hybrid) options tied into a central network.
- 8) Technical support options to include (lifetime) on all products including both hardware and software.
- 9) Provide consultation regarding software options for facial recognition and redaction capabilities, coupled with AI Integration at critical ingress/egress locations.
- 10) Provide consultation on current trends in cloud model adoption. The pro/cons of cloud-based storage in terms of scalability and cost effectiveness.

**Attachment D**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**MBE/WBE/VBE/DOBE Business Utilization Program Summary**

The Indianapolis Public Library is committed to maximizing subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBEs. The MBE/WBE/VBE/DOBE Business Utilization Program applies to IndyPL contracts of at least \$50,000.00.

There are two components of the MBE/WBE/VBE/DOBE Business Utilization Program:

1. MBE/WBE/VBE/DOBE Utilization Goals -This component requires vendors to make subcontracting opportunities available to minority, women, veteran, and disability-owned businesses certified by the City of Indianapolis' MBE/WBE/VBE/DOBE program at the minimum percentages stated in the RFQ. To count towards the MBE/WBE/VBE/DOBE utilization goals, the MBE/WBE/VBE/DOBE must be certified in the category code(s) that will be used on the services contract. A list of City-certified MBE/WBE/VBE/DOBEs is available on the City's website at [www.indy.gov/activity/find-omwbd-contractor](http://www.indy.gov/activity/find-omwbd-contractor) and from the Office of Minority & Women Business Development.
2. Outreach/Good Faith Efforts - The MBE/WBE/VBE/DOBE Outreach/Good Faith Efforts component requires vendors who do not meet the stated utilization goals to provide evidence of outreach efforts and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs.

To be eligible for an award of contract, IndyPL will first determine whether a vendor meets the percentages of MBE/WBE/VBE/DOBE subcontractor utilizations stated in the RFQ Documents. If a vendor does not meet the minimum percentages, a request for program waiver must be submitted upon request by IndyPL, using the attached Application for MBE/WBE/VBE/DOBE Program Waiver Form. IndyPL will review the submitted documentation to determine a score for the vendor's outreach/good faith efforts.

**Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items must be completed, signed, and submitted by the vendor.** Failure to complete these forms with all the pertinent requested information may cause a SOQ to be determined as non- responsive.

1. With the SOQ: MBE/WBE/VBE/DOBE Participation Goals Plan for Construction/Goods/Supplies/Services.
2. Post-SOQ Information: Application For MBE/WBE/VBE/DOBE Program Waiver.

**Attachment E**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Sample Application for MBE/WBE/VBE/DOBE Program Waiver**

Pursuant to the IndyPL Request, this Application for a (check each of the following which apply)  
 MBE ☐ WBE ☐ VBE ☐ DOBE ☐ Program Waiver is hereby submitted for the Project by the Vendor.

Submittal Due Date: \_\_\_\_\_

Project: \_\_\_\_\_

Vendor: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Vendor E-mail Address: \_\_\_\_\_

In attempting to meet the Project Goals the Vendor made the following good faith efforts for the purpose of fulfilling those Goals (check all that apply). The minimum score required to establish a "good faith" effort is seventy (70) points.

Item	Description	Weighting	Score
1	Vendor attended all pre-bid or pre-solicitation meetings held to inform MBEs/WBEs/VBEs/DOBEs of contracting opportunities.	10	
2	Vendor placed advertisements in search of prospective MBEs/WBEs/VBE and DOBEs for the contract. Provide all such advertisements, including e-mail "send-to" section, if used.	10	
3	Vendor provided written notifications to MBEs/WBEs/VBEs/DOBEs notifying them of contracting opportunities in sufficient time to allow them to participate and to minority business assistance agencies for the purpose of locating prospective MBEs/WBEs/VBEs/DOBEs for the contract. Bidder's written notification to the Office of the Mayor's Business Development Program for assistance in locating MBEs/WBEs/VBEs/DOBEs must also be documented. Provide all such documents.	20	
4	Vendor made the following efforts to select portions of the work to be performed by MBE/WBE/VBEs/DOBEs in order to increase the likelihood of achieving the stated goals, including the division of contracts into economically feasible units/parcels to facilitate participation:	10	
5	Vendor contacted and/or negotiated with MBEs/WBEs/VBEs/DOBEs for specific sub-bids and/or partnerships. Please include a description of the information provided to MBE/WBE/VBEs/DOBEs regarding the plans and specifications for portions of the work to be performed and a statement of why prospective agreements with MBE/WBE/VBEs/DOBEs were not reached. Provide detailed documentation of such contacts/ negotiations.	15	
6	If Vendor rejected any MBE/WBE/VBE/DOBE firm(s) as unqualified, submit the reason(s) for this conclusion.	10	
7	Vendor provided technical assistance to MBEs/WBEs/VBEs/DOBEs in an effort to obtain MBE/WBE/VBE/DOBE utilization such as assistance obtaining bonding, insurance, or line of credit for the project. Provide detailed documentation of such assistance.	15	

**Attachment E**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Sample Application for MBE/WBE/VBE/DOBE Program Waiver**  
**(Continued)**

8	Vendor provided technical assistance to MBEs/WBEs/VBEs/DOBEs in an effort to obtain MBE/WBE/VBE/DOBE utilization such as assistance obtaining bonding, insurance, or line of credit for the project. Provide detailed documentation of such assistance.	15	
9	Vendor provided interested MBE/WBE/VBE/DOBE certified to perform the solicited work with prompt access to the plans, specifications, scope of work and requirements of the contract.	10	
11	Vendor completed a follow-up to initial solicitations. Provide copy of all e-mails and call logs.	10	
11	There is a project joint venture agreement for this contract with a certified MBE/WBE/VBE/DOBE business. MBE/WBE/VBE/DOBE minimum participation shall be 30% or greater (or as designated by Owner).	15	
12	There is a Mentor-Protégé Agreement with an MBE/WBE/VBE/DOBE business for this contract. If so, MBE/WBE/VBE/DOBE minimum participation shall be 30% or greater (or as designated by Owner).	10	
<b>Total:</b>		135	

**Per the Schedule and request by IndyPL, Vendor shall provide a completed Waiver Application.**

Vendor certifies all information contained herein and attached hereto is true and accurate and the Vendor made all good faith efforts for the purpose of fulfilling the contract goals. Failure to sign this form will result in the bid/quote/proposal being determined non-responsive.

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**For IndyPL Use Only.**

\_\_\_\_\_ Contract offers no opportunity to utilize subcontractors/suppliers.

\_\_\_\_\_ No MBE/WBE/VBE/DOBEs are certified in the category codes for which there are subcontractor/supplier opportunities.

This Application for Program Waivers is:

\_\_\_\_\_ Not Approved.

\_\_\_\_\_ Approved.

\_\_\_\_\_ Approved subject to the following conditions/restrictions: \_\_\_\_\_

IndyPL's Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**

THIS AGREEMENT FOR SECURITY CAMERA CONSULTANT SERVICES ("Agreement") is entered into and made effective as of the \_\_ day of \_\_\_\_\_, 20\_\_, by and between the Indianapolis Marion County Public Library ("IndyPL") and \_\_\_\_\_ ("Contractor"). IndyPL and Contractor, in consideration of the mutual covenants, agreements and representations set forth below, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, hereby agree as follows:

**ARTICLE 1: ENGAGEMENT**

1.1 Engagement of Contractor. Subject to the terms and conditions of this Agreement, IndyPL engages Contractor to provide Security Camera Consultant Services specified in Article 2 for the IndyPL facilities as identified in the RFQ located throughout Marion County, Indiana ("Facilities"). The Contractor hereby accepts this engagement by IndyPL upon the terms and conditions provided in this Agreement.

1.2 Incorporation of Contract Documents. This Agreement incorporates the following additional contract documents, and except as this Agreement or the Contract Documents may be modified or amended in writing by mutual agreement of the parties, this Agreement and the attached Contract Documents constitute the entire agreement of the parties and supersede any prior agreements between the parties:

(A) Request for Qualifications for Security Camera Consultant Services issued by IndyPL on \_\_\_\_\_, 20\_\_ ("RFQ") (Attachment C); and

(B) Contractor Response to RFQ dated \_\_\_\_\_, 20\_\_, ("Qualifications") (Attachment B).

In the event of a conflict between the terms and conditions of this Agreement and the terms and conditions of the Contract Documents, the terms and conditions of this Agreement shall supersede, govern and control.

**ARTICLE 2: REQUIRED SERVICES**

(Reference RFQ for services. Final Agreement shall include the full description of services as agreed upon)

**ARTICLE 3: PAYMENTS TO CONTRACTOR**

3.1 Payment for Services. IndyPL shall compensate Contractor for Services rendered by Contractor and approved by IndyPL at the rates set forth in Attachment B (Vendor Qualifications Sheet included in the Response to RFQ). IndyPL shall only pay for those Services which are actually rendered by Contractor or its subcontractors (if any) and agreed to in writing by IndyPL. No material mark-up expense or fee for additional equipment and/or materials provided in performance of the Services shall be added by Contractor or payable by IndyPL. Any and all changes, revisions or modifications to any and all work orders or change orders must be previously authorized in writing by IndyPL. IndyPL shall not be required to pay for any Services provided under a work order or change order that is not signed by IndyPL.



**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

3.2 Form of Invoice. Requests by Contractor for payments may be submitted on at least a monthly basis. Payment requests shall identify the Contractor employee performing the Service, equipment used, materials used, and Services provided, Service location and rate, and shall be forwarded to IndyPL for approval in the form specified by IndyPL, to the attention of Accounts Payable, 2450 N. Meridian Street, P.O. Box 211, Indianapolis, IN 46206-0211. IndyPL shall not be obligated to pay Contractor for any Services for which invoices are not provided to IndyPL or do not provide the information and attachments specified by IndyPL.

3.3 Electronic Fund Transfer. The Contractor shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the Contractor's designated banking account for payment of approved invoices.

3.4 Timing of Payment; Notice of Improper Invoice. IndyPL shall pay Contractor for the Services supported by adequate invoices and documentation. IndyPL will pay the amount of the invoice within thirty (30) days of receipt of proper invoice and supporting documentation. IndyPL will provide Contractor notice within ten (10) days if the documentation is not proper. IndyPL is the sole judge as to the acceptability of the invoice and supporting documentation.

3.5 Reservation of Rights. IndyPL reserves the right to reject payment of any claim if the Services provided under this Agreement are not in IndyPL's opinion satisfactory or cannot be adequately verified.

3.6 Continuation during Disputes. In the event IndyPL rejects payment of any claim submitted by Contractor, Contractor shall continue providing the Services requested by the IndyPL pending resolution of the dispute.

**ARTICLE 4: CONTRACTOR'S RESPONSIBILITIES**

4.1 Materials, Supplies and Equipment; Expenses. Contractor shall provide all labor, equipment and materials necessary to provide the required Services. Contractor shall be responsible for the maintenance and repair of its equipment and the availability, presence and supervision of its employees.

4.2 Safety. Contractor shall perform the Services in a safe fashion and shall be solely responsible for the safety of its employees and agents. Contractor shall meet all federal, state, and local laws, statutes, ordinances and regulations related to the Services performed and relating to the health, safety and welfare of its employees and agents. Equipment operated in the performance of Services under this Agreement shall be operated in such a manner so as to prevent any damage to physical property. Contractor shall be responsible for repairing any damage caused by its operations under this Agreement. IndyPL reserves the right to inspect and approve all of Contractor's and its approved sub-contractors' equipment, personnel, and practices prior to the commencement of services under this Agreement or at any other time deemed reasonably necessary by IndyPL.

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

4.3 Supervision. The Contractor's supervisory and management staff shall be available to meet with IndyPL staff, when requested, to discuss Services, daily requirements, and coordinate activities.

4.4 Liability. Notwithstanding anything to the contrary in the Proposal, Contractor shall be and remain liable for all damages to IndyPL caused by Contractor or its approved sub-contractors acts, errors, or omissions in the performance of any Services under this Agreement, including, but not limited to, costs of repair, experts, inspections, reasonable attorney's fees, claims and damages to third parties, and costs incurred because of delayed commencement, progress, or improper completion of Services or omissions.

4.5 Indemnification. Contractor shall defend, indemnify and hold harmless IndyPL and its trustees, directors, officers, agents, representatives, employees, contractors and licensees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, errors, omissions, conduct, or operations of Contractor, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error, omission, conduct, or operation of Contractor, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; (b) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under this Agreement and shall survive the termination of this Agreement.

4.6 Subcontractors. Contractor shall obtain prior written approval from IndyPL for any subcontractor and subcontract agreements for any portion of the work performed under this Agreement and shall furnish copies of all executed sub-agreements to IndyPL. Contractor shall specifically bind every approved sub-contractor to all applicable terms and conditions of the Agreement for benefit of IndyPL. Failure to bind such subcontractors shall be considered a breach of this Agreement and may result in the termination thereof. Nothing in this Agreement nor any communication, directive, action, or failure to act on the part of IndyPL shall create any obligation on the part of IndyPL to pay or to see to payment of any monies due to any sub-contractor from Contractor. Contractor shall be responsible for the performance of the Services under this Agreement regardless of whether subcontractors are used.

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

4.7 Independent Contractors. It is expressly understood and agreed that Contractor is an independent contractor and not an employee of IndyPL. This Agreement will not constitute, create, give rise to or otherwise recognize a joint venture, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly stated under this Agreement. Nothing in the Agreement shall create any contractual or other relationship between IndyPL and any sub-contractor having a contract with Contractor, nor shall it create any obligation on the part of IndyPL to pay or to see to payment of any monies due to any sub-contractor from Contractor. The Contractor represents and warrants that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning all employees and personnel provided by Contractor in the performance of this Agreement and shall save and hold IndyPL harmless with respect thereto.

4.8 Suitability. Contractor shall provide competent, capable, experienced, and suitably qualified personnel for the performance of all Services under this Agreement. Contractor shall supervise and coordinate the work of its employees and approved subcontractors and shall be responsible for and liable to IndyPL for the work of its employees and approved subcontractors (if any). Any employee, representative, or approved subcontractor of Contractor who, in the opinion of IndyPL, is unqualified or unsuitable to provide the required Services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the written request of IndyPL, be removed from performing any further Services to be provided under this Agreement.

4.9 Laws, Rules, and Regulations. In performance of its Services, Contractor warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to the environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE TERM OF THIS AGREEMENT, CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH LAW OR REGULATION IN FORCE AT THE TIME OF THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT.

4.10 Permits and Licenses. Contractor and any of its approved subcontractors shall obtain and keep in effect all permits, licenses, registrations, insurance certificates, and other certificates or approvals required for every aspect of the Services performed under this Agreement. Upon IndyPL request, Contractor shall provide IndyPL with copies of all licenses,

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

permits, registrations, insurance certificates, and other certificates and approvals related to performing the Services described under this Agreement. Contractor shall give IndyPL immediate verbal and written notice of any revocation or cancellation of any required license, permit, registration, and insurance, certificate or approval.

Contractor represents that it is registered and qualified with the Secretary of State of Indiana to transact business in the State of Indiana. Prior to commencing Services, Contractor shall provide IndyPL a Certificate of Existence (if an Indiana entity) or a Certificate of Authority (if a foreign entity) from the Secretary of State of Indiana showing that Contractor is registered and qualified to transact business in the State of Indiana.

4.11 Employment Verification Requirements. Pursuant to Indiana Code §22-5-1.7-11, Contractor agrees to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program ("E-Verify"). Contractor is not required to verify the work eligibility status of all newly hired employees through E-Verify if E-Verify no longer exists. Contractor shall not knowingly employ or contract with an unauthorized alien. Contractor executed and delivered the E-Verify Affidavit in its Response to the RFP (Attachment H) affirming that Contractor does not knowingly employ an unauthorized alien as required by Ind. Code §22-5-1.7-11(a)(2).

4.12 Investment Verification Requirements of Ind. Code § 5-22-16.5-13. Pursuant to Ind. Code § 5-22-16.5-13(b), Contractor certifies that Contractor is not engaged in any investment activities<sup>1</sup> in Iran<sup>2</sup>.

**ARTICLE 5: TERM OF AGREEMENT**

5.1 Term. The Term of Contractor's Engagement is as follows:

(A) Original Term. The term of Contractor's engagement shall commence on October 1, 2025 and shall continue thereafter until September 30, 2026, ("Original Term") unless otherwise terminated in accordance with the terms hereof.

5.2 Termination.

(A) For Cause. If Contractor becomes insolvent, or if it refuses or fails to perform the Services provided by this Agreement, or if it refuses to perform disputed work or Services as directed pending resolution of such dispute, or if it fails to make payments to subcontractors or consultants employed by it, or if it otherwise violates or fails to perform any term, covenant, or

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

provision of this Agreement, then IndyPL may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that Contractor shall be given: (1) not less than seven (7) calendar days written notice of IndyPL's intent to terminate, and (2) an opportunity for consultation with IndyPL prior to termination.

(B) Violation of Ind. §22-5-1.7 et. seq. IndyPL may terminate this Agreement if Contractor knowingly employs or contracts with an unauthorized alien<sup>1</sup>, or retains an employee or contract with a person that Contractor subsequently learns is an unauthorized alien. To avoid termination, Contractor must remedy the violation within thirty (30) days of IndyPL notifying Contractor of the violation.

(C) For Convenience. This Agreement may be terminated in whole or in part in writing by IndyPL for any reason, provided that Contractor is given thirty (30) days written notice of intent to terminate. If termination for convenience is effected by IndyPL, Contractor shall be paid in full for Services actually rendered and expenses incurred prior to the termination. No amount shall be allowed for anticipated profit on unperformed Services or other work.

(D) Notice of Termination. Upon receipt of a notice of termination, Contractor shall promptly discontinue all Services affected, unless the notice of termination directs otherwise.

(E) Non-Appropriation. Notwithstanding any other provision of this Agreement, If funds for the continued fulfillment of this Agreement by IndyPL are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then IndyPL shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

**ARTICLE 6: INSURANCE**

6.1 Required Coverage. Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of the Agreement, which policies shall protect against any loss or claim arising from or relating to this Agreement, Contractor's activities or presence at the Facilities, and any negligent act or omission of Contractor or its employees and/or agents or subcontractors in connection with the Services provided under this Agreement, and shall cover the contractual indemnification liability assumed by Contractor pursuant to this Agreement:

(A) Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's or Subcontractors activities at the Facilities. Any deductible shall be at Contractor's expense.

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<sup>1</sup> For the purpose of this Contract, "unauthorized alien," as defined in 8 U.S.C. § 1324a(h)(3), is an alien not lawfully admitted for permanent residence, or not authorized to be so employed by U.S. Code, Title 8, Chapter 12 or by the Attorney General.

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

(B) Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).

(C) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) each employee and One Million Dollars (\$1,000,000) policy limit.

(D) Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Contractor shall be Contractor's responsibility. The IndyPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Contractor.

(E) Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections 6.1 (a), (b) and (c) above, which such policy shall be written on an occurrence basis.

6.2 Insurance Endorsements. All insurance policies addressed in Subsections 6.1. (a), (b) and (e) above shall be endorsed on the policy to name the following as additional insured's:

Indianapolis-Marion County Public IndyPL and its trustees, directors, officers, employees, representatives, volunteers, agents, contractors, licensees, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the IndyPL prior to cancellation, non-renewal or material modification.

6.3 Certificates of Insurance and Endorsements. Contractor shall deliver to IndyPL, prior to commencement of Services under this Agreement, Certificates of Insurance and copies of Endorsements confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance and Endorsements are not delivered to IndyPL by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate this Agreement immediately and/or deny Contractor access to the Facilities.

6.4 Minimum Requirements. These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

6.5 Deductible or Self-Insured Retention. If Contractor's insurance contains a deductible (or self-insured retention amount), Contractor shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). IndyPL reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of \$15,000 for which adequate financial strength of the Contractor cannot be demonstrated to the satisfaction of IndyPL.

**ARTICLE 7: GENERAL CONSIDERATIONS**

7.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between IndyPL and Contractor. No statements, promises, or agreements whatsoever, in writing or verbal, in conflict with the terms of this Agreement have been made by IndyPL or Contractor which in any way modify, vary, alter, enlarge, or invalidate any of the provisions hereof and/or obligations herein stated. This Agreement may be amended and modified only in writing signed by both the IndyPL and Contractor. THE CONTRACTOR AGREES THAT THIS AGREEMENT IS NOT AN EXCLUSIVE CONTRACT AND THAT, IF NECESSARY, IN THE SOLE OPINION OF INDYPL, INDYPL IS FREE TO CONTRACT WITH OTHER COMPANIES TO PROVIDE THE SERVICES CONTEMPLATED UNDER THIS AGREEMENT.

7.2 Compliance with Laws and Regulations. This Agreement shall include, and incorporate by reference, any provisions, covenants, or conditions required or provided by law or by regulation of applicable local authorities, the State of Indiana or the federal government. This Agreement shall be construed under and governed by the laws of the State of Indiana, and the parties agree that the exclusive venue of any lawsuit between them will be in Marion County, Indiana. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

7.3 Successors and Assigns. This Agreement is binding upon and inures to the benefit of the parties and their heirs, executors, legal and personal representatives, successors and permitted assigns, as the case may be. Notwithstanding the foregoing, Contractor shall not be entitled to assign or transfer all or any part of its rights, benefits and/or obligations under this Agreement without the prior written consent of IndyPL, which may be granted or denied in its sole discretion.

7.4 Records; Audit. Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of Services under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. Contractor shall also maintain the financial information and data used by Contractor in the submission or preparation of any cost submission, statement or summary submitted to IndyPL or any funding agency. IndyPL, its designee, or the Indiana State Board of Accounts shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of Contractor involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.

**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

7.5 Attorney's Fees. Contractor shall be liable to IndyPL for reasonable attorney's fees incurred by IndyPL in connection with the enforcement of this Agreement or the collection, or attempt to collect, any damages arising from any act or omission of Contractor, or its approved subcontractors or from Contractor's failure to perform any Services or fulfill any obligations or responsibilities provided under this Agreement.

7.6 Other Contractors. IndyPL reserves the right to employ other contractors in connection with the Services contemplated by this Agreement. Contractor shall coordinate its work under this Agreement with any other contractor employed by IndyPL to perform similar or related Services.

7.7 Non-Discrimination. Contractor and approved subcontractors shall not discriminate against any employees or applicants for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment, because of race, religion, color, age, gender, creed, disability, national origin, ancestry or disabled veteran status. Breach of this covenant may be regarded as a material breach of the Agreement.

7.8 Severability. In the event any provision of this Agreement is determined by a court of competent jurisdiction or by the laws of the State of Indiana to be null and void, such provision shall be stricken and all other provisions, which can be given effect independently of the stricken provision shall remain in full force and effect.

7.9 Conflict of Interest. Contractor certifies and warrants to IndyPL that neither it, nor its agents, representatives, or employees, who will participate in any way in the performance of Contractor's obligations under this Agreement has, or will have, any conflict of interest, direct or indirect, with IndyPL.

7.10 Notices. When written notice is required by this Agreement, it shall be sufficiently given when personally delivered or sent by United States first class mail to Contractor at the following address, or to IndyPL at the following address:

CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IndyPL:

Gregory Hill  
Chief Executive Officer  
Indianapolis-Marion County Public Library  
2450 North Meridian Street  
Indianapolis, Indiana 46208

and

Adam Parsons  
Chief Operational Services Officer  
Indianapolis-Marion County Public Library  
2450 North Meridian Street  
Indianapolis, Indiana 46208



**Attachment F**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Draft Agreement**  
**(Continued)**

7.11 Public Announcements. News releases or other means of communicating with the media pertaining to the Agreement or Services shall not be made without prior approval of IndyPL.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first written above.

"CONTRACTOR"

"IndyPL"

\_\_\_\_\_ INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

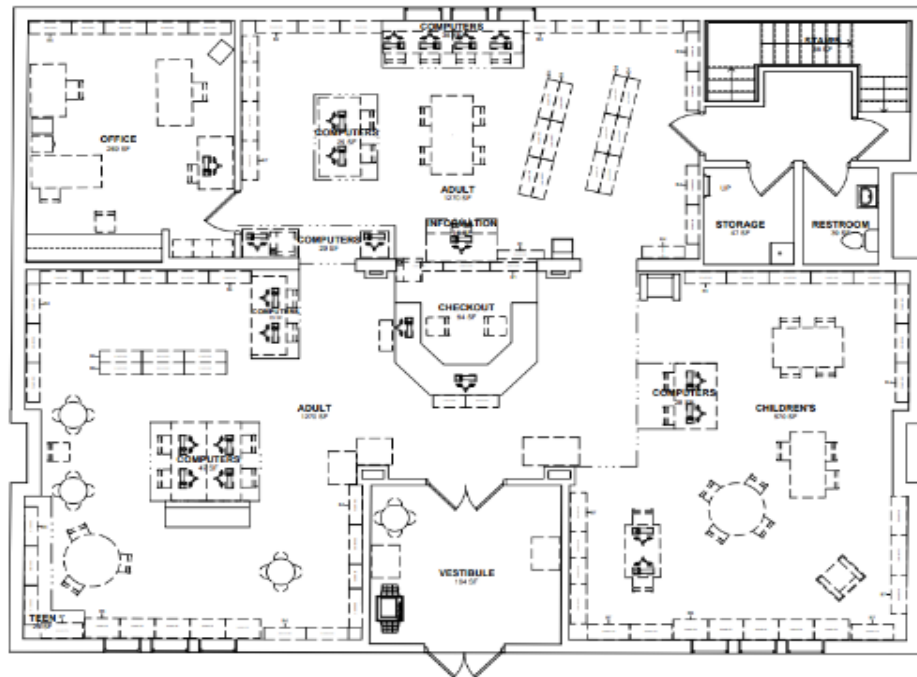
By: \_\_\_\_\_

Gregory Hill,  
Chief Executive Officer

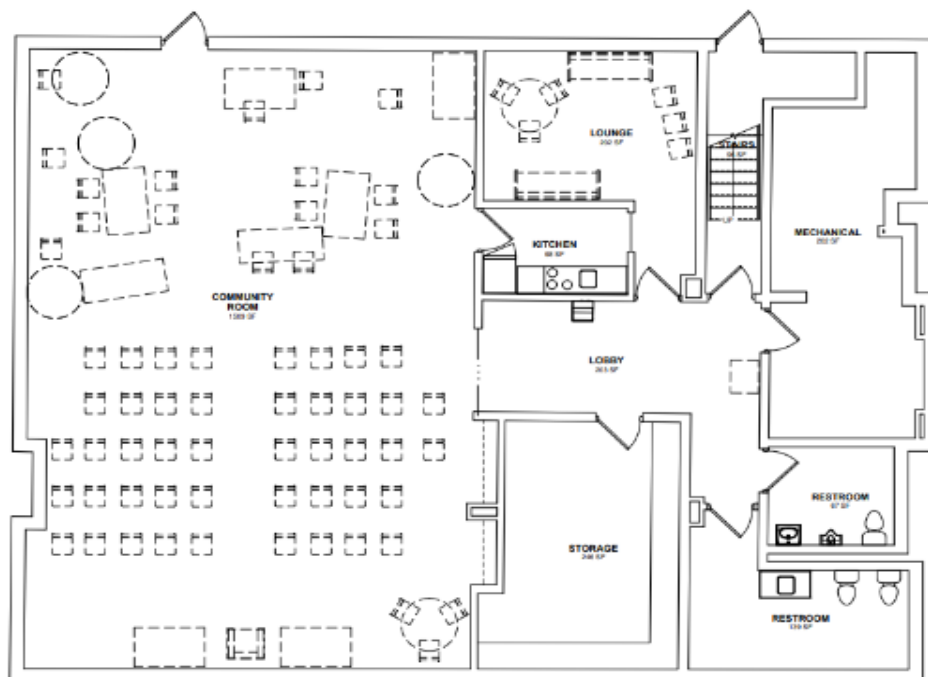
**Attachment G**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**List of Facilities**

<b>Code</b>	<b>Name</b>	<b>Area (sq. ft.)</b>	<b>Street Address</b>	<b>Zip Code</b>
LSC	Library Services Center	80,000	2450 N. Meridian St.	46206
CEN	Central Library	293,000	40 E. St. Clair St.	46206
BGR	Beech Grove	33,000	1102 Main Street	46107
COL	College Avenue Branch	16,000	4180 College Avenue	46205
DEC	Decatur Branch	11,500	5301 Kentucky Avenue	46221
EAG	Eagle Branch	20,700	3901 Moller Road	46222
EWA	East Washington Branch	9,500	2822 East Washington Street	46219
E38	East 38 <sup>th</sup> Street Branch	16,100	5420 E. 38 <sup>th</sup> Street	46218
FBH	Fort Ben Branch	24,000	9330 E. 56 <sup>th</sup> Street	46216
FRA	Franklin Road Branch	17,600	5550 S. Franklin Road	46219
GPK	Garfield Park Branch	6,500	2502 Shelby Street	46203
GLD	Glendale Branch	24,000	3660 East 62nd Street	46220
HVL	Haughville Branch	11,700	2121 West Michigan Street	46222
IRV	Irvington Branch	16,000	5625 East Washington Street	46250
LAW	Lawrence Branch	13,300	7898 Hague Road	46256
MAR	Martindale-Brightwood Branch	14,700	2434 North Sherman Drive	46218
MIC	Michigan Road Branch	20,100	6201 Michigan Road	46268
NOR	Nora Branch	17,900	8625 Guilford Avenue	46260
PIK	Pike Branch	20,200	6525 Zionsville Road	46268
SOU	Southport Branch	15,600	2630 East Stop 11 Road	46227
SPK	Spades Park Branch	7,100	1801 Nowland Avenue	46201
WRN	Warren Branch	15,500	9701 East 21st Street	46229
WAY	Wayne Branch	13,300	198 South Girls School Road	46231
WIN	West Indianapolis Branch	5,000	1216 Kappes Street	46221
WPR	West Perry Branch	24,000	6550 South Harding Street	46217

**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – East Washington Branch**

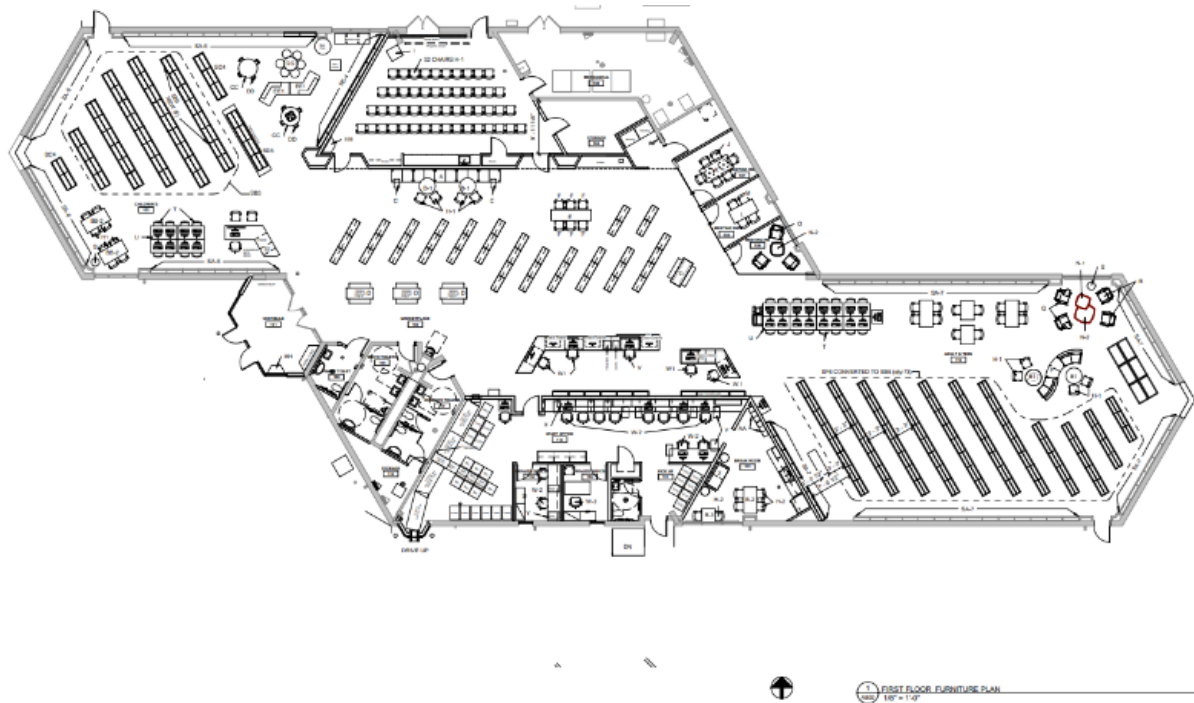


**2 FIRST FLOOR PLAN**  
 56' x 74'



**1 BASEMENT**  
 56' x 74'

**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Lawrence Branch**



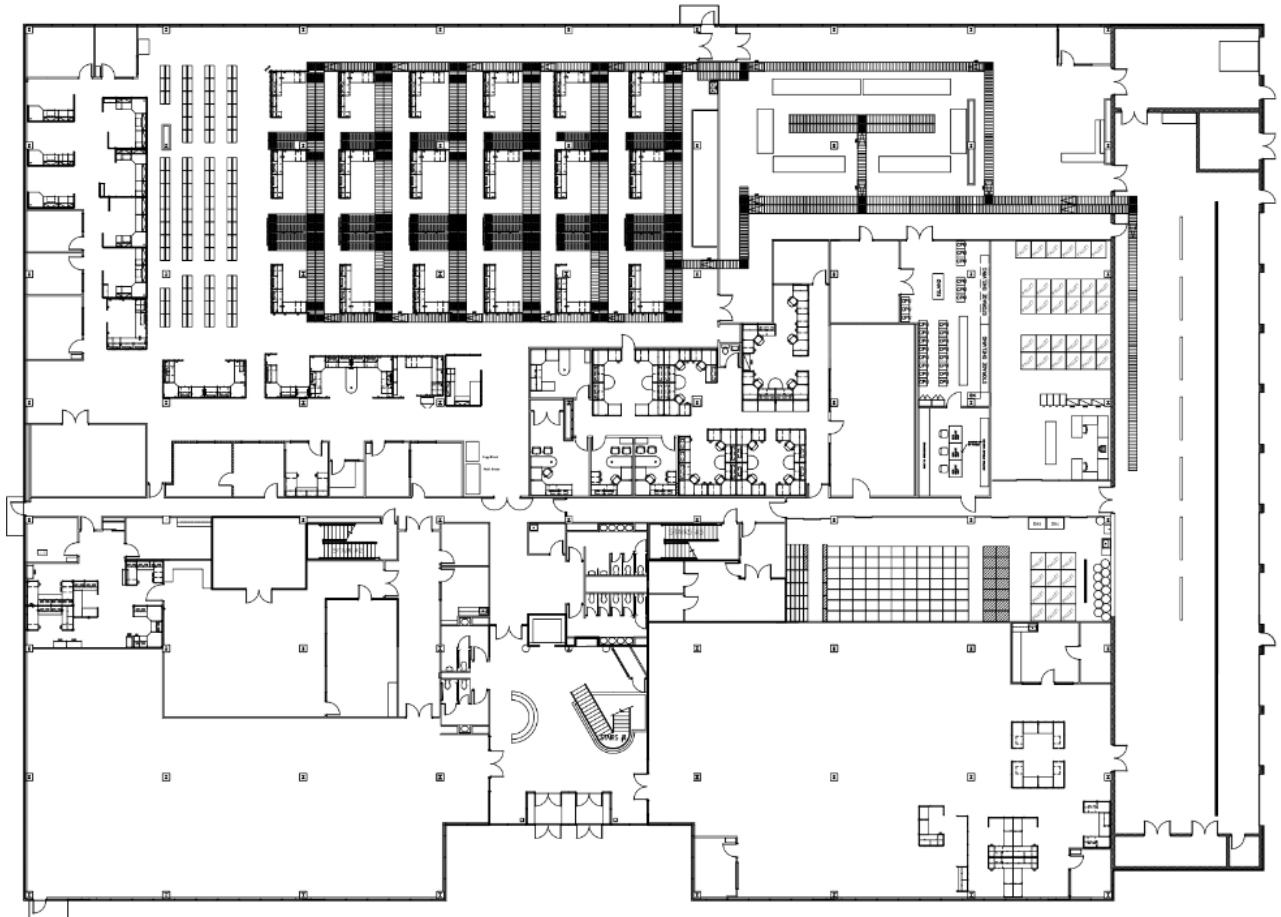
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Eagle Branch**



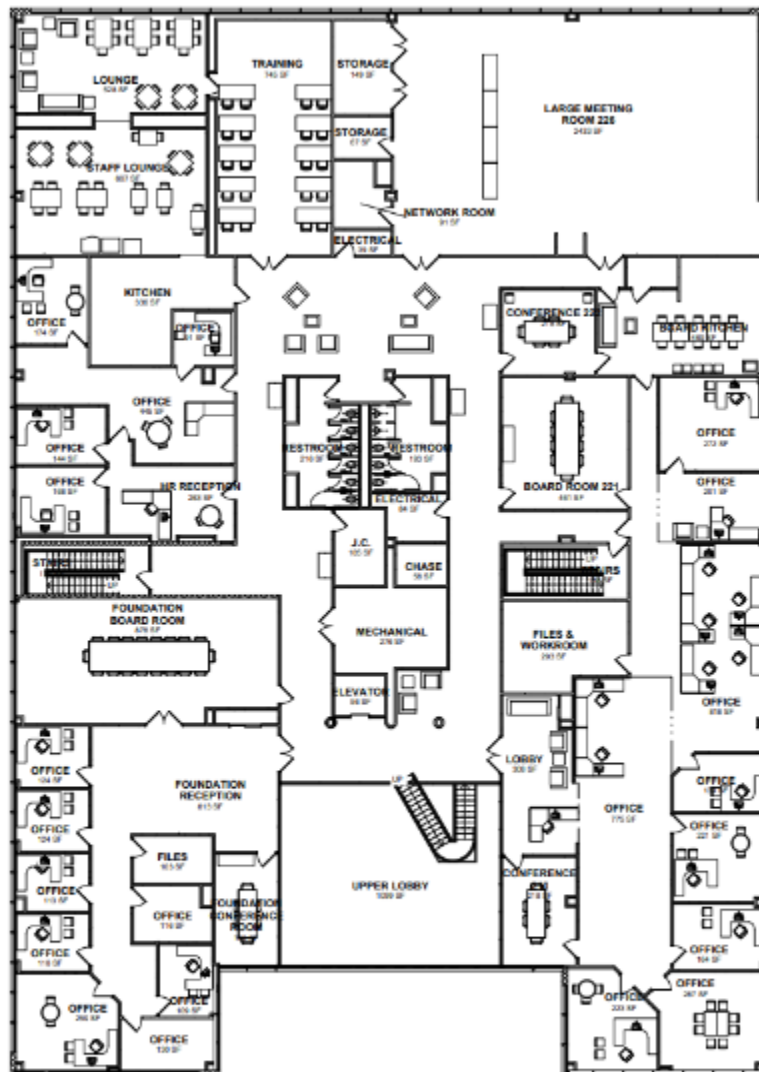
IndyPL Eagle Branch Library  
 3905 Moller Road  
 October 31, 2017

**FLOOR PLAN**

**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Library Service Center 1<sup>st</sup> floor**

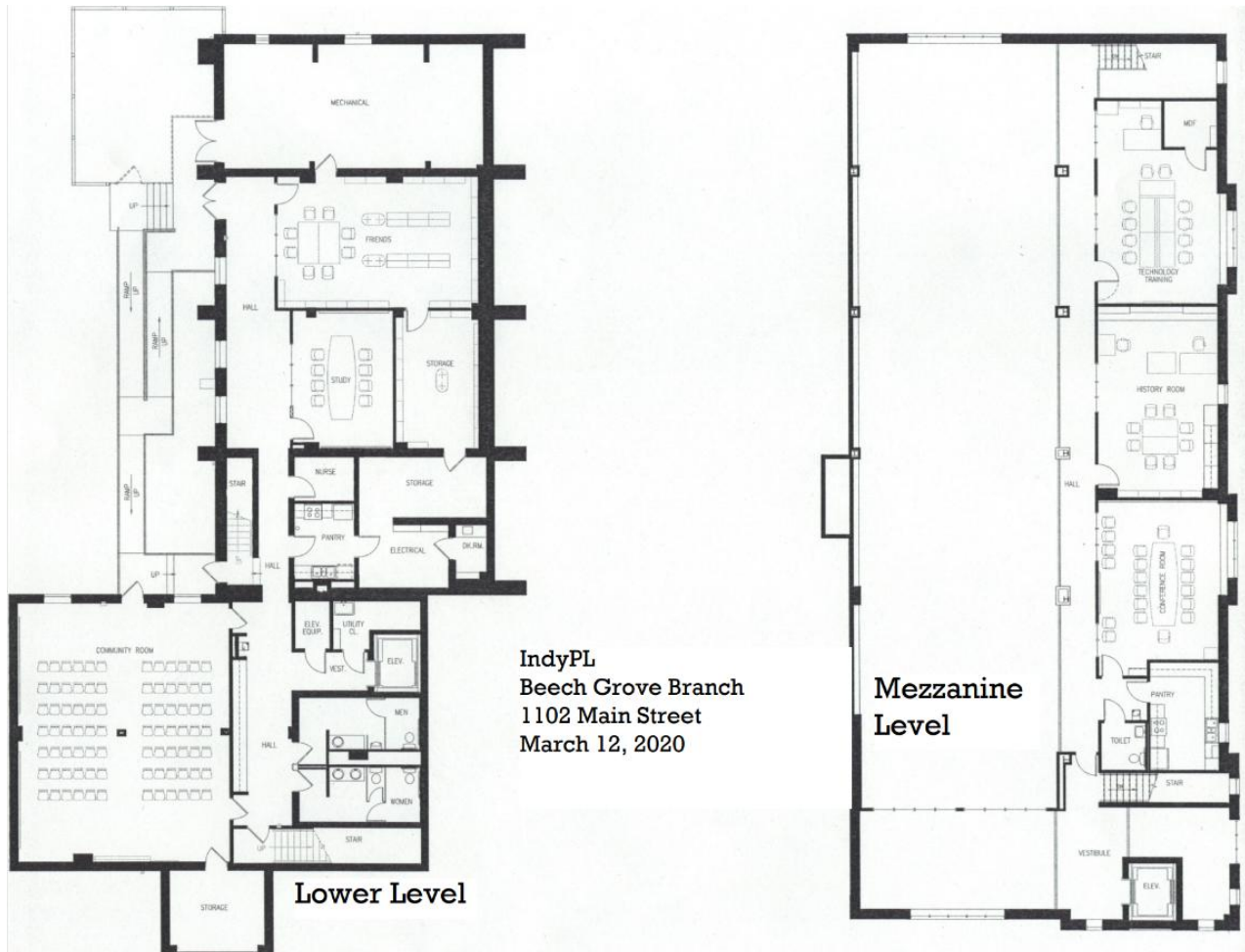


**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Library Service Center 2<sup>nd</sup> floor**



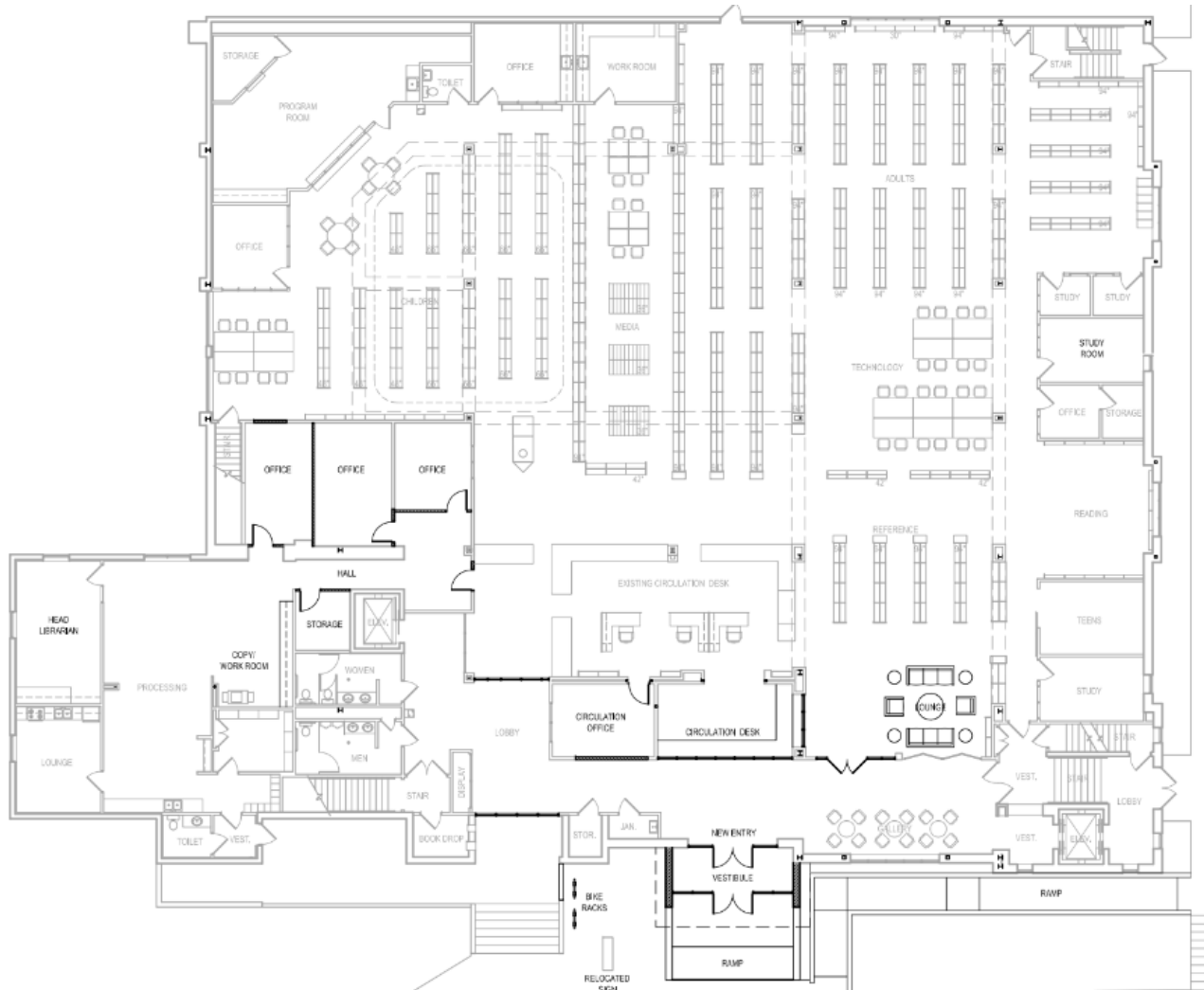
1 SECOND FLOOR PLAN  
 1" = 10'-0"

**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Beech Grove 1<sup>st</sup> Floor**





**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Beech Grove 1<sup>st</sup> Floor**





**1 FIRST FLOOR PLAN**  
3/4" = 1'-0"

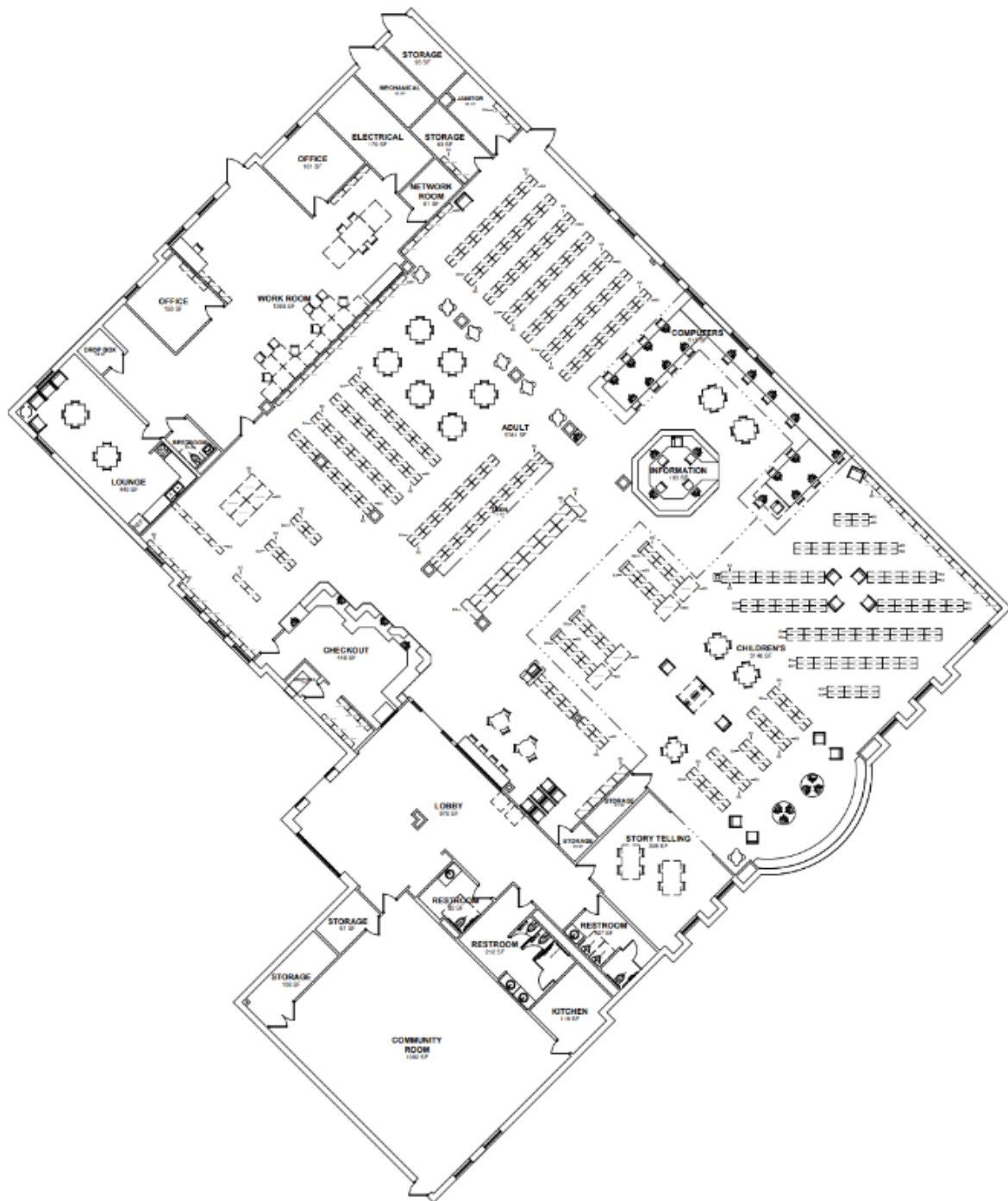
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – East 38<sup>th</sup> Street Branch**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Fort Ben Branch**

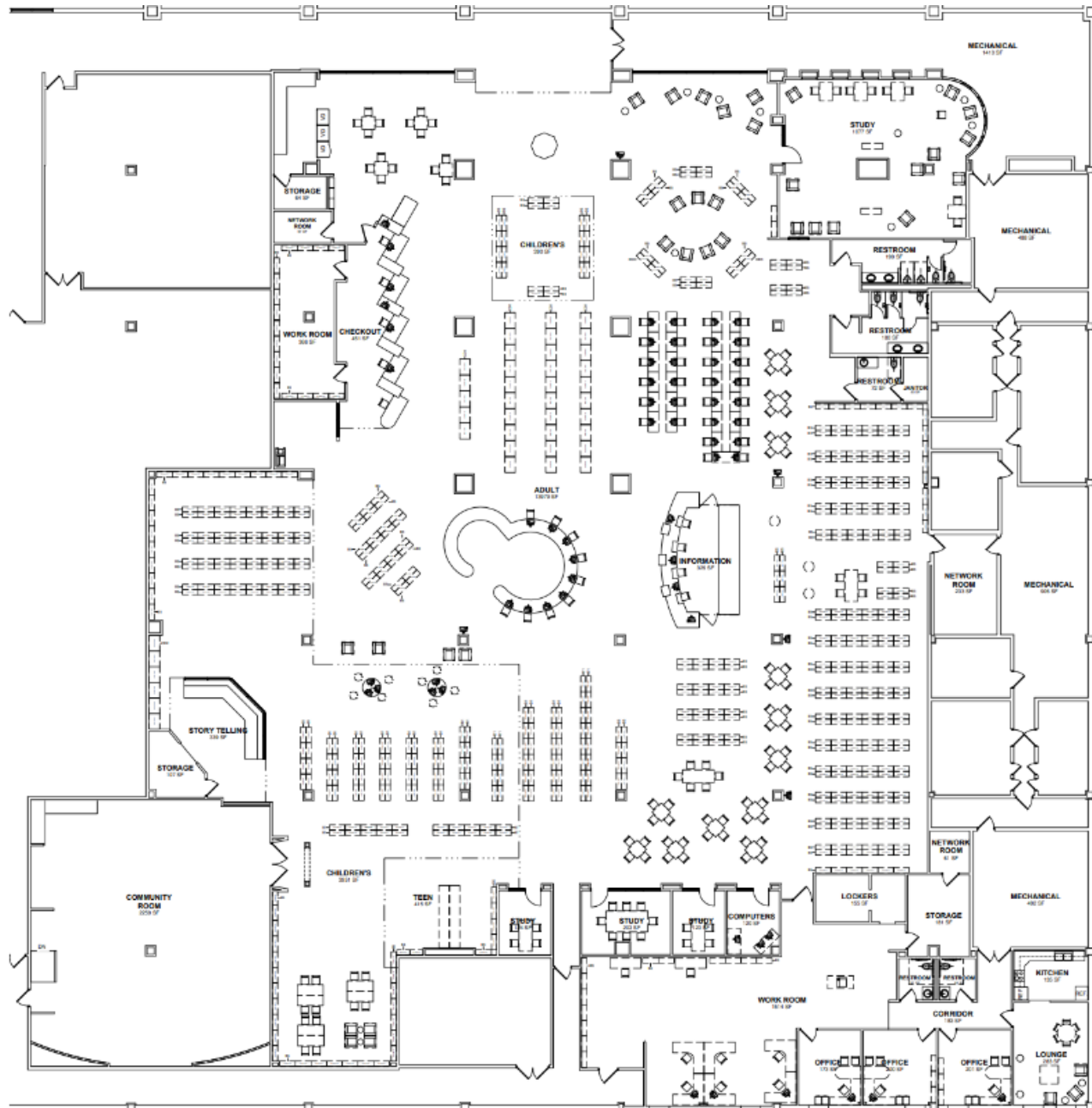


**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Franklin Road**

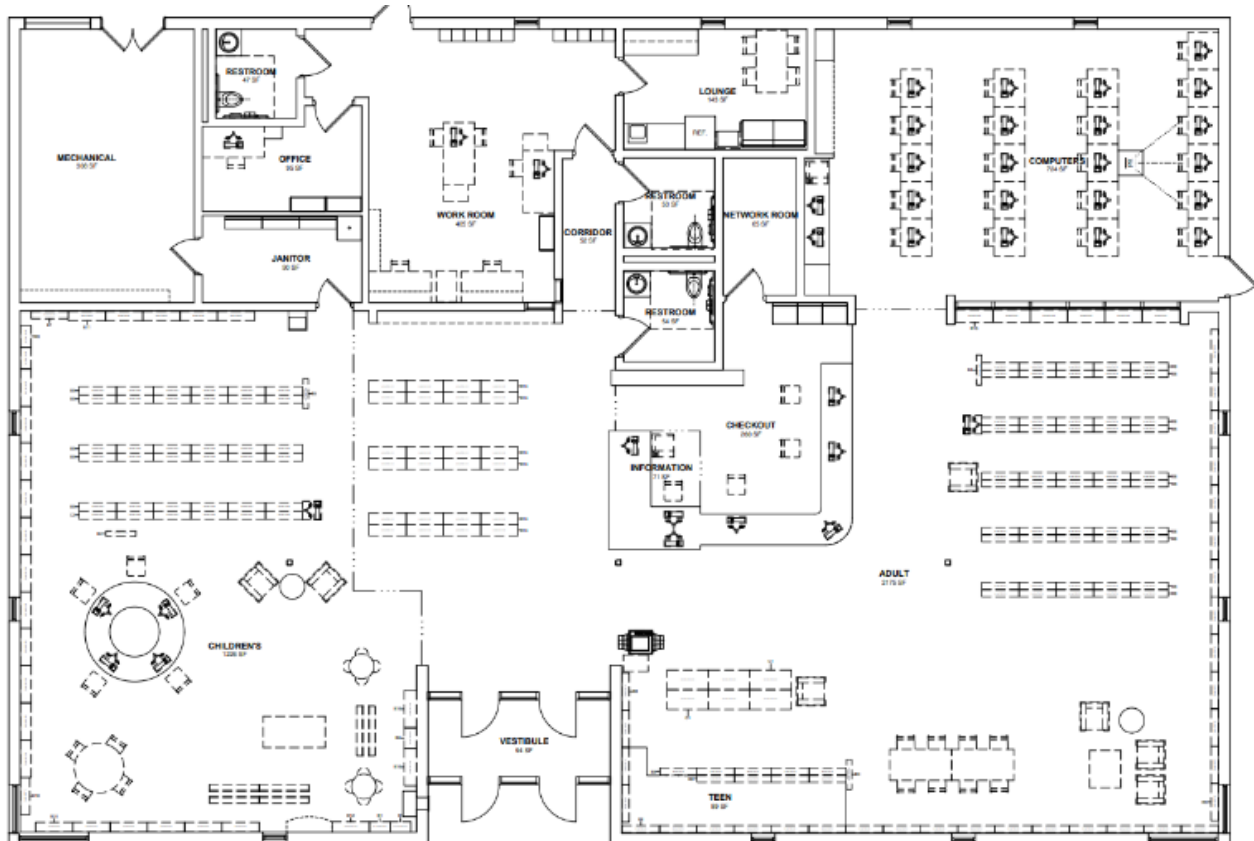




**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Glendale Branch**

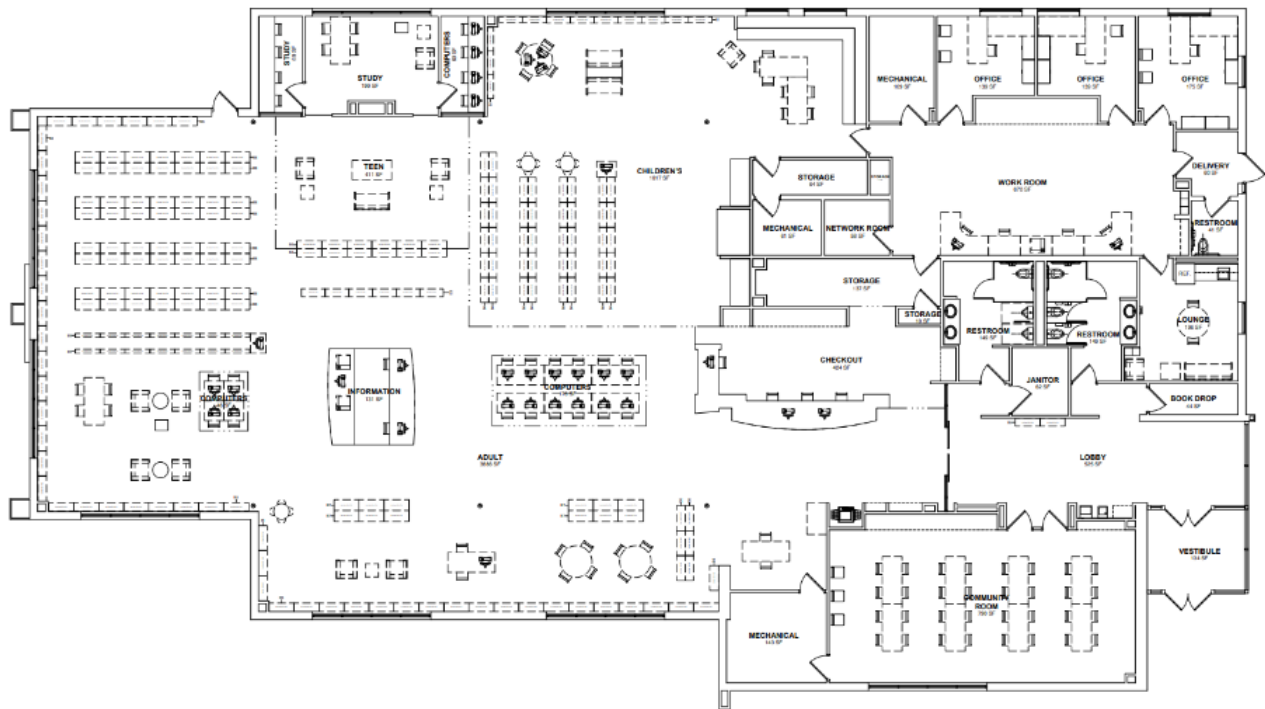


**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Garfield Park**





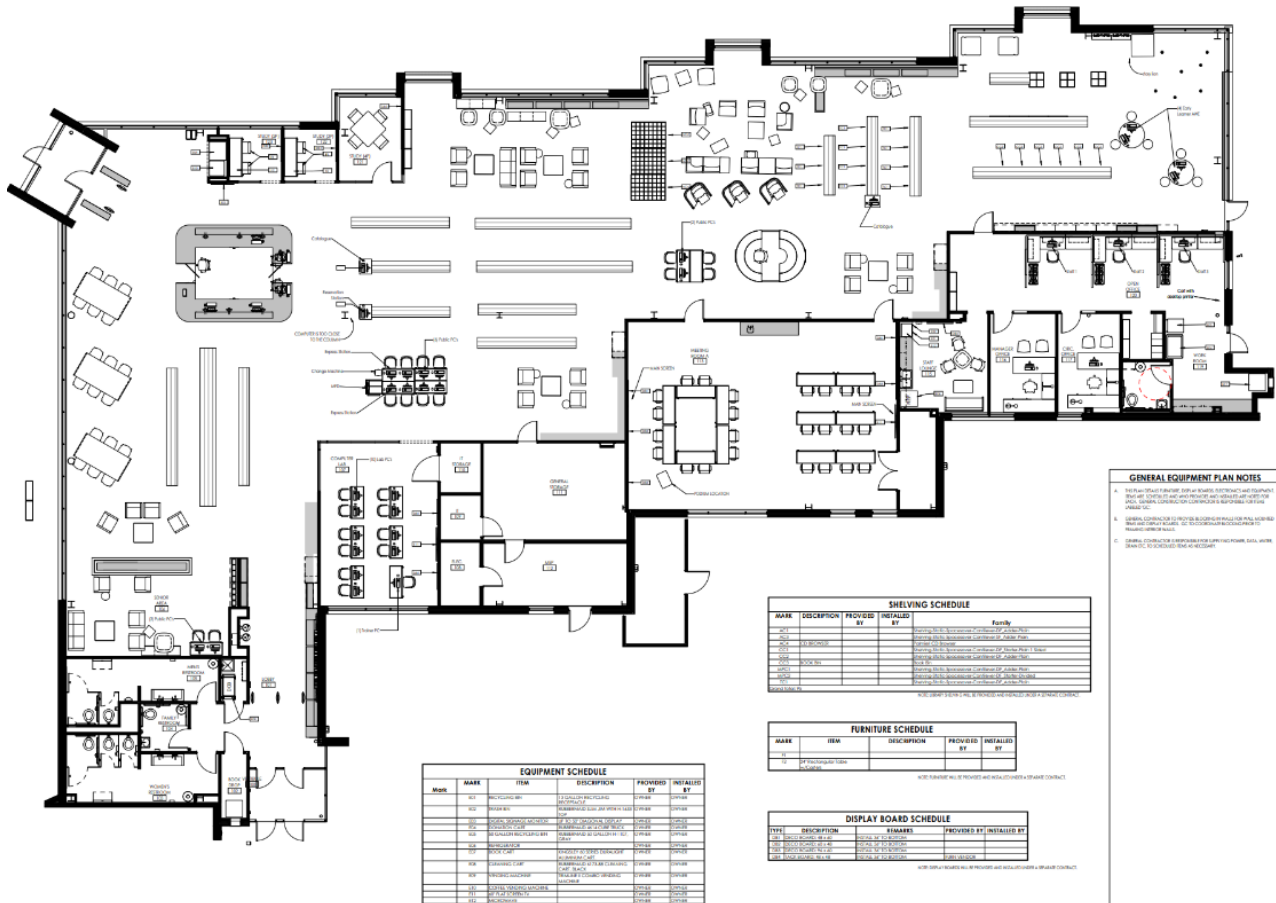
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Haughville**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Irvington Branch**



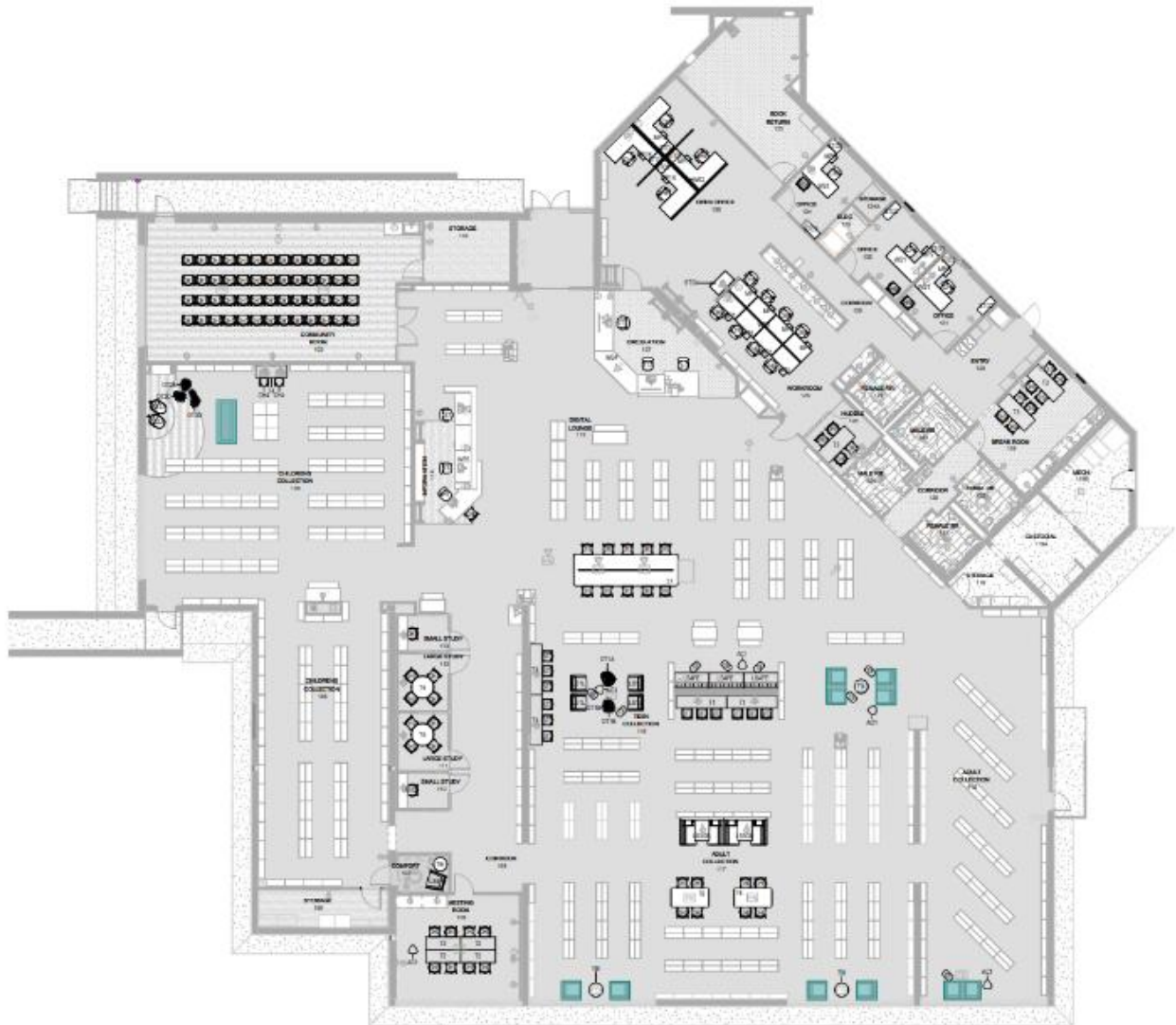
# **Attachment H** **Request for Qualifications** **Network Security Camera Consultant Services for the Indianapolis Public Library** **Floor Plans – Martindale/Brightwood Branch**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Michigan Road Branch**



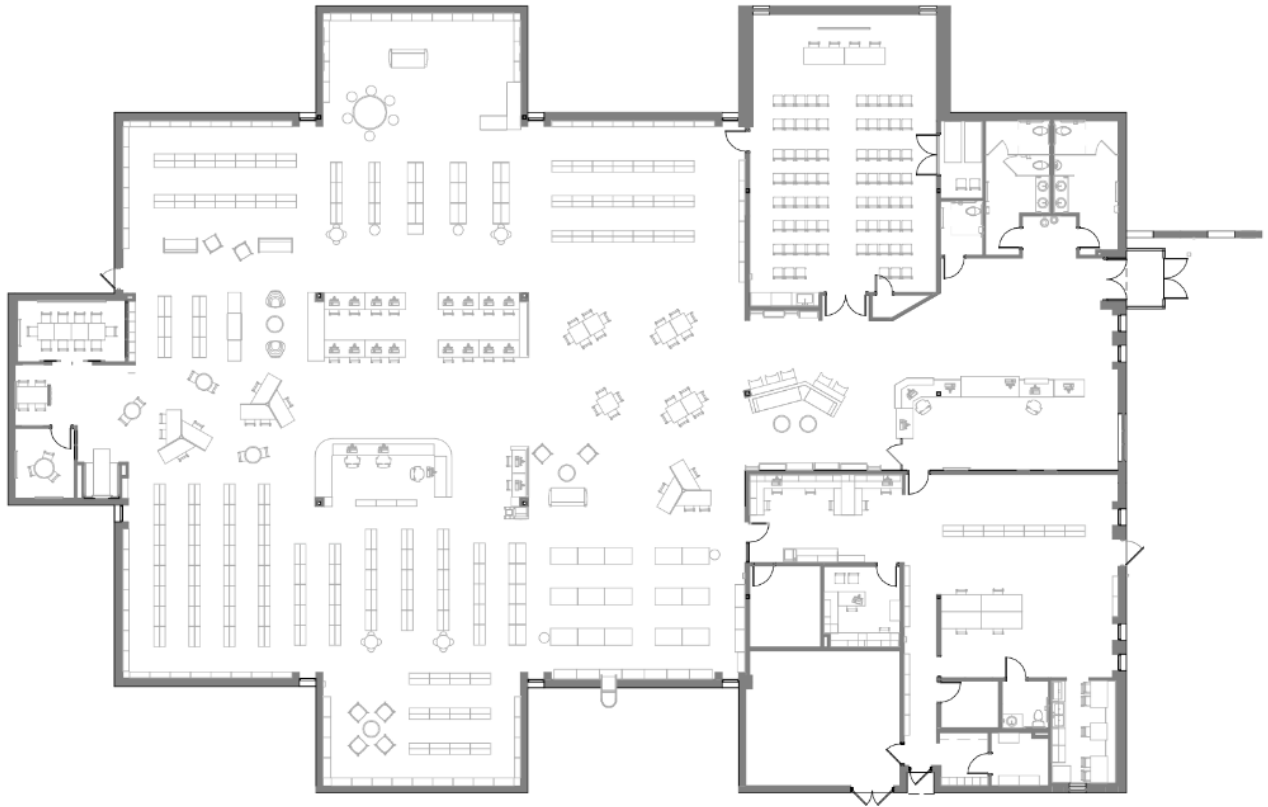
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Nora Branch**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Pike Branch**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Southport Branch**

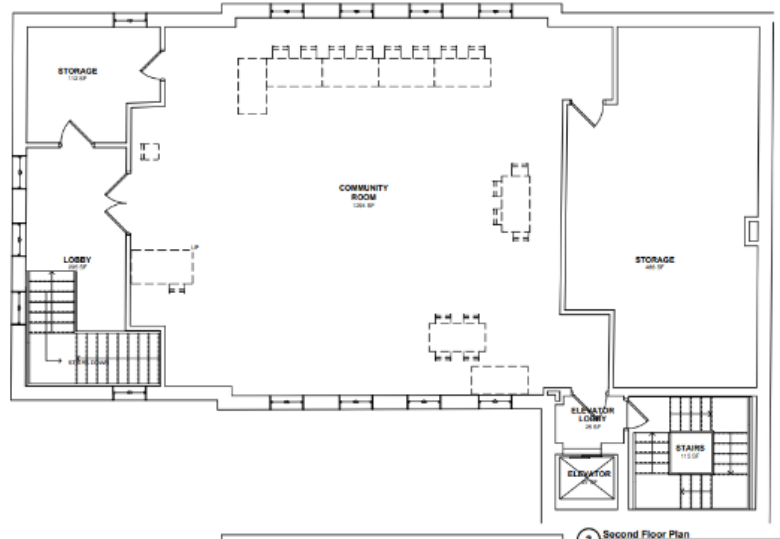




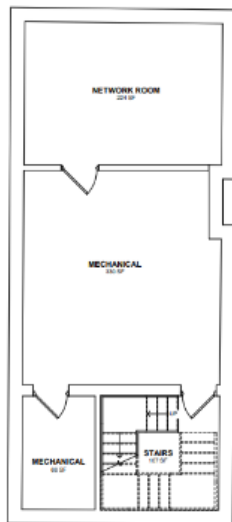
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Spades Park Branch**

Bookshelf Schedule						
Type Mark	Width	Height	Depth	Number of Shelves	Count	Shelf Linear Footage
B1	2'-0"	8'-0"	12"-0"	2	2	24'
B2	2'-0"	8'-0"	12"-0"	2	2	24'
B3	2'-0"	8'-0"	12"-0"	2	2	24'
B4	2'-0"	8'-0"	12"-0"	2	2	24'
B5	2'-0"	8'-0"	12"-0"	2	2	24'
B6	2'-0"	8'-0"	12"-0"	2	2	24'
B7	2'-0"	8'-0"	12"-0"	2	2	24'
B8	2'-0"	8'-0"	12"-0"	2	2	24'
B9	2'-0"	8'-0"	12"-0"	2	2	24'
B10	2'-0"	8'-0"	12"-0"	2	2	24'
B11	2'-0"	8'-0"	12"-0"	2	2	24'
B12	2'-0"	8'-0"	12"-0"	2	2	24'
B13	2'-0"	8'-0"	12"-0"	2	2	24'
B14	2'-0"	8'-0"	12"-0"	2	2	24'
B15	2'-0"	8'-0"	12"-0"	2	2	24'
B16	2'-0"	8'-0"	12"-0"	2	2	24'
B17	2'-0"	8'-0"	12"-0"	2	2	24'
B18	2'-0"	8'-0"	12"-0"	2	2	24'
B19	2'-0"	8'-0"	12"-0"	2	2	24'
B20	2'-0"	8'-0"	12"-0"	2	2	24'
B21	2'-0"	8'-0"	12"-0"	2	2	24'
B22	2'-0"	8'-0"	12"-0"	2	2	24'
B23	2'-0"	8'-0"	12"-0"	2	2	24'
B24	2'-0"	8'-0"	12"-0"	2	2	24'
B25	2'-0"	8'-0"	12"-0"	2	2	24'
B26	2'-0"	8'-0"	12"-0"	2	2	24'
B27	2'-0"	8'-0"	12"-0"	2	2	24'
B28	2'-0"	8'-0"	12"-0"	2	2	24'
B29	2'-0"	8'-0"	12"-0"	2	2	24'
B30	2'-0"	8'-0"	12"-0"	2	2	24'
B31	2'-0"	8'-0"	12"-0"	2	2	24'
B32	2'-0"	8'-0"	12"-0"	2	2	24'
B33	2'-0"	8'-0"	12"-0"	2	2	24'
B34	2'-0"	8'-0"	12"-0"	2	2	24'
B35	2'-0"	8'-0"	12"-0"	2	2	24'
B36	2'-0"	8'-0"	12"-0"	2	2	24'
B37	2'-0"	8'-0"	12"-0"	2	2	24'
B38	2'-0"	8'-0"	12"-0"	2	2	24'
B39	2'-0"	8'-0"	12"-0"	2	2	24'
B40	2'-0"	8'-0"	12"-0"	2	2	24'
B41	2'-0"	8'-0"	12"-0"	2	2	24'
B42	2'-0"	8'-0"	12"-0"	2	2	24'
B43	2'-0"	8'-0"	12"-0"	2	2	24'
B44	2'-0"	8'-0"	12"-0"	2	2	24'
B45	2'-0"	8'-0"	12"-0"	2	2	24'
B46	2'-0"	8'-0"	12"-0"	2	2	24'
B47	2'-0"	8'-0"	12"-0"	2	2	24'
B48	2'-0"	8'-0"	12"-0"	2	2	24'
B49	2'-0"	8'-0"	12"-0"	2	2	24'
B50	2'-0"	8'-0"	12"-0"	2	2	24'
B51	2'-0"	8'-0"	12"-0"	2	2	24'
B52	2'-0"	8'-0"	12"-0"	2	2	24'
B53	2'-0"	8'-0"	12"-0"	2	2	24'
B54	2'-0"	8'-0"	12"-0"	2	2	24'
B55	2'-0"	8'-0"	12"-0"	2	2	24'
B56	2'-0"	8'-0"	12"-0"	2	2	24'
B57	2'-0"	8'-0"	12"-0"	2	2	24'
B58	2'-0"	8'-0"	12"-0"	2	2	24'
B59	2'-0"	8'-0"	12"-0"	2	2	24'
B60	2'-0"	8'-0"	12"-0"	2	2	24'
B61	2'-0"	8'-0"	12"-0"	2	2	24'
B62	2'-0"	8'-0"	12"-0"	2	2	24'
B63	2'-0"	8'-0"	12"-0"	2	2	24'
B64	2'-0"	8'-0"	12"-0"	2	2	24'
B65	2'-0"	8'-0"	12"-0"	2	2	24'
B66	2'-0"	8'-0"	12"-0"	2	2	24'
B67	2'-0"	8'-0"	12"-0"	2	2	24'
B68	2'-0"	8'-0"	12"-0"	2	2	24'
B69	2'-0"	8'-0"	12"-0"	2	2	24'
B70	2'-0"	8'-0"	12"-0"	2	2	24'
B71	2'-0"	8'-0"	12"-0"	2	2	24'
B72	2'-0"	8'-0"	12"-0"	2	2	24'
B73	2'-0"	8'-0"	12"-0"	2	2	24'
B74	2'-0"	8'-0"	12"-0"	2	2	24'
B75	2'-0"	8'-0"	12"-0"	2	2	24'
B76	2'-0"	8'-0"	12"-0"	2	2	24'
B77	2'-0"	8'-0"	12"-0"	2	2	24'
B78	2'-0"	8'-0"	12"-0"	2	2	24'
B79	2'-0"	8'-0"	12"-0"	2	2	24'
B80	2'-0"	8'-0"	12"-0"	2	2	24'
B81	2'-0"	8'-0"	12"-0"	2	2	24'
B82	2'-0"	8'-0"	12"-0"	2	2	24'
B83	2'-0"	8'-0"	12"-0"	2	2	24'
B84	2'-0"	8'-0"	12"-0"	2	2	24'
B85	2'-0"	8'-0"	12"-0"	2	2	24'
B86	2'-0"	8'-0"	12"-0"	2	2	24'
B87	2'-0"	8'-0"	12"-0"	2	2	24'
B88	2'-0"	8'-0"	12"-0"	2	2	24'
B89	2'-0"	8'-0"	12"-0"	2	2	24'
B90	2'-0"	8'-0"	12"-0"	2	2	24'
B91	2'-0"	8'-0"	12"-0"	2	2	24'
B92	2'-0"	8'-0"	12"-0"	2	2	24'
B93	2'-0"	8'-0"	12"-0"	2	2	24'
B94	2'-0"	8'-0"	12"-0"	2	2	24'
B95	2'-0"	8'-0"	12"-0"	2	2	24'
B96	2'-0"	8'-0"	12"-0"	2	2	24'
B97	2'-0"	8'-0"	12"-0"	2	2	24'
B98	2'-0"	8'-0"	12"-0"	2	2	24'
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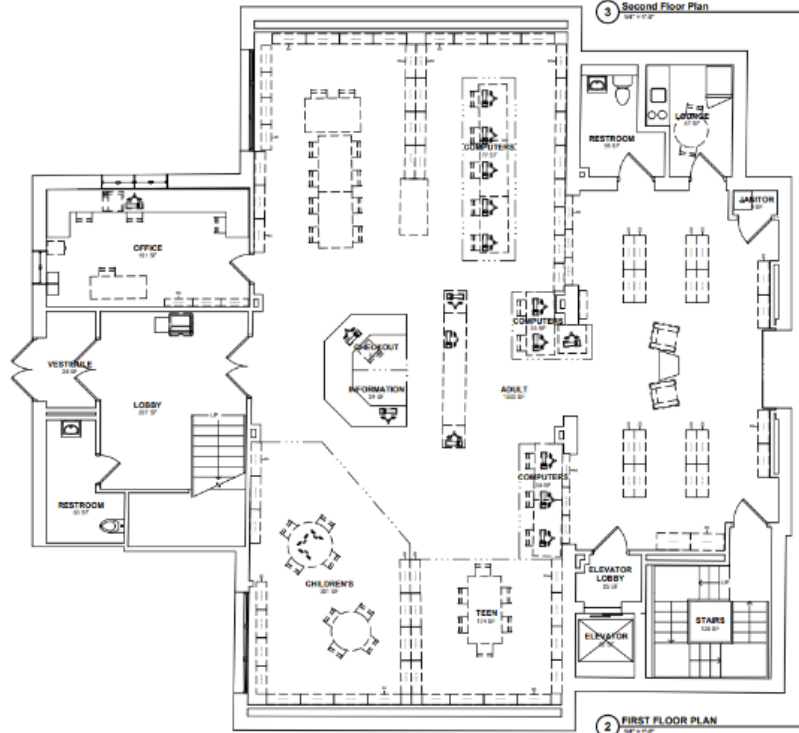
Office and Vending Equipment Schedule		
Designation	Type	Count
200	Office	1
201	Office	1
202	Office	1
203	Office	1
204	Office	1
205	Office	1
206	Office	1
207	Office	1
208	Office	1
209	Office	1
210	Office	1
211	Office	1
212	Office	1
213	Office	1
214	Office	1
215	Office	1
216	Office	1
217	Office	1
218	Office	1
219	Office	1
220	Office	1
221	Office	1
222	Office	1
223	Office	1
224	Office	1
225	Office	1
226	Office	1
227	Office	1
228	Office	1
229	Office	1
230	Office	1
231	Office	1
232	Office	1
233	Office	1
234	Office	1
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236	Office	1
237	Office	1
238	Office	1
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242	Office	1
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245	Office	1
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247	Office	1
248	Office	1
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256	Office	1
257	Office	1
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264	Office	1
265	Office	1
266	Office	1
267	Office	1
268	Office	1
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272	Office	1
273	Office	1
274	Office	1
275	Office	1
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281	Office	1
282	Office	1
283	Office	1
284	Office	1
285	Office	1
286	Office	1
287	Office	1
288	Office	1
289	Office	1
290	Office	1
291	Office	1
292	Office	1
293	Office	1
294	Office	1
295	Office	1
296	Office	1
297	Office	1
298	Office	1
299	Office	1
300	Office	1



3 Second Floor Plan  
14' x 17' 0"



1 Basement Level  
14' x 17' 0"



2 FIRST FLOOR PLAN  
14' x 17' 0"



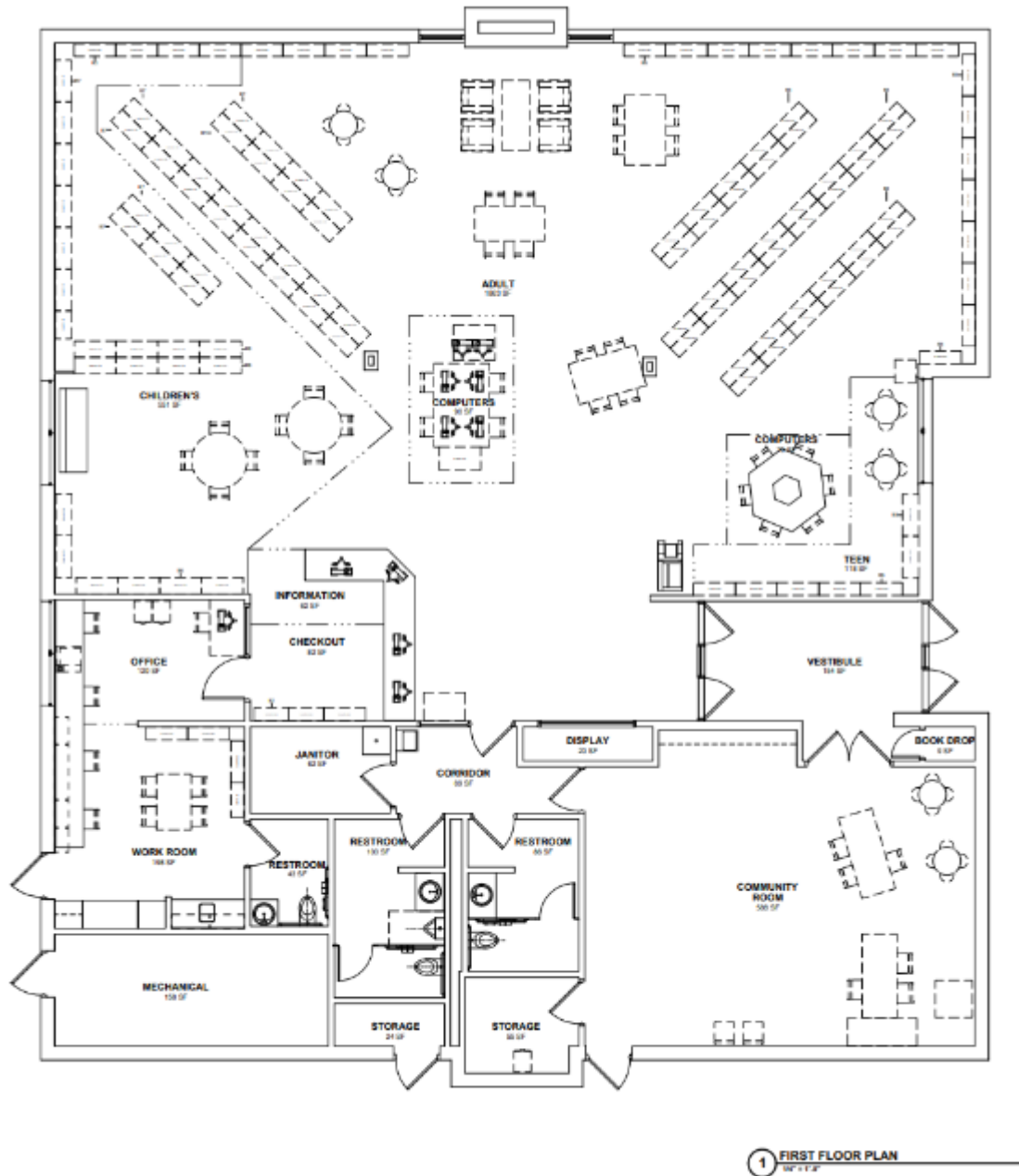
The floor plan of the IndyPL Wayne Branch library is a detailed architectural drawing showing the layout of the building. The plan includes various rooms and their furniture arrangements:

- Top Left:** Storage 118, Book Drop 122, and a Restroom.
- Top Center:** Large Meeting Room 100, Conference 101, and a Reception area.
- Top Right:** Adult Nonfiction, Fiction, and Juvenile sections, along with a Circulation area.
- Center:** Circulation 103, a large open area with bookshelves, and a Reading Room 114.
- Bottom Left:** A large section with bookshelves and a Reading Room 114.
- Bottom Center:** Office 102, Work Room, and a Mechanical room.
- Bottom Right:** A large open area with bookshelves and a Reading Room 114.

The plan also shows various furniture arrangements, including bookshelves, tables, chairs, and a large circular table in the center. The overall layout is designed to provide a comfortable and functional space for library patrons.

IndyPL  
Wayne Branch  
198 South Girls School Road  
March 12, 2020

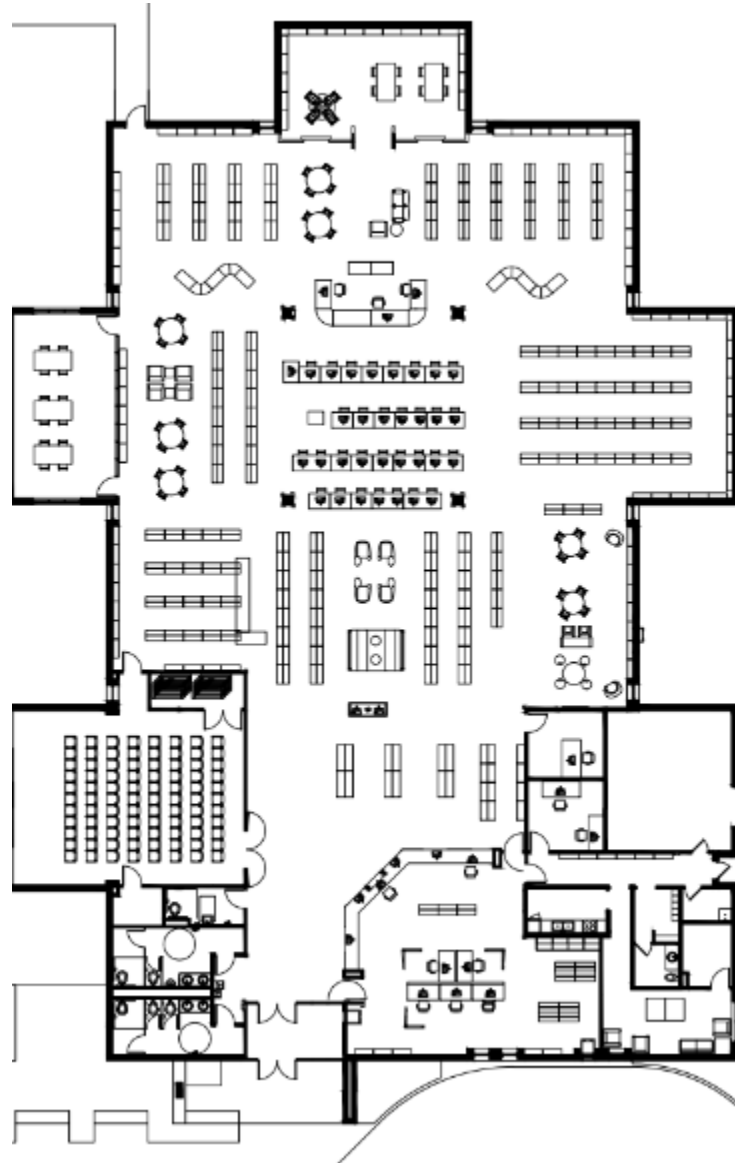
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – West Indianapolis Branch**



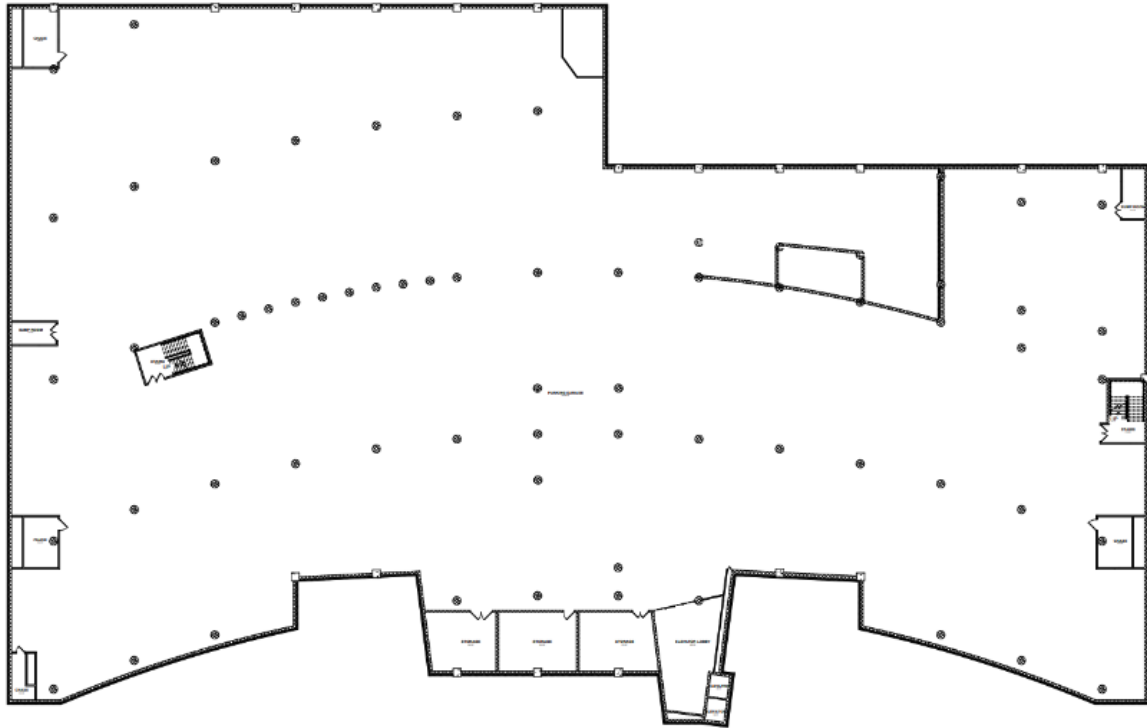
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – West Perry Branch**



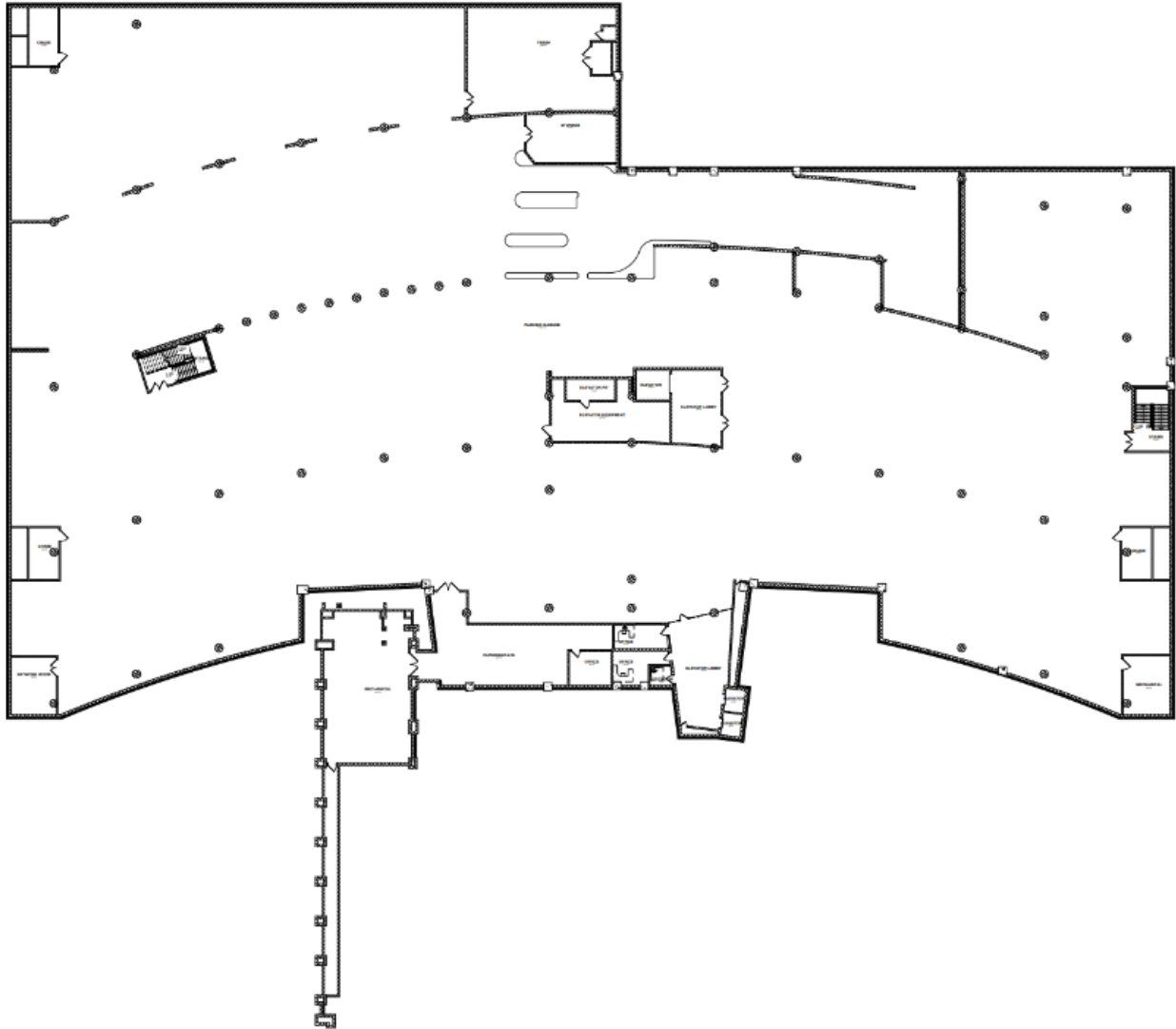
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Warren**



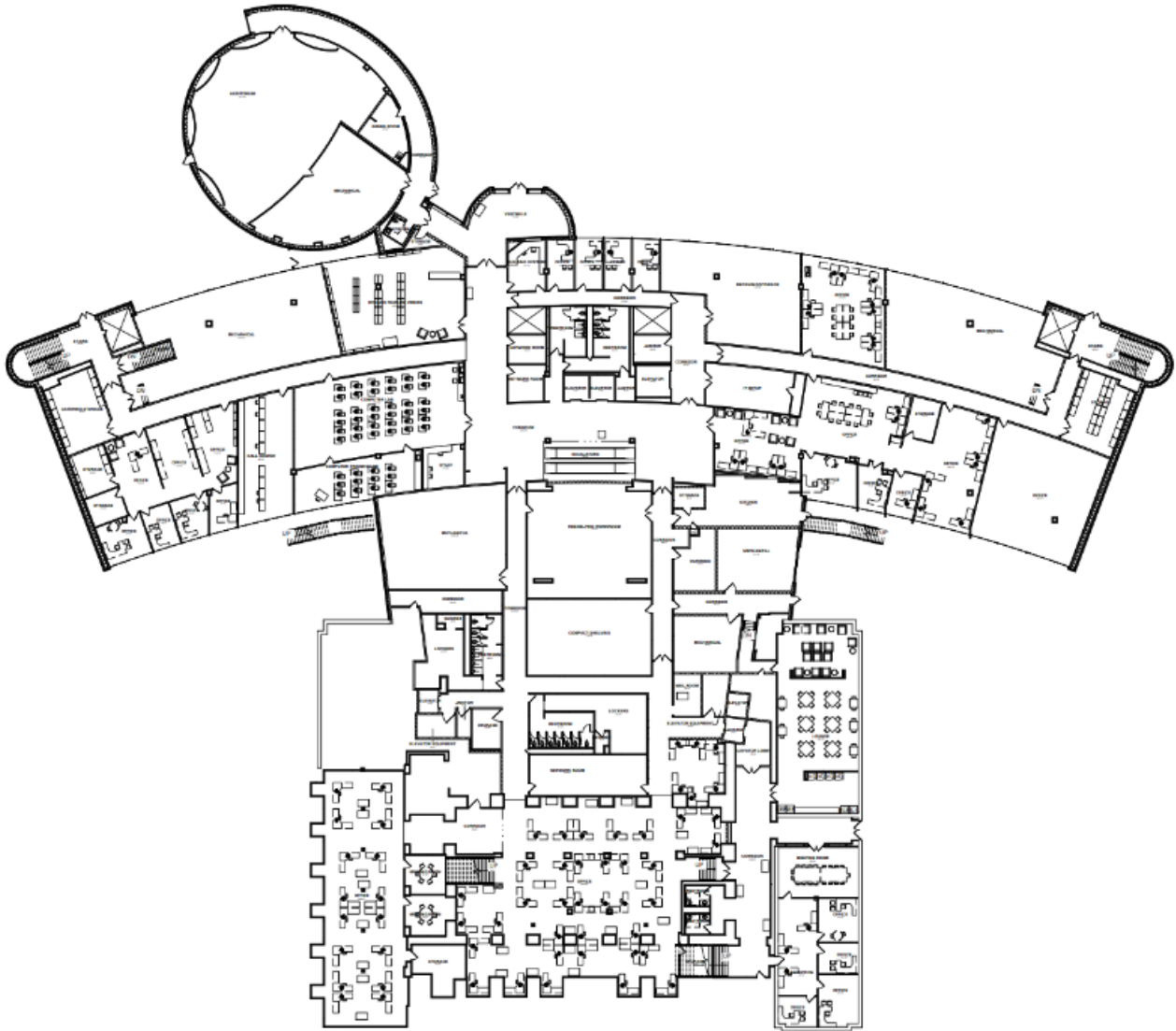
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central P2**



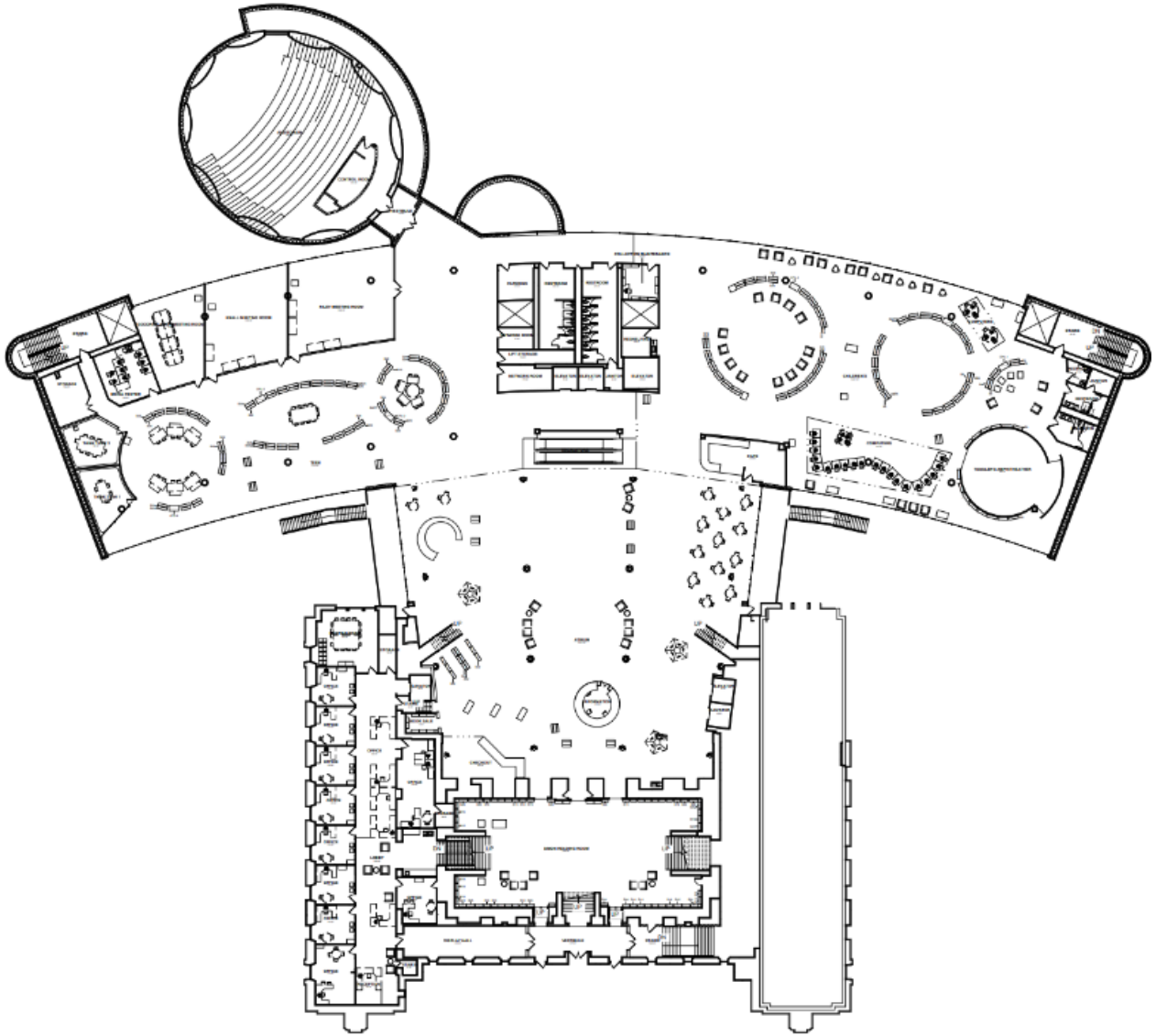
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central P1**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central 1<sup>st</sup> Floor**

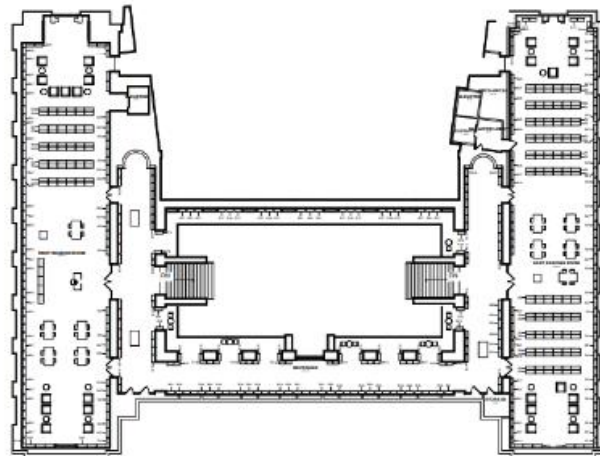
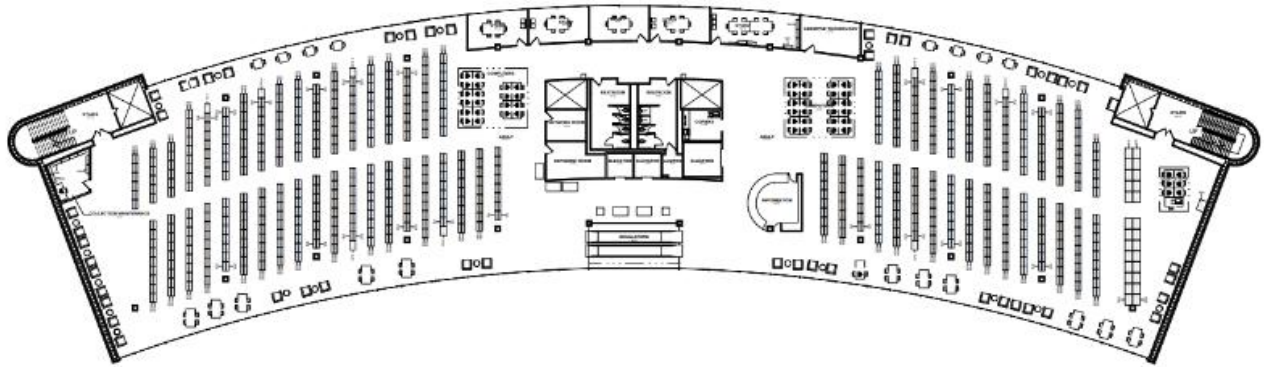


**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central 2<sup>nd</sup> Floor**

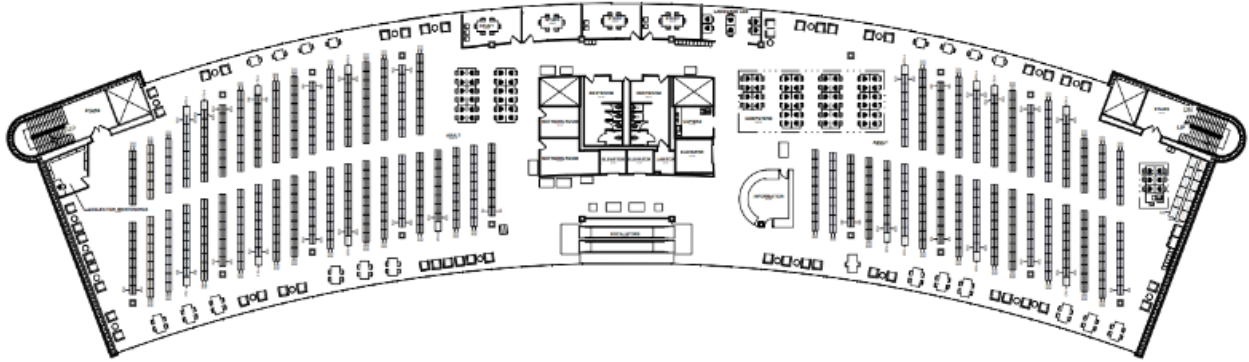




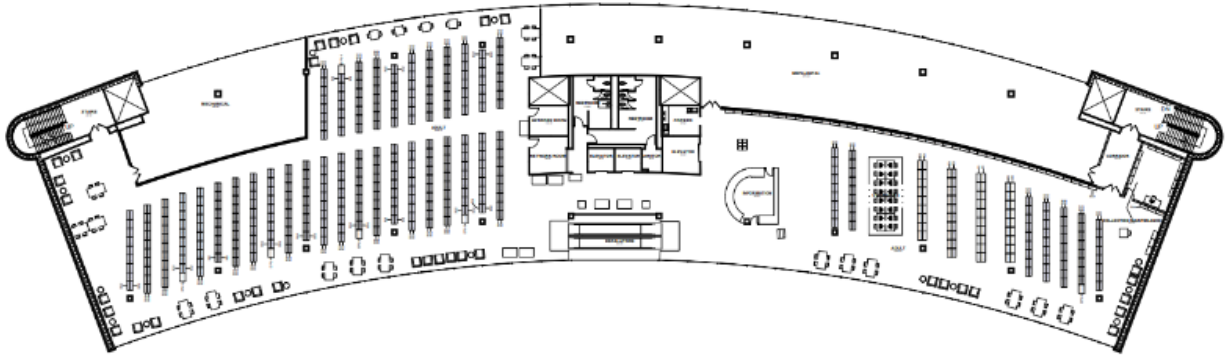
**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central 3<sup>rd</sup> Floor**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central 4<sup>th</sup> Floor**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central 5<sup>th</sup> Floor**



**Attachment H**  
**Request for Qualifications**  
**Network Security Camera Consultant Services for the Indianapolis Public Library**  
**Floor Plans – Central 6<sup>th</sup> Floor**

