Gunnison County Library District

Gunnison County Public Library 1 Quartz Street, Gunnison, Co

Request for Proposal for RFID Library Automation System

Gunnison County Library District

1. Objective

The purpose of this RFP is to solicit proposals from qualified firms to provide: equipment, software, hardware, and technical support from implementation through operation of an RFID library automation system.

Solicitation Schedule

January 16, 2024 RFP posted

January 24, 2024 requests for clarification submittals due

January 30, 2024 clarification responses due

February 7, 2024 Proposals due

February 7 – February 14, 2024 Proposal review and reconciliation period

February 16, 2024 Winning proposal selection announced

February 16 - March 14, 2024 Contract review period

March 21, 2024 Anticipated contract execution pending Board approval

2. Project Information

Gunnison County Library District serves the entirety of Gunnison County, Colorado with two physical locations. A main library branch located in Gunnison, Colorado and a second location in Crested Butte. The Library District has never before used RFID technology for circulation or collection management.

The Library District is a full-member of the Marmot Library Network. Marmot is a multi-type consortium of libraries. Resource sharing occurs within the Marmot Library Network and also the Prospector network which broadens the reach of the libraries' collections to include the Colorado Alliance of Research Libraries member institutions. Nearly all other consortium members have implemented RFID systems to assist with the circulation of physical items.

Through its Marmot membership, Gunnison County Library District manages its circulation services with a Millennium III Sierra ILS. Currently all circulation of physical items is handled by library staff via barcode scanner.

The project objectives are to; use RFID technology to ease the circulation of Library District materials locally and also when shared with consortium members, provide a self-check option for library users at two physical locations, and provide an inventory control system that utilizes RFID technology.

2.1 Schedule

Implementation period April 1, 2024 – April 30, 2024

All materials, equipment, hardware and software shall be procured and delivered by the Vendor in sufficient time to begin installation on the required date.   The Vendor shall assign sufficient workforce to support library staff and Marmot Library Network staff with implementation.

It is the Vendor's responsibility to initiate orders and schedule delivery with sufficient lead time to meet required dates.

Gunnison County Library District will amend dates for beginning installation and completion of installation as needed, according to the overall project schedule. Amended dates shall be noted in the Vendor's response to this RFP.

3. Scope of Work

The Vendor is responsible for providing RFID tags for 48,000 physical items in the libraries' collection. RFID readers at staff workstations and public service desks. Self-check circulation kiosks. Inventory management tools that utilize RFID technology. All associated software that allows the RFID system(s) to connect to the libraries' ILS database. Project coordination in partnership with the Library District and Marmot Library Network. The Vendor is also responsible for providing any equipment that is available to aid in the initial "tagging" of the current physical collections.

Note: the Library District is not seeking a collection security solution at this time.

3.1 Required Equipment by Location

Gunnison County Public Library 1 Quartz Street Gunnison, Colorado 81230

1. 34,000 RFID tags for initial tagging

2. Three self-check kiosks

3.   Seven RFID reader pads

4. One inventory wand

<u>Crested Butte Library 504 Maroon Ave Crested Butte, Colorado 81224</u>

1. 14,000 RFID tags for initial tagging

2. One self-check kiosk

3. Two RFID reader pads

3.2 Design/ Coordination

The Vendor will coordinate the final layout of self-check kiosks with the Library District. There are severe space constraints at the Old Rock Library location. A smaller table top kiosk is also desired at the Gunnison location. The Vendor will coordinate all software implementation with the Marmot Library Network. The Library District and Marmot Library Network will have control over all software implementation decisions. It is not anticipated that a site visit will be required by the Vendor. However, review of possible self-check kiosk locations via floor plans, the providing of equipment size specifications, and creative public facing self-check solutions will be important given the unique physical spaces available in the Library District.

3.3 Shipping

Shipping and delivery of all equipment shall be included in the Vendor's proposal. Return shipping of any equipment loaned to the Library District to aid in the implementation of the RFID system shall also be included in the proposal.

3.4 Installation and adjustment

The Vendor shall deliver and install all RFID self-check kiosks and hardware according to the schedule indicated in this document and any amendments hereto. The Vendor shall install all equipment to manufacturer's specifications, adjust as needed for local conditions. The Vendor is responsible for removal and cleanup of all packing and shipping materials. The Vendor shall include 4hrs of time dedicated to instructing maintenance staff on the maintenance and operation of the equipment.

4. Submittal Requirements

By the stated deadline in section 2.0, deliver submittals as follows in this section. Deliver 1 electronic copy via email to: drew@gunnisoncountylibraries.org.

4.1. Submittal inclusions/ organization

Section 1- Experience and Qualifications

Include a letter detailing company history and a brief list of similar projects completed.

Section 2 – Project Team

Please describe your company's organizational structure and responsibilities. Include contact information for the main point of contact at your firm and contact information as well as responsibilities for other team members.

Section 3- Project Execution

Provide a schedule detailing final design and detailing, procurement, delivery, installation and final adjustments.

Section 4 – Cost

Include itemized cost of final cost of goods sold, cost of installation, profit, and general conditions

5. Selection Process

Gunnison County Library District will select the winning proposal after reviewing all proposals that were received by the due date and meet the qualifications set forth in this document. Gunnison County Library District will review the proposals, ask for more information or clarifications where necessary and select the winning proposal after adjustments or clarifications have been made.

Gunnison County Library District reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities therein; to accept the bid for the contract which, in its judgment, best serves the interests of the Library District.

Gunnison County will use the following criteria in the selection process:

- Programing; does the proposal meet the requirements of the Library District functionally.

- User experience; does the proposal offer a quality self-check experience to the public

- Quality; including warranties, product durability, ease of use, function

- Maintenance; including ability to clean and maintain, product support- availability of parts and required software in the future.

- Cost; decisions will not be made solely on cost.

6. Agreement

Gunnison County Library District will enter into an Agreement to be determined by the successful vendor and the Library District.