



Request for Proposal for Library Automated Materials Handling System

Issued by:

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RFP Publication Date: September 1, 2022

RFP Submission Deadline Date: September 30, 2022 4:00pm

1. OVERVIEW

Marathon County Public Library (MCPL) is requesting proposals for a new automated materials handling system (AMH). The device will need to reliably and efficiently receive, immediately check in, and sort returned library materials at one location within our building. Many of the items have RFID tags, but some do not. All items have barcodes.

Currently, MCPL has a 5-bin setup with one staff induction station and one patron induction station. The projected annual number of items checked in and sorted through this device is greater than 300,000. MCPL currently uses Sierra but may be switching to a new ILS system in the next few years.

Images of the current setup and room layout (with measurements) are included in Appendix A. The doorways to the circulation area are 3.5 feet wide.

2. APPLICANT RESPONSES TO THE REQUEST FOR PROPOSALS SPECIFICATIONS

Proposals submitted in reply to this Request for Proposals shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for a proposal being eliminated from consideration during the selection process. Marathon County Public Library reserves the right to reject any or all proposals and any part of a given proposal.

3. PROPOSALS CONTENT/CONTRACTUAL OBLIGATION

All aspects of the proposal from a successful applicant will become a part of a contractual obligation. MCPL reserves the right to negotiate the award amount and budget items with the selected applicant prior to entering into a contract.

The contract may be modified only by written amendment duly executed by all parties. Justifiable modifications may be made in the course of the contract only through prior consultations with and written approval from the Library Director. Failure of the successful applicant to accept these obligations in the contractual agreement may result in cancellation of the contract.

All proposals shall be reviewed in accordance with the Marathon County Procurement Code, located at Sections 3.01 through 3.17 of the Marathon County General Code of Ordinances. All proposals are expected to be submitted in compliance with the requirements of this Request and the Marathon County Procurement Code. A copy of the Procurement Code is available at the office of the Marathon County Clerk, Marathon County Courthouse, 500 Forest Street, Wausau, Wisconsin 54403, or online at:
https://library.municode.com/wi/marathon_county/codes/code_of_ordinances?no_deld=CH3FITA

4. **TIMELINE**

All interested vendors are required to submit proposals within the following timeframe:

Request for Proposals released: Thursday, September 1, 2022

Responses due: Friday, September 30, 2022, 4:00pm

Notification to responders: October 21, 2022

5. **PROPOSALS**

The proposal should describe proposer's approach to supplying and installing an effective AMH as outlined in the Overview. The proposal should provide sufficient detail to enable the selection committee to thoroughly evaluate and compare it with other proposals. It should include the following information and any other information you believe is pertinent to this project:

1. Number of years of experience company has with this type of product
2. List of at least three libraries that have had the device in place for 2 or more years
3. Description of how the device functions and what relevant features are available (as part of base product or as an add-on)
4. Dimensions of the device and how it will fit in the designated space
5. Options for number of bins associated with device
6. Device's speed and accuracy
7. RFID and barcode-scanning capability at staff induction point
8. RFID and barcode-scanning capability at patron induction point
9. Expected lifespan of device
10. Device's ability to communicate with common Integrated Library Systems, including Sierra (from Innovative), Polaris (from Innovative), Symphony (from SirsiDynix), CARL-X (from the Library Corporation), Evergreen, and Koha.
11. Device's average annual power consumption
12. Ability to upgrade device's operating system over its lifespan
13. Conditions causing the device to send items to the "exceptions" or "problems" bin
14. Point of contact for device support (specified individual or team)
15. Hours and method of availability of support staff (by phone, email, etc.)
16. Typical timeframe to address device issues / conduct repairs (whether in-person or remotely)
17. Strategy for managing access to parts despite supply chain issues
18. Itemized list of all costs related to the purchase, set-up and maintenance of the device for its projected lifespan
19. Coverage details of any included warranty, and cost details of optional service plan(s)
20. Explicit description of how you will accomplish the services requested, and

- how you have performed these services previously
21. Complete delivery and installation timeline, from the date of order through to the first day of full normal operations
 22. All subcontractors assisting with any part of this service
 23. Detailed options for disposal/recycling of current device

6. REPORT AND CORRESPONDENCE DISSEMINATION

The contractor shall, at the option of MCPL, appear before MCPL's designated program administrator in person or virtually to clarify findings and to answer any questions at any time during the contract or after the contract is completed. Contractor must also be willing to appear before any County governmental committee if so requested.

7. NON-DISCRIMINATION LANGUAGE

All reports and correspondence written under the auspices of the applicant shall not employ language which could be construed as discriminatory on the basis of age, race, color, creed, religion, disability, sex, sexual preference, or national origin.

8. TAXES

MCPL is tax exempt and taxes should not be included in the proposal. A current tax exempt form will be provided upon request.

9. PROPRIETARY INFORMATION

It is the intention of MCPL to maintain an open and public process in the solicitation submission, review and approval of procurement activities. Proposal records may not be available for public inspection prior to the award of a contract.

Any proposals submitted in conjunction with this Request will become a public record and open for complete public inspection. If there are confidential or proprietary sections of proposals, which should be exempted from this requirement, it shall be the burden of the proposer to clearly identify such information. In the event of a public records request, it shall be the burden of the proposer to establish that such materials are exempt from disclosure under Wisconsin Public Records law. The proposer shall be responsible for providing all necessary legal support relative to any nondisclosure and for defending MCPL in the event nondisclosure is challenged.

10. GENERAL INFORMATION

1. Incurred Expenses: Proposer is responsible for any expenses which proposer may incur in preparing and submitting proposal.
2. Requests for Modification or Clarification: MCPL reserves the right to request that the proposer modify their proposal to more fully meet the needs of MCPL and/or to provide additional clarification regarding the proposal.

3. Requests for Additional Information: The proposer will furnish such additional information as MCPL may reasonably require. This includes information which indicates financial resources, as well as the ability to provide and maintain the system and/or services. MCPL reserves the right to investigate the qualifications of the proposer as it deems appropriate.
4. Proposal Acknowledgment: By submitting a proposal, the proposer certifies to having read and fully understanding the proposal method and has full knowledge of the scope, nature and quality of work to be performed.
5. Binding Proposals: All proposals submitted will be binding for 90 calendar days following proposal submission deadline.
6. Alternate Proposals: An alternate proposal is viewed by MCPL as a proposal describing an approach to accomplishing the requirements which differs from the approach set forth in the solicitation.

An alternate proposal may be in the areas of technical approach or other provisions or requirements of the solicitation.

MCPL may consider or reject any or all alternate proposals submitted.

Proposer will submit alternate proposals on separate forms in separate envelopes.

7. Questions Regarding Requirements or Proposal Process: To ensure fair consideration for all proposers, submit your questions in writing (electronic or hard copy) no later than 4:00 p.m. on Friday, September 16, 2022. Questions may be e-mailed to Leah.Giordano@co.marathon.co.us or mailed to 300 North First Street, Wausau, WI 54403. This is the deadline for all questions relative to this proposal. Questions received after this date will not be accepted.

A list of all submitted questions and answers will be mailed or e-mailed to all proposers so as to ensure equal access to information by all proposers.

Any necessary communication will be coordinated by the Library Director in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposals. Any other such communications initiated by a proposer may be grounds for disqualifying the proposer from consideration of award. No information provided verbally, or by any other personnel, will be considered binding.

8. Amendment to Request for Proposals: If it becomes necessary to review or

amend any part of the Request for Proposal, either by request from a vendor or at MCPL's discretion, such change will be via written amendment to be mailed, e-mailed or faxed to all vendors who requested and received the original request.

11. PROPOSAL SPECIFICS

1. MCPL reserves the right to reject in whole or in part any and all Proposals, to waive any informality, and to accept the proposal(s) determined to be in the best interest of MCPL. This solicitation may also be canceled if determined to be in the best interest of MCPL.
2. Submit three (3) copies of the proposal within a single sealed envelope or container. The lower left corner of the envelope should have the following notation: **"PROPOSAL FOR AMH"**
3. Proposals must be received by **4:00 p.m., Friday, September 30, 2022** to:

Leah Giordano, Library Director
300 North First Street
Wausau, WI 54403

Proposals received after the date and time will NOT be accepted. Actual receipt by said time is required and deposit in the mail is insufficient.

4. Questions may be directed to Leah Giordano at Leah.Giordano@co.marathon.wi.us or 715-261-7211.

12. FOLLOW-UP DISCUSSION

Firms submitting proposals may be contacted to answer questions about their proposal in October, 2022.

13. SELECTION PROCESS

The successful proposer will do all the work and furnish all the management, supervision, labor, components, materials, tools and accessories necessary to supply and install a suitable AMH at Marathon County Public Library in Wausau, WI. The selection committee will consider the following criteria in evaluation of the proposals:

- a) Device Technical Capability 25%
- b) Total Cost 25%
- c) Quality of Support from Vendor 20%
- d) History of Vendor Success and Product Success 20%
- e) Installation Timeline 10%

Receipt of proposals and subsequent award of the contract will be governed by Section 3.05(4) of the Marathon County Procurement Code. Marathon County Public

Library will enter into discussions with the highest ranked responsible offeror in accordance with Section 3.05(4) (d) of the Marathon County Procurement Code. The final scope of the project may vary from the proposal depending on needs and resources. If Marathon County Public Library is unable to successfully conclude negotiations with the highest ranked responsible proposer, negotiations will be held with the next highest ranking responsible proposer. The contract will then be awarded pursuant to Section 3.05(4)(d)(vi) of the procurement Code to the responsible proposer whose proposal is determined to be the most advantageous to Marathon County taking into consideration past performance, price and the evaluation factors set forth herein. All proposals will be a matter of public record upon award of the contract.

APPENDIX A



