RFQ-065
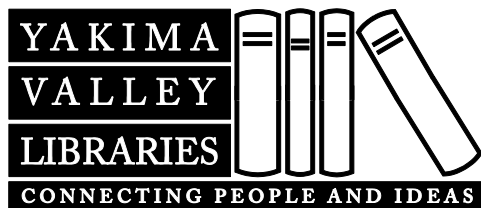
Request for Quote

for

Radio Frequency Identification (RFID) Conversion and Implementation

Melissa Vickers
Information Technology Manager

Yakima Valley Libraries

Date: 2/15/2017

RFQ NAME: RFID Conversion and Implementation

ISSUING AGENCY: Yakima Valley Libraries
                         102 North 3rd Street
                         Yakima, WA 98901

Yakima Valley Libraries is seeking quotes from qualified vendors for a Public Works project to for a turn-key RFID solution.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	2/15/2017
Pre-Quote Question Period	2/15/2017 - 3/15/2017
Deadline for Receipt of Quotes	3/16/2017
Evaluation of Quotes	3/17/2017 – 3/24/2017
Name Apparent Successful Vendor	3/24/2017

Upon release of this RFQ, all responding Vendors' communications must be directed to the RFQ Coordinator's email address listed below:

Melissa Vickers, RFQ Coordinator
102 North 3rd Street
Yakima, WA 98901
(509) 575-3426, **mvickers@yvl.org**

2. PRE-QUOTE QUESTION PERIOD

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the RFQ Coordinator. Questions will be accepted through 3/15/2017. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

3. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will cover a period of 1 year; this contract may be renewed for up to four years beyond the initial term without a price increase, before new price quotations or bids are solicited. The start date will be determined during contract negotiation. The quote price provided will be valid for a 90 day period. Once an agreement has been executed, either party may cancel this agreement with 30 days written notice.

Billing for this contract is to be done after the acceptance and testing period and all services are complete. Invoices will be mailed to:

Yakima Valley Libraries
Attn: Accounts Payable
102 North 3rd Street
Yakima, WA 98901

Terms of payment will be Net 30 days after receipt of invoice.

4. ACCEPTANCE AND TESTING PERIOD

The acceptance testing shall end when the converted items at the test branch are determined to perform successfully in accordance with YVL requirements and the published technical specifications. YVL will work in collaboration with the Vendor to define testing protocols, timeline, and criteria, but YVL retains the right to use any methodology that YVL finds appropriate for the purpose.

YVL may accept the results at any time during the acceptance testing period. If the Vendor's work has not met the criteria for a successful acceptance test during the testing period, YVL may continue to test on a day-to-day basis until the test is successful, or terminate the contract without penalty, or require the Vendor to re-perform the service and continue the acceptance test for another seven (7) consecutive days. If YVL continues acceptance testing and the results fail, YVL may terminate the agreement. Upon successful completion of the acceptance testing, YVL will inform the vendor in writing of its acceptance.

5. ADDITIONAL SERVICES

Written approval must be obtained from YVL prior to performing any additional services not included in this RFQ.

6. PROJECT LOCATIONS

1. Yakima Central Library:
   102 N. 3rd St., Yakima, WA 98901
2. Buena Library:
   801 Buena Rd, Buena, WA 98921
3. Granger Library:
   508 Sunnyside Ave., Granger, WA 98932
4. Harrah Library:
   21 E. Pioneer, Harrah, WA 98933
5. Mabton Library:
   415 B Street, Mabton, WA 98935
6. Moxee Library:
   255 W. Seattle, Moxee, WA 98936
7. Naches Library:
   303 Naches Ave., Naches, WA 98937
8. Selah Library:
   106 S. Second St., Selah, WA 98942
9. Southeast Library:
   1211 S. 7th St., Yakima, WA 98901
10. Sunnyside Library:
    621 Grant Ave., Sunnyside, WA 98944
11. Terrace Heights Library:
    4011 Commonwealth, Yakima, WA 98901
12. Tieton Library:
    418 Maple, Tieton, WA 98947

13. Toppenish Library:
   1 S. Elm, Toppenish, WA 98948
14. Wapato Library:
   119 E. 3rd St., Wapato, WA 98951
15. West Valley Library:
   223 S. 72nd Ave., Yakima, WA 98908
16. White Swan Library:
   391 1st St., White Swan, WA 98952
17. Zillah Library:
   109 7th, Zillah, WA 98953

7. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. The last page of this RFQ has the reference form that is to be returned with your quote.

8. APPARENT SUCCESSFUL VENDOR

An Evaluation Committee will select the Apparent Successful Vendor who most closely meets the requirements of this RFQ. Quotes received will be evaluated on the basis of price, schedule, and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract for a turn-key RFID solution.

The Contract will incorporate all requirements, terms, and conditions of this RFQ and the Apparent Successful Vendor's proposal as negotiated. If Yakima Valley Libraries fails to negotiate a contract with the Apparent Successful Vendor, the Library District reserves the right to negotiate a contract with the next most qualified Vendor. The award of a contract pursuant to this RFQ is expressly conditional upon the execution of a contract document deemed acceptable by Yakima Valley Libraries.

All proposals are considered confidential in nature. However, upon submission of a Public Records Request Form, in accordance with Yakima Valley Libraries' Inspection of Public Records Request Policy and Procedure, they will be made available.

9. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

A. Power source for equipment

B. Network connection for equipment

C. Computers for staff RFID reader connection

10. SCOPE OF WORK

Yakima Valley Libraries is seeking proposals for a turn-key RFID solution with self-checkout machines. Implementation will be conducted on-site at all 17 Library locations across Yakima County during allowable time periods designated by the Yakima Valley Libraries' (YVL) representative.
Quotes are to include an itemization or notation of:

- Supplies, equipment, software, shipping, installation, training, warranty, maintenance, enhancement, and tax costs for the first year
- Costs for additional years of warranty coverage, maintenance, and enhancements
- Documentation detailing what is included and excluded from the warranty, maintenance, and enhancements
- Hours of operation for support
- Response time for support and maintenance
- Hardware and software requirements for all computers and network components

The vendor must quote supplies, equipment, and/or software that showcase the functional and technical requirements listed below:
- RFID tags with the ability to scan multi-disc sets within its own packaging
- The ability to inventory all item parts within a set
- Security gates must identify and alert staff to items not checked out in the ILS
- RFID tags must retain a minimum of 14 characters as a unique identifier (item barcode)
- RFID tags must be non-proprietary, industry standard, with the ability for use on any medium in the library district
- System must use SIP for ILS communication and interface with Polaris
- System must provide statistics on usage
- Security gates must track and provide a count of patrons that pass through

Supplies, Equipment, and Software:
- 261,000 ISO standard RFID tags for books
- 35,000 RFID Hub Tags for discs
- 13 RFID Free Standing Self-check to replace existing self-check machines. These machines should be modern, sleek, a smaller footprint, with integrated receipt printer similar to the Bibliotheca R-Series 8420.
- 3 Double RFID security gate systems
- 1 Single RFID gate system
- 45 staff RFID readers
- 1 Stand-alone conversion unit
- 2 temporary (rental preferred) mobile conversion units
- Additional software/licensing as required
- 8 additional RFID Free Standing Self-check machines. These machines should be modern, sleek, have a smaller footprint, and integrated receipt printer similar to the Bibliotheca R-Series 8420.

VENDOR NAME:

LIST OF REFERENCES:

The following are the names, addresses, telephone numbers and email addresses of the three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1).

Company & Address: *(please print)*

Name of Contact:	Phone number:

Type of work provided:	Email address:

2).

Company & Address: *(please print)*

Name of Contact:	Phone number:

Type of work provided:	Email address:

3).

Company & Address: *(please print)*

Name of Contact:	Phone number:

Type of work provided:	Email address: