McHenry Public Library District Request for Proposal

RFP# 2-03-2017-1
RFID Equipment Purchase, Installation and Item Conversion

Date: 2-03-2017

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Introduction

The McHenry Public Library District (MPLD) (here after referred to as the Library or MPLD) is seeking proposals for a turnkey Radio Frequency Identification (RFID) total solution from qualified companies to replace and enhance an existing, outdated but functioning 3M/Checkpoint magnetic solution. The RFID System will be used for staff assisted and patron check-in and check-out processes, theft prevention, and inventory. Preference will be given to the vendors who can provide an 'all-in-one' solution, rather than providing piecemeal equipment and software. The proposed solution should include the following items, specifications and pricing:

RFID equipment, hardware, software, non-proprietary ISO15963 RFID tags, RFID workstation kits, RFID compatible self-checkout stations, security gates, hand-held inventory wand [and/or associated equipment], and one or more tagging stations and in/out security gates for 1 exit/entrance (+ gate/ people counter) plus automated sorting system (AMH, 3-5 bins) with capability for additional bins in the future. The successful bidder will also include professional services for installation, implementation, project management, initial software/hardware training for staff and the provision of ongoing support/maintenance contract along with valid warranties on work/installed equipment. Payment will be made after successful on-site bench testing, either as an entire unit or after certain benchmark goals have been met.

Pertinent Library Statistics

The McHenry Public Library District (MPLD) is located in McHenry, IL (McHenry County).

# Circulations:	729,000 (2016)
# Patrons:	42,023 patrons served
# Branches:	1 main library, no branches, no bookmobiles
# Library Items:	Approximately 155,000 total items (see breakdown by media type)
Library ILS	MPLD is part of a 24-member library consortium, CCS sharing an ILS (currently Sirsi-Dynix, Horizon system, moving to Polaris, Spring 2018)

Scope of Project

Proposals are sought for a turnkey RFID system consisting of complete solution, hardware and software for all required functions (see Requirements) : hardware, software (preferably web-based), installation, training, on-going maintenance and enhancements. The hardware and software interface seamlessly with the Library's consortium-based ILS and also provide basic system diagnostic and calibration functions of equipment plus work with all existing PCs and internal network components as well as staff workflows. The project can be seen to be realized in three distinct phases (possibly installed in a sequence relative to the phase):
Installation of all hardware/software (circulation side/patron side, self-check machines, connection of devices to ILS via SIP2 (or other protocol relative to ILS), staff training for all functions/modules (on-line and print copies of manuals); security gates installed (with public gate counters);

Training for staff on equipment for retrospective RFID tagging of existing collection;
Installation of automated check-in/sorting (AMH) system installed + inventory control + staff training for all of these functions

Project/System Requirements

The McHenry Public Library District (MPLD or the Library) is seeking to convert from an electromagnetic 3M security system to an RFID security system, adding self-checks, software and hardware for self-checkout, staff assisted checkout, security, collection management/inventory control, gate counter, RFID system software, automated materials return/sorting hardware and software (an AMH 3-5-bin system, available for add-on), as well as providing a number of statistical controls/counts, seamlessly working with the library's ILS (currently Sirsi-Dynix, Horizon based via CCS 24-member library consortium; moving to Polaris/Innovative system by Spring 2018). We are looking for an **all-in-one vendor** who can do the following: supply tags, purchase/lease of an automated tagging system, purchase of all hardware, software + software upgrades, staff RFID tagging/software/hardware use training; and self-checkout system hardware/software and installation for all equipment/software previously described. All this equipment/software should be able to be easily used by library staff and patrons to create a seamless user experience. The vendor will provide on-site set-up/troubleshooting upon initial set-up, as well as staff training and training manuals will be made available to all staff. The vendor should be in a position to refer to an operational site or sites of similar functionality and purpose, and be prepared to give demonstrations, if asked, on the use and functions of the following integrated modules. Site visits by board/library staff may be involved. Following are elements of the entire project:

- Conversion from barcode to RFID tag regardless of medium of the item, (barcodes will be retained on existing items and still added to new items)
- Tagging requirements from various library vendors (e.g. B&T, Midwest Tape, Follett, etc.) of newly acquired items, regardless of medium,
- Retrospective tagging of existing collection – recommendation methodology, equipment and tagging supplies regardless of medium,
- Real-time interface to SirsiDynix Horizon (ILS) circulation modules and cataloging interface using self-check hardware provided + possibility of using some existing self-check units (if adaptable),
- Staff check-out and check-in of all materials – practice and methodology,
- Patron self-serve check-out stations,
- Performing inventory with a portable RFID reader,
- Generating, gathering and displaying/printout of various activity statistics relative to RFID functionality and interface with Circulation system (self-check counts, uses, items, etc.) - compilation and display,
- RFID security gate system to read items not disabled at checkout process,
- Automated materials sorting (AMH) equipment consisting of at least 4 -7 bins, that are UL listed, OSHA certified and designed to fit in available space and current dimensions but that have expansion capability. Prefer system that is scalable with 'drop-in,' replaceable components + also enclosed for safety.
- Our current circulation system utilizes Codabar 31 barcodes and we will still be adhering barcodes to items due to the consortial nature of Illinois libraries and interlibrary loan requirements. So self-check systems and staff assisted check out stations must also be compatible for Codabar scanning.

Purpose of RFP:

To evaluate and select a provider for a turn-key, self-service RFID solution for library customers while achieving better inventory control for staff. Among other benefits, the proposed RFID system should provide significant productivity gains through reduction in key labor-intensive workflow processes, enhanced customer service, reduced material losses, reduced incidents of staff repetitive motion injuries, and improved inventory accuracy.

Proposals are sought for a total software/hardware solution with one company including the following: all necessary hardware/electronics, preferably web-based software that integrates with the ILS, shipping, installation, conversion, staff training, project management, and ongoing maintenance. The proposal is to be for a turn-key, total package system.

Achieve meaningful knowledge transfer for new solution such that the Library can support the system without significant long-term supports from the vendors after the customer post implementation support phase of the project.

Timeline

Scheduled Item:	Date:
RFP Released	3/1/2017
Date & Time Deadline for Questions	3/27/2017 questions may be asked up to 4/9 pertaining to RFP submission requirements.
RFP Due Date and Time	4/10/2017 (4p.m. CDT)
Bid Award Date	5/12/2017
Project Start Date	Vendor and library dependent, ASAP relative to ILS migration progress

Contact Information and Proposal Delivery – Submittal Agreement

(See Exhibit A, Submittal Agreement in this packet for cover page/inclusive material)

	Proposals should be delivered before or by The RFP due date to:
Contact:	James C. Scholtz, Executive Director
Library Name:	McHenry Public Library District
Address:	809 N. Front St.
Address 2:	
City, State, & Zip:	McHenry, IL 60050
Phone:	815-385-0036 (9am – 5pm, weekdays)
E-mail:	jscholtz@mchenrylibrary.org

Procedure to Submit Questions

Questions must be submitted to the above email address before or by the RFP questions due date of 3/27/2017. See timeline above. Phone calls 815-385-0036 (ask for Executive Director, James Scholtz)

Library Computer Specifications

The system (hardware and software) must be compatible with the MPLD's standard circulation:

- Windows 7 and 10, 64-bit, I5 processor or better
- 4-8Gb RAM
- 500Gb+ Hard Drive (some units only have a solid-state hard drive, no CD-RW)
- 17" widescreen LCD Monitor, some 19"
- Gigabit NIC
- USB Barcode Scanner (keyboard wedge scanner/USB)
- Star Metronics Receipt Printer (USB port)

The Library seeks RFID solutions that include tags, hardware, software, installation, project management, staff training and on-going support, maintenance and trouble/shooting.

Bidders must be able to demonstrate a proven ability to provide and implement the following items:

- Seamless integration with the Library's ILS that updates constantly and automatically and streamlines staff and patron workflows
- All tags and devices writing to the tags must conform to ISO 28560-2 per NISO RP-6 2012 and ISO 15693, ISO 18000-3 Mode 1 standards; durable tags - ISO compliant RFID tags that easily affix to all circulating library items regardless of format and which are guaranteed for the lifetime of the item to which they are affixed (i.e. 10 yrs. 100,000 write/read; data stored on protected transponder chip with different sizes and types of labels for different library materials)
- Interoperability with the Library's existing computers and ILS coupled with an easy-to-use system interface (prefer web-based GUI allowing access to statistics, connections, etc.). Dashboard control with seamless access to ILS for staff configuration highly desirable
- RFID pads and staff workstation upgrades that enable staff to use either barcode scanners or RFID pads to input barcodes in all ILS modules; pads require no SIP connection; readers meet ISO 18000-3/15693 standards
- Shelf-reading and inventory tools which are easy to use and make it viable to inventory the entire collection at least once per year
- ADA-compliant, theft deterrent but attractive gates, modular in design to minimize problems in wiring/connection initial installation, upgrades and repairs. Patron counter integrated within units, Gates should have alarm activated to outgoing (not incoming) items with the ability to adjust RFID antenna sensitivity due to environment/circumstances (DSP) along with ability in software to determine alarm triggers;
- Self-check units. (3-7 count depending upon placement within the Library). To provide a number of different types of self-check units relative to operations/library placement, etc. Units should have built-in barcode scanners with easy-to-access receipt printers for printing receipts + capability for email receipts for all transactions (check-outs, renewals, fine/fee payments. Capability for patrons to see items currently checked out and to renew items 'not in hand' is highly desirable. Ease of roll paper replacement and ink is also highly desired.
- Easily maneuverable mobile tagging station (rental/lease/purchase options should be presented)
- Security options, other than locking cases, for AV materials which provide effective theft-deterrence while reducing library handling requirements.

Submission of Proposals

Submit one (1) original and (1) copy of your proposal clearly marked as such. In addition, include an electronic copy of your proposal on a flash drive with USB port, CD or DVD, in PDF format. **Please include Exhibit A as your cover page for ease of identification.**

The outside of the box or package and the cover or title page of each proposal shall be marked with the following information (see Exhibit A for completion form) plus inclusion of Exhibit A (cover page):

RFP # 2-03-2017-1
RFID Equipment, Purchase, Installation, and Item Conversion for MPLD
Due Date Monday, April 10, 2017 by 4:00pm (CST)

Selection Criteria

The following information will be considered in the vendor selection process:
Being a one-vendor/total vendor solution

- Ability to successfully integrate (operational level) with our ILS
- Ease of use of (simplicity and seamless integration) self-check integrated software (prefer web-based)
- Evaluation of Functionality
- Customer Reference Checks
- Customer Support Ratings
- Third-Party Product Integration (if needed)
- Development History
- Design Quality
- Features
- Total Cost + various features/options costs
- Possible Vendor Demonstrations/Discussions
- Possess all insurance and workman's compensation documents required in order to do business in IL (be able to produce/show documents)

The selection process will determine the best responsible bidder meeting all of the specifications. The Library reserves the right to reject any and all bids or to waive any technicalities in bids when it determines it is in the Library's best interest.

Contract Documents

The successful respondent(s) will be expected to enter into a contract with the Library pursuant to the documents that include the RFP, the vendor's proposal, the summary of negotiation, and any and all other additional materials submitted by the vendor. The only official answer or position of the Library will be the one stated in writing.

Late Proposals

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time shall not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

General Information

- Responding firms are prohibited from communicating in any other manner about this project with any other Library employee from the date of issuance of this proposal until the final selection. Other means of communications or contact may disqualify the submitting firm.
- Award will not be awarded to more than one vendor unless the marketplace or technology dictates that course of action/bid award.
- The Library reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the Library to accept any item or groups of items in the proposal, as may be in the best interest of the Library.
- The Library is not required to accept the lowest price proposal. Responses will be evaluated to determine the most advantageous proposal on a variety of factors including but not limited to price, evaluation of functionality, customer reference checks, customer support ratings, third-party product integration, development history, design quality and features.
- The Library reserves the right to verify any information provided during the RFP process and may contact references listed or any other persons known to have contracted with the Proposer.
- All items are new manufacture unless otherwise specifically stated in this solicitation or in the response by the vendor.
- All products must have passed the first line quality standard as set by the manufacturer and no seconds, blemished articles or items having defective workmanship are included.
- Vendors and/or parent companies must have ISO9001 Quality Management Certification Vendors must include a valid certificate in the RFP proposal.
- Respondents shall notify the Library immediately of any changes to specifications made by the manufacturer for the equipment listed.

Critical Requirements

The vendor of the RFID system proposed should be in a position to meet the following critical requirements by the date proposals are due. The vendor should have available for review and be in a position to refer to an operational site or sites to showcase the following functionality:

Conversion to RFID Regardless of Item Type

- Interface to the MPLD's current ILS Currently Sirsi Dynix, Horizon. The library will be moving to a Polaris, Innovative system. Migration will be completed by Spring 2018. More information regarding the migration (via our consortium CCS) can be made available upon request.
- Durable, ISO 28560–2 compliant RFID tags that easily affix to an item,
- Patron self-service with the ability to collect fines and fees and to print receipts
- Payment system must be PCI 3.0 Compliant. (Currently, the Library does not have a separate PCI 3.0 compliant network for processing payments via credit/debit cards. All payments for overdue fees are checks/cash are through secure 3rd party bank (Wells Fargo). This procedure will NOT be available after migration to Polaris and it's replacement functionality has not been detailed by CCS. The Library also uses wireless cellular service for other payments (copies/scans/FAXes).
- RFID conversion for the library's existing staff circulation and technical services stations
- Inventorying with portable RFID equipment
- Shelf-reading with portable RFID equipment
- Activity statistics compilation and display that includes comprehensive reporting capabilities
- Security gates with exit only alarm with secured item(s). No alarm when entering with secured items(s)
- Security gates equipped with bi-directional radar people counter. The counter data must be accessible via network
- Maneuverable and mobile automatic tagging station(s) for loan or lease to ensure a tagging capacity of at least 800 items per hour equaling 32,000 per 5 working days (8 hours daily) by using an automatic tagging station for 80% of the library's collection
- Easy to use self-check stations that are customizable to match the library's existing interior colors, branding and furnishings
- Self-check stations must be made from stainless steel and provide a powder coated finish

Submission Requirements

Technical Requirements

The RFP represents the functional capabilities, performance characteristics, and hardware minimums desired. The requirements are intended for the protection of the library and vendors by reducing the possibility of misinterpretation of the Library's needs. Vendors must respond to every requirement contained in the Technical Requirements section of the RFP using the following criteria specified in Exhibit B – Technical Requirements in this RFP.

Pricing

Prices reflected in the proposal shall include any discounts extended. Unit prices shall be quoted for all components and costs for hardware, software, installation, and service. Vendor must include shipping in the pricing proposal. Vendor must include prices of all equipment and any options (as well as any one time and/or repetitive license fees) needed to meet all specifications. Pricing must include installation and successful testing of all software, hardware, and connections. Acceptance and payment of contract based on interface and 100% usability by library staff/patrons and integration with ILS within 30 days of contract work completion and acceptance by Library. Vendors must use the Exhibit C - Pricing Sheet section in this RFP for submitting costs of products proposed. Vendors submitting other pricing documentation can be rejected and/or subject to disqualification.

Guarantees and Warranties
All guarantees and warranties should be stated in writing and submitted as part of the proposal.

The vendor shall warrant that the system will meet the reliability and performance requirements set forth in the RFP and will continue to do so as long as the system remains under vendor maintenance.

Corporate Experience and Capacity
The proposer shall provide information that documents its firm's experience and capacity to produce the required outcomes. The proposer is defined as the company, entity, parent/subsidiary companies or partnerships who are submitting a proposal under this RFP, not individual companies in a partnership of joint venture. This information shall include:

1. A brief history of the company, including incorporation and ownership, and experience installing the products and services requested in this RFP, especially at/in libraries using the Polaris ILS.
2. List details of parent company, partners, and suppliers, as well as the nature of the vendor's relationship to them
3. Details of any litigation instigated against the vendor or cancellation of contract for non-performance of the vendor in the past five (5) years
4. Any other information regarding the vendor's experience that will assist the library in evaluating the proposal and making a decision
5. Vendor should list at least three customer references comparable to this RFP
6. Failure to provide the above information may result in the proposer being disqualified and its proposal not considered. The Library reserves the right to contact any and all references to obtain information without limitation and regardless of the proposer's performance on the listed jobs.

Hardware/Software Technical Support
1. Specify normal operating hours for tech support, and describe procedures for obtaining assistance during off hours.
2. Installation Requirements and library's responsibilities.
3. The proposed system must be installed according to a schedule determined in coordination with library staff to minimize disruption.
4. Vendors must recommend and provide an installation plan. The library anticipates starting the retrospective conversion-tagging project as soon as a proposal is accepted.
5. Vendor must also be available for consultation on placement of hardware to accommodate network infrastructure, power and ventilation requirements, building restrictions, etc., and to maximize workflow, staffing, and patron convenience issues.
6. Warranty and Service Requirements
7. The circulation RFID tags must be guaranteed to be effective for the life of the item to which they are originally affixed and, if found to be defective, they must be replaced at no cost to the library.
8. The vendor must provide an all-inclusive, 12-month extended warranty on equipment, software, and components and offer extended maintenance/service contract thereafter.
9. Software warranty: Software patches and service pack releases must be supplied
10. The library shall be able to request service using a toll-free 800 number.
11. Service technicians will be equipped with parts normally required to service the equipment and reduce downtime. Library can request a spare part package to be stored at the library – please provide pricing.
12. Average on-site response time must be no longer than eight hours
13. The service agreement must include remote maintenance for expert technical consultation and software support.

Training and Service Requirements

1. The Library seeks to train key circulation, technical services, system administration, and public services staff in the use of all equipment.
2. Training will be performed by the vendor and will take place at the Library
3. The Library requires user manuals, plus any other materials that are typically distributed during training.
4. The Library requires that manuals be available in electronic format with unlimited distribution within the library, and shall be supplied free of charge.
5. The Library requires unlimited interaction with the vendor sales staff and technical support staff during installation planning, the installation phase, and follow-up immediately after such installation.
6. Indicate options and pricing for additional staff training periods and topics. Indicate the cost for refresher training (separate in remote and onsite).

Health and Safety

- All equipment must be UL or CE Listed
- All equipment must be FCC compliant.
- The system must be in compliance with ADA guidelines
- Detection or security corridors must be in compliance with relevant ADA requirements

Insurance

INSURANCE REQUIREMENTS FOR THE McHENRY PUBLIC LIBRARY DISTRICT
"SMALL EXPOSURE JOBS"

It is hereby agreed and understood that the insurance required by the McHenry Public Library District is primary coverage and that any insurance or self-insurance maintained by the Library, its officers, board members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed or the length of time that is specified in the contract. By submitting a bid for this RFP, vendors agree to the terms and conditions regarding the following insurance requirements:

GENERAL LIABILITY COVERAGE

- Commercial General Liability
- $1,000,000 general aggregate
- $1,000,000 products - completed operations aggregate
- $500,000 personal injury and advertising injury
- $500,000 each occurrence limit
- Claims made form of coverage is not acceptable.
- Insurance must include:
- Premises and Operations Liability
- Blanket Contractual Liability
- Personal Injury
- Explosion, collapse and underground coverage
- Products/Completed Operations
- The general aggregate must apply separately to this project/location

BUSINESS AUTOMOBILE COVERAGE

- Limits - $250,000 each person/$500,000 each accident for Bodily Injury and
- $100,000 for Property Damage
- OR
- $500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

WORKERS COMPENSATION AND EMPLOYERS LIABILITY – As required by Illinois State Statute and/or any Workers Compensation Statutes of a different state must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- $100,000 Each Accident
- $500,000 Disease Policy Limit
- $100,000 Disease - Each Employee

BUILDER'S RISK/INSTALLATION FLOATER

The Library will not assume responsibility for loss, including loss of use, for damage to property, materials, tools, equipment, and items of a similar nature which are being either used in the work being performed by the contractor or are to be installed or erected by the contractor.

If coverage is desired for this exposure, the contractor may, at his own cost, procure insurance to cover same.

ADDITIONAL PROVISIONS

- Additional Insured - On the General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. McHenry Public Library District, it's officers, employees, agents and authorized volunteers shall be Additional Insureds.
- Endorsement -
- The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
- Certificates of Insurance -
- A copy of the Certificate of Insurance must be on file with the Library Business Manager.
- Notice -
- NOTE: The Library requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.
- The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Illinois.

Contract Documents

The documents that shall constitute the contract between the parties shall include this RFP and Exhibits within, the vendor's response, the summary of negotiation, and any and all other additional materials submitted by the vendor.

All vendors should be aware of the following contractual requirements which will be incorporated into the final contract document and, as a result, should price their proposals accordingly:

The vendor must comply with all requirements under the Illinois Prevailing Wage Act in the performance of all work under this contract;

The vendor will be required to provide a performance bond in the amount of 10% of the total bid price (upon acceptance of bid) issued by a surety company acceptable to the Library. This bond will be held by the Library until completion/acceptance of work.

Library Check List

Proposal Requirements (to be checked off by Library staff for vendors having/not having items)

General

- □ Vendor has provided corporate information
- □ Vendor has provided descriptions of comparable, relevant projects completed and references of at least three libraries of similar size using a Polaris Systems ILS.
- □ Vendor has provided single point of contact (yes) and qualifications of individual(s) responsible for project management.
- □ Vendor has provided a summary of the proposed approach to the project including what equipment to purchase, the implementation steps or phases, project milestones, key input points, and project timeline.
- □ Vendor has completed Submittal Form (EXHIBIT A)

Technical

- □ All equipment will work in MPLD's current ILS environment with minimal modifications (note that Sirsi Dynix SIP2 license requirements are different than Polaris)
- □ The system's components conform to all existing federal, state, and local regulations concerning ADA accessibility and OSHA requirements
- □ System is interoperable with all other vendors' components (if needed)
- □ Options are provided for all materials, regardless of format or owning Library

Training

- □ Introductory training will occur on site and be provided by the vendor. The successful vendor(s) will train key circulation, technical services, administrative, and public service staff in the use of all System equipment and software
- □ Training will be provided by vendor staff (combination of on-site, distance learning, etc.)
- □ All training for components included in this proposal will occur on-site at the MPLD
- □ All training shall be provided at no additional charge
- □ Both print and electronic user manuals will be provided. Electronic copies will allow for unrestricted distribution within the Library
- □ Samples of training documentation were provided for all components in this proposal
- □ The timetable identifies installation responsibilities
- □ Vendors will be available for consultation on placement of hardware to accommodate network infrastructure, power and ventilation requirements, building restrictions, and other conditions, and to maximize the workflow, staffing, and patron convenience issues

Warranty, Support, Maintenance, Upgrades

- □ Proposal provides at minimum, a 12-month all-inclusive warranty on equipment, software, and components
- □ Equipment and software warranties begin the day received by the Library, or if installation by the successful vendor(s) is required, the day following the successful installation date
- □ All warranty services are provided by a service provider that is fully trained and certified by the manufacturer
- □ Software upgrades, patches and replacement for defective equipment are supplied at no additional charge to the Library
- □ Post warranty maintenance services are available, renewable on an annual basis
- □ All proposed maintenance/service contracts are subject to negotiation by the Library
- □ Vendor provides remote maintenance for expert technical consultation and software support 24 hours a day, every day of the year. Initial response time will be within two hours of the Library reporting the problem
- □ Resolution of problems shall be achieved within the shortest timeframe possible with vendor communicating anticipated timeframes, limitations and expectations.
- □ Vendor will maintain an inventory of parts that will permit resolution in accordance with the above provisions
- □ Vendor will provide a clear process for reporting problems, guaranteeing response time
- □ Vendor will address in writing problems that require longer response time including anticipated solution and date
- □ Vendor provides a clear description of support and costs for disaster-related emergencies
- □ Vendor will have the risk of loss until delivery and inspection by the Library

Cost Information

- □ Vendor has provided a complete cost proposal that includes annual maintenance agreement plans at all levels offered
- □ Cost information was provided in a separate, sealed envelope marked “Price Proposal-Do Not Open”
- □ All costs associated with the implementation and ongoing operation and maintenance of the system are identified
- □ The costs of optional equipment is provided and clearly identified as optional
- □ Any required APIs not provided by the vendor, but required to make the system work effectively, are identified and explained
- □ Work that the vendor does not provide but must be provided separately by the Library is clearly identified

EXHIBIT A - SUBMITTAL AGREEMENT

RFID Equipment Purchase, Installation and Item Conversion Project SUBMITTAL AGREEMENT
(Please Complete and Include Form with Proposal)

I herewith offer to supply the McHenry Public Library District, on or before the stated delivery date, in accordance with the specifications, upon execution of a contract, the items called for in the attached specifications.

I understand that the price quoted is the total cost for providing all requirements according to these specifications and standard conditions as originally provided by the agency. It is expressly understood that the Library reserves the right to correct any and all deviations if the supplier fails to correct such deviations after due notice.

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this quotation.

VENDOR NAME: _____

STREET: _____

CITY AND STATE: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

PHONE: _____

FAX#: _____

EMAIL: _____

DATE SUBMITTED: _____

Due date for proposals: **April 10, 2017,** 4:00 PM CDT

Send proposals to: James C. Scholtz, Executive Director
McHenry Public Library District
809 N. Front St.
McHenry, IL 60050

PROPOSALS MUST BE PAPER COPIES. NO PROPOSALS RECEIVED EXCLUSIVELY VIA EMAIL, FAX OR IN DIGITAL FORMAT WILL BE ACCEPTED.

EXHIBIT B - TECHNICAL REQUIREMENTS

Response to Specifications

Y: YES. Feature, function, product, or service is available as requested and is fully operational using the version proposed for the MPLD.
D: IN DEVELOPMENT. Feature, function, product, or service is under active development and is operating in a test environment.
P: PLANNED. Feature, function, product, or service is planned. No development has begun.
N: NO. Feature, function, product, or service is not available, in development, or planned.

For any specifications to which the vendor answers other than YES, the vendor must describe:

a. The feature, function, product, or service being planned or developed and the date after which it will be available in general release in operation in the system proposed to the library.
b. Whether the MPLD will incur any added cost for the feature, function, product, or service once it becomes available; either as a direct cost of the feature, function, product, or service, or because the feature, function, product, or service will require replacement of, or addition to, hardware or software originally proposed for initial installation.
c. If the feature, function, product, or service is not available, in development, or planned, an explanation of how the specification might otherwise be met using alternative features, functions, products, or services available from the vendor, including availability dates for any such alternative and any added costs, either direct or indirect.

Any such exception taken to any specification must be stated immediately following the specification in question. Vendors are advised that the Library is interested in receiving only proposals for a production RFID system already installed and in use by a library customer base and proposals for systems in an Alpha or Beta phase of development will not be considered. Furthermore, the Library reserves the right to evaluate all proposals solely on the basis of currently existing features, functions, products, or services meeting the specifications as stated.

General Requirements

1. Vendor and/or parent company must be ISO9001 Certified. Vendor must provide valid certificate
2. The proposed system and all of its components must be entirely compatible with, and in no manner interfere with, the Library's Integrated Library System, its computer clients, or other components.
3. The proposed system must provide application-specific software to incorporate all hardware (detection systems, staff station readers, patron self-check stations, portable handheld readers), RFID tags, and any other RFID-related hardware into the system.
4. The proposed system must be able to function on either wired or wireless (existing network) TCP/IP networks at speeds of up to 1 Gbit/s wired and up to 50 Mbit/s wireless to the off-site ILS database (SIP2 connections, RJ45 plugs – 7 pairs). MPLD uses a fiber optic backbone network connection front area to back area.
5. The RFID system must be compliant with the latest ISO standards
6. Vendor must be willing to work with the Library's ILS vendor to resolve any RFID equipment related functionality problem. Preferred: ILS certified partner
7. The proposed system must provide performance statistics that can be accessed through the library network. Data must be broken down by year, month, day and hour. Data to include, but not limited to: number of transactions, type of transaction, number of successful and unsuccessful transactions, patron count, and an exit alarm data log.

Self-Check Stations

1. The proposed system should have the ability to function with all major ILS, including open source products. ILS system of MPLD is Polaris (Spring 2018).
2. The proposed system must be able to read item-specific identification numbers (barcode), communicate to the ILS via SIP2, and turn the RFID security on and/or off, depending on check-in or check-out.
3. The proposed system must be dual function – capable of processing RFID tags (to be prepared for the future) or item barcodes with RFID security in the same transaction.
4. In regards to RFID, the proposed system must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read up to twelve inches (12”) high.
5. The proposed system must read the existing barcode patron cards and item barcodes (Codabar 31 standard).
6. The proposed system must have the ability to be placed on or built into the existing circulation desk with receipt printer, touch screen monitors that display instructions for use. Preference will be given to units NOT requiring SIP connections and having a measure of portability.
7. The proposed system must have the ability to print out all information for a patron check- out or check-in transaction on a single receipt. Such receipt should be customizable to incorporate library identity, hours, and so forth.
8. Staff members must be able to make any screen and receipt changes such as, but not limited to messages, appearances, etc. easily without going back to the vendor and from a centralized web-based administration tool to submit any change to one or multiple stations at the same time without the need of rebooting any stations.
9. The proposed system must display ILS system information relating to the patron or item status. Option must be available to notify a staff person whenever a patron is blocked in any part of the transaction. Notification should be in the form of a pop-up window that appears on a staff computer screen in real time.
10. The proposed system must provide visual and audible feedback during the transaction.
11. Self-check system software and hardware must meet ADA guidelines, and include features such as a large touch-screen interface, user-selectable high-contrast interface, possibly audible instructions (in English + other languages, esp. Spanish, see #13) and large type size.
12. The proposed system must have the ability to display select information from the patron record, such as number of items checked out, number of items on hold, and outstanding fine information, without compromising patron privacy
13. The proposed system must be able to display multiple language options on self-check unit banners, instructions, receipts, and messages. Proposer must offer a wide variety of languages to meet the current and future needs of our community and provide a list of the languages currently available. The system must allow the library to select at least nine languages to be used on one self-checkout system.The proposed system must allow remote access to self-check machines from staff workstations.
14. The proposed system must turn on/off the security to allow secure library operation during offline situations.
15. The proposed system must renew items at the self-check stations without having the items in hand.
16. The proposed system should have the capability of listing library events directly from the library`s online event calendar.

17. The proposed self-checkout system software should be multi-functional; allowing staff to promote library events, recommended read lists, and eBook and eAudiobook (i.e. digitial) suggestions.
18. The self-checkout system must provide the ability for staff to easily customize on-screen graphics and promotional banners and change information.
19. The self-checkout system must provide the ability for staff to access self-checkout units remotely from a smartphone or tablet to customize on-screen features or run reports.
20. The proposed self-checkout system must include features that recommend like reads for each item a patron checks out, as well as the ability to check those items out during the transaction.
21. Self-checkout software must allow staff to quickly and easily customize the user interface with minimal instruction
22. The proposed system must offer the patron the option of email, paper receipt, or no receipt.
23. The proposed system must offer Web-based remote monitoring and diagnostics, which must include instant email notification, monitoring of check-in and checkout rates, Web- based troubleshooting, configuration, and the ability to obtain statistics for each machine from any location. These features should be standard. Specify the back-end hardware and software requirements necessary to perform these functions.
24. The proposed system must offer the option of a repositionable stand-alone kiosk, tabletop model, or the ability to build into the existing furniture.
25. The proposed system must be capable of checking out or checking in all types of print and non-print media.
26. The proposed system must allow multiple (in regards to RFID) and single (in regards to barcode/EM) item check-outs and check-ins with either first choosing the number of items that you want to check out or not. Both options must be configurable when doing RFID.
27. Cover images of each detected item will be shown in the check-out and check-in item list.
28. Switch between account/check-out or vice versa does not require another authentication if the patron already logged-in.
29. Staff must be able to configure individual or multiple self-check stations by logging in to a Web interface on any staff station.
30. Credit card processing for the proposed system must interface to the library's approved credit card vendor and must use encrypted card swipes/chip and be PCI 2/3 and EMV compliant.

Optional Software Functionality

1. Vendors must provide screen shots, and sample reports. Vendor may need to provide an online or live demonstration of all optional software features.

General

1. The entire software including its GUI (graphic user interface) must be 100% web- browser-based.
2. The software must run within a web-browser and run on ALL operating systems (Mac, Windows, Linux, Android, etc.). Currently, the Library's operating system is Windows 10.
3. Access levels by staff must be able to be varied, changed and chosen by in-house IT and Library staff by individual permissions based on location and software security features.

Hardware Status Reporting Feature

1. Real-time detailed monitoring key components.
2. Real-time monitoring must work with multiple self-check devices at a single and also multiple location(s).
3. Real-time monitoring must allow for additional self-check devices to be added to the network in the future.
4. The hardware component monitoring must communicate performance changes to library personnel through a Web-based dashboard display that intuitively communicates status changes in real time.
5. Hardware status reporting must allow other library-networked devices to be connected to the server, and must validate this connection.

Reporting, Management, & Configuration Tools

1. Vendor offers comprehensive messaging and monitoring solution that allows staff to receive alerts in real-time for activity at self-checkout stations. Describe.
2. Self-checkout unit must be able to be remotely monitored from any staff station within the Library that also is connected to the ILS in the same network.
3. Self-checkout unit must be able to be remotely monitored from any computer with internet access.
4. Monitoring of transactions and the status of each unit or other connected solutions can be done via a web-based system, which can monitor one self-checkout or many across a library system.
5. The proposed system must provide performance statistics. Describe available reporting features and the statistics that can be seen.
6. Staff must be able to configure individual or multiple self-checkout stations or system-wide by within one web-based administration tool, with these changes being pushed to all units across a system or a branch in real time without rebooting of systems or staff having to physically be at the stations.
7. Staff must be able to monitor the status of individual or multiple self-checkout stations within a site or system-wide, and will be alerted to the status of each station, including if patron requires assistance, receipt paper is running low, station has gone offline, etc.
8. Staff must be able to perform this function by logging in to a web interface on any computer with internet access.
9. Explain how staff are alerted to any issues and by what means.
10. Self-Check must be UL listed and please specify the UL number in the proposal.
11. Staff must be able to run and view diagnostic logs for each self-checkout station to ensure they are operating properly by logging in to a web interface on any staff station.
12. Describe how reports are generated and in what formats they can be exported.

Fines/Fees Option

1. Please include a payment system option for self-check system. Include pricing for a payment system separately.
2. The fines and fees system shall be integrated into a self-check system.
3. The fines and fees system shall utilize a seamless user interface that is integrated into the self-service process.
4. The fines and fees system must provide both audible and visual feedback when responding to the interaction with the user interface.
5. The fines and fees system shall allow the library to determine minimum, partial, or full payment of the fines or fees.
6. The fines and fees system shall accommodate cash, credit, and/or debit card payment methods.
7. The fines and fees system shall print a credit/debit card receipt using the same receipt printer from the self-check.
8. The fines and fees system shall have the capability to provide the patron with change if cash funds tendered are greater than the outstanding fines and/or fees balance.
9. Payment system must include high capacity coin changer and bill recycler (not only acceptor). Please specify how much coins/bills your high capacity payment station holds.

Circulation Staff Workstations

1. The proposed system must have a shielded reader pad.
2. The proposed system shall be compatible with the Library's standard circulation desk computers, barcode scanners, and receipt printers.
3. RFID client software must be capable of running on any operating system at a non-administrative level, and vendor must demonstrate a commitment to support all operating systems.
4. Identify if the RFID client software is capable of running in Linux.
5. The RFID staff application client interface must not be intrusive to the ILS staff client and it should also not require a SIP2 connection. It must take only a small amount of screen real estate and remain easily accessible in a small application window.
6. The proposed system must not require a separate staff application that is modeled on the patron self-check application. The system should be optimized for staff use.
7. The proposed system hardware must be attractive and contemporary, and be able to be integrated into Library's own furniture
8. The proposed system must be able to mount in, on, or under the work surface of a circulation station.
9. The proposed system must be dual function: capable of processing RFID tags or barcodes in the same circulation transaction.
10. The proposed reader pads must be able to read tags and display the information contained on the tag.
11. The proposed system must be able to be used for charge and discharge of library materials.
12. The proposed system must simultaneously process multiple RFID-tagged items for check-in/out.
13. The proposed system must provide a displayed count of the number of items processed simultaneously to ensure complete check-in/out transaction processing.

14. The proposed system must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read up to twelve inches (12”) high with a book tag.
15. The proposed system must have the ability to read, program, reprogram and delete RFID tags.
16. The proposed system must not require mouse activations to process most items. (Exceptions made for configuration changes, error handling, or tag reprogramming situations.). Any keyboard keys can be configured for individual functions.
17. The proposed system must allow configuration of item identifier parameters to automatically prevent programming of partially scanned or incorrectly scanned barcodes.
18. The proposed system must be able to handle varying barcode locations and orientations.
19. The proposed system must offer a hold notification message for the staff member who checks an item in, and the ability to print hold slips.
20. The proposed system must be able to work with a weed list (a list of items to be removed from the library) to automatically alert staff to weed an item upon scanning the barcode, before applying/programming an RFID tag on conversion.
21. The proposed system must have the option to integrate into an ILS circulation client so that it accepts and responds to commands from the ILS client. Note that all circulation transactions are taking place in terminal server sessions with the ILS client.
22. The proposed system must have the option to allow the ILS circulation client to turn on or off security without requiring any additional steps, and proposed system must secure item within one second of discharging the item.
23. The proposed system must permit the operator to access commands to set or reset tag security independent of the ILS.
24. The proposed system must be configurable to turn off the reader transmitter when the ILS is not requesting RFID reads.
25. The proposed system must be able to read multiple tag data formats in a combination without impacting performance.
26. Proposed system must be able to check-in and check-out multiple items at one time.
27. System must be able to use ILS hot key functions for checking in and out or another method for easy transition getting to the check-in and/or check-out screens

Security Gates

1. The proposed system must have a read range of at least eighteen inches (18”) in aisle direction of each gate. The proposed system must be able to perform optimally when located within fifteen inches (15”) of a steel beam.
2. The proposed system must use the latest ISO15693 standard for RFID technology.
3. The proposed system must use the latest ISO standard for RTF (Reader Talks First) architecture.
4. The detection systems must be shielded from external interference from light fixtures, Wi-Fi and cellular signals, etc.
5. The proposed detection system must include a radar patron counter.
6. The proposed system must be able to provide total patron count data via a remote Web- based software application on hourly, daily, monthly, etc. counts.
7. Security pedestals should perform bi-directional patron counting.
8. The proposed system must be able to issue visible and audible warnings.
9. The audible alarm volume must be adjustable by staff.
10. The alarm duration should be adjustable on each individual system (entry gate alarm).
11. Tags with theft or security status that is “on” must immediately trigger an alarm.
12. The proposed system must have the option to only trigger an alarm when a patron is present in the corridor (entry gate alarm).
13. The proposed system must have the option to only trigger an alarm (entry gate alarm) when a patron is exiting the library.
14. Dual-aisle exit detection systems must create an opening of at least 36 inches (36”), preferably 42”, for ADA accommodation. The proposed system must offer a base plate installation to avoid any floor modifications. Current library layout dictates a 2 gate (in/out) system with 3 panels (1 entrance/1 exit).
15. The proposed system must provide it RFID security even when the library’s ILS host system or network is offline or not functioning.
16. The proposed system (gates, self-check units and AMH units) must have multiple finish options available to better match the décor of the Library.
17. The proposed system must provide CSA or UL listing number and FCC listing for complete detection system.
18. The proposed system must display that it is functioning correctly and, if not, be easy for staff members to tune/calibrate without calling vendor or a technician.
19. The proposed software should process statistics as well as provide a pop-up window on one or more staff workstations to show alarm triggered items including title, item number and circulation status.
20. The proposed system must have a low-power consumption mode.
21. The proposed system should only require a single data connection.
22. The proposed system must have an option to connect to the network wirelessly.
23. The proposed system must have a secure on/off switch accessible to staff.

AMH System

1. Transport needs media gently, be safe, durable and low maintenance.
2. The system must be modular and expandable.
3. Transport must be safe also suitable for "light" media (e.g. magazines). Full-length conveyor belts are preferred. Multi track tapes and/or rolls are not desired. Please enclose a detailed description and visual documentation. Please note, while some flexibility in exterior materials drop height is expected from the vendor for AMH installation; it may be expected for the Library to physically change the exterior/interior position of the drop relative to vendor equipment requirements.
4. Must be UL Listed
5. The book bins are ergonomic to use and equipped with an automatically adjustable bottom.
6. The filling of the bins is always monitored. If a book bin/trolley/tote is full, a message will be shown at the staff screen(s) as well as alerted by a signal lamp. Furthermore, on the staff display a message is displayed by text and graphics. Messages can also be sent via email.
7. The sorting of the books into individual bin must be according to the specifications of the Library (e.g. for literature departments, media types, branches, holds).
8. Hold and transit items must be sorted into one or more separate sorting bin(s).
9. A hold slip will be printed automatically or via batch print at a dedicated hold slip printer.
10. The system should be able to keep operation if the ILS is not available and an automatic synchronization once the ILS is online must be ensured.
11. Configuration changes must be possible from the centralized location and must not require a restart of the software and/or PC.
12. Multiple sorting tables must be configurable by library staff.
13. The software must allow for remote diagnosis and also automatically be able to send each e-mail to a freely selectable recipient (e.g. employees) in the case of disturbances
14. Terminals should permit the user to log into the system by unique (Dept. or person) password and keep track of various data (who, when the terminal has used (recording date, time and user number, etc.). This data should be able to be stored, recorded and retrieved if necessary.
15. The relevant safety regulations must be observed and a CE Declaration of Conformity must be guaranteed.
16. The system should display an error message and do not perform updates in case of interruption or disruption of connection to the database or server.
17. An offline operation for self-check in the event of ILS disconnect (not power outage) is highly desirable.
18. The system must be automatically switched on at certain times and let off. Furthermore, the selection of a "night program" (time-controlled) must be integrated by the possibility exists; the priority is set to the media instead of sorting withdrawal. That is, if it turns out that outside the opening times certain books carts are full and others remain almost empty, allowing the "night program" books to systematically fill. AMH System must be able to activated and deactivated night program.
19. The items have to be transported on all-surface conveyor belts.
20. The sorter should (preferably) be built in lightweight construction (aluminum) and all moving parts must be covered to ensure maximum safety for patrons and library staff.

21. The system must not require separate and additional enclosures (glass walls or similar fence system).

RFID Tags

The proposed system tag must be tested for over 100,000 read/write cycles and be guaranteed for the life of the item on which it is originally affixed or 10 years.

1. The proposed system must provide RFID tags with a minimum of 1,024 bits of memory.
2. All data (including the Unique ID) on the rewritable RFID tag, including the item identifier field, must be fully rewriteable.
3. The proposed system tags must enable the security status to be stored directly on the tag and must trigger an immediate alarm if an item not charged is read by the detection system.
4. The vendor must provide the option of custom-printing blank tags with a barcode or library logo.
5. The proposed system tags must provide both security and inventory control functionality.
6. The proposed system tags must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read.
7. The proposed system tags must be highly durable, adhesive-backed, and one piece (tag and label integrated into one piece) to adhere to library materials without addition of an adhesive cover label. Tags must use a low acid or neutral pH adhesive.
8. The Library wants to enhance its' chances for RFID interoperability for the future. The proposed system must be fully compliant with and include both mandatory and optional commands specified in the latest ISO standard for North American libraries.
9. The proposed system tags must be easily applied in one step, with no need for mouse clicks, keyboard input, or touch-screen entries for most item conversion.
10. The proposed RFID tags must have an operating range of -25°C to 70°C (-13°F to 158°F).
11. The proposed system must offer RFID tags that utilize the RTF (Reader Talks First) architecture. The proposed tag must also be compatible with use of the AFI Security Model.
12. The vendor must test tags for long-term reliability using accelerated aging testing and provide failure rate of tags.
13. The vendor must show the test methods used to test RFID tags for long-term reliability, and replace any defective tags at no cost to the library.
14. The vendor must offer a portfolio of tag options and provide samples.
15. The proposed RFID tags must offer opaque flood coat to hide antenna.
16. The proposed RFID tags must remove all inoperative tags (not just mark them) and replace them with usable tags. Therefore, all tags on the rolls should be usable and not marked.
17. The proposed RFID system must offer a "punched tags" feature to mark those that are inoperative.
18. Tags should be able to be read by different vendors – both ILS and RFID vendors – as well as future replacement scanners in accordance to ISO15693.
19. Tags must be able to be dropped to vendors for out-sourced processing as well as delivered to Library for conversion process and ongoing, normal processing of materials.

Portable Handheld Reader Option

1. The portable handheld reader must feature an integrated barcode scanner, and a simple method of inputting information.
2. To be able to read items that may not be tagged with RFID, the portable handheld reader must support barcode scanning.
3. The proposed portable handheld reader must accommodate data collection with other functions. These other functions must include shelf reading, inventory, identifying items on search lists, claimed return, weeding, and items with incorrect security.
4. The proposed portable handheld reader must accommodate shelf-order checking to locate items that are out of place on the shelves. This capability must be sensitive enough to locate items that are out of place by as little as six inches (6”).
5. The proposed system must accommodate searching to identify items on multiple user- defined search lists (e.g., missing, claims returned, lost, etc.).
6. The proposed system must accommodate secure status checking to allow a user to identify individual items that have not been properly checked out and have caused an alarm of the detection system.
7. Secure status checking capability also must allow the user to scan items on library carts or shelves before re-shelving to identify individual items that have not been properly checked in.
8. The proposed portable handheld reader must have the ability to upload barcodes to the Library’s circulation system in various text file formats that can be customized to match the circulation system requirements.
9. The proposed system must accommodate finding to allow a user to quickly enter search criteria directly into the device, then search for items that meet those criteria. The system must allow display of the title of item on the device.
10. The proposed system must accommodate sorting to assist a user with sorting items on a shelf or cart.
11. The proposed system must accommodate pulling to assist the user with finding items on hold (reserve) or weed lists, or other user-defined lists available from the circulation system.
12. The portable handheld reader must be easy to set down on a library shelf or cart when necessary to free the user’s hands.
13. The portable handheld reader must incorporate an ergonomic design to aid user in reading shelves at all levels, must be easy to use, and must be relatively non-stressful to wrist, arm, shoulder, and elbow.
14. Portable handheld reader battery life that allows the user to work for at least eight hours before charging or changing batteries is required. Extra charged batteries must be available to replace depleted batteries while they recharge. A battery charger must be included, if necessary.
15. The portable handheld reader must have built-in diagnostics for troubleshooting.
16. The portable handheld reader must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read.
17. The portable handheld reader system must have the capacity to read multi-line, fixed- length-field, or delimited-field records from an electronic file containing shelf or search lists and then create a portable database for use in a portable, handheld RFID reader.
18. The handheld reader must direct the user to items on “pull” lists and provide a method to keep track of which items have been found and which have not been found.
19. The search capability must be active during order checking, data collection, sorting, pulling, and finding functions, with option to turn it off if desired.
20. The proposed system must validate item identifier (barcode) data from input lists and provide a log of errors found.
21. The proposed system must process results of data collection sessions or pull sessions, reading these results from the memory device and creating PC files containing lists of collected data, lists of items pulled, and lists of items not pulled.
22. The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified. The audible tones shall be adjustable by the user.

23. The proposed portable handheld reader should have a flexible swivel or movable RFID antenna for easier use.
24. The proposed system must be able to scan shelves by waving a wand along the base of book shelves without having to stop for each item.
25. The proposed portable handheld reader must have the ability to turn the security bit on the RFID tag on and off.
26. An optional USB connection should be available on the handheld reader to link it directly with a workstation, if desired.

Conversion Station

1. The proposed system must require no more than a computer/laptop, barcode scanner, and RFID reader/antenna in addition to software, all of which can be placed on mobile cart, so that the complete operation can be performed in the stacks.
2. The proposed system must have a high-efficiency scanner to ensure accurate reading of all barcodes, including damaged and worn barcodes.
3. The proposed system must able to dispense tags
4. The proposed system must function in standalone mode, not requiring an interface with the Integrated Library System.
5. The proposed system must be easy to use for all staff. Paper and electronic versions of all operations/set-up manuals will be provided.
6. Vendors will describe and demonstrate their tagging software and the tagging process.
7. The proposed system must have a visible scan line to facilitate correct placement of material on the conversion station.
8. The proposed system must be able to handle varying barcode locations and orientations.
9. The proposed system must automatically interrupt if barcodes are not fully scanned.
10. The proposed system must be able to convert items from a list (when an optical barcode on the item is unavailable or unreliable).
11. The application software must be able to report various levels of program completion or activity, including hourly totals, daily totals, etc.
12. The proposed system must provide visual and audible feedback when the tag has been successfully programmed.
13. The proposed system software must keep a log file of all converted items by date and item ID.
14. Conversion of collection size must take place with a capacity of 800 items per hour per station to finish the conversion ASAP. The maximum time window (number of days) is based on collection size (minus media and magazines) divided by 800 items per hour 8 hours per day divided. Vendor must provide total hours and the amount of stations and staff needed for the conversion to take place in this time frame.
15. Does the vendor have an automated process for converting from barcode to RFID? If so, please provide details on how many items per hour one automatic station can achieve and how this is done.

EXHIBIT C - PRICING SHEET

Please complete the table with pricing. Pricing should be F.O.B. destination. Please include, training, and installation, and any other items necessary for complete system operation.

* Vendors must use the pricing sheet in this proposal and do not include any other proposal documentation. All addition pricing included can be rejected and subject to disqualification.

Products	Quantity	Price Per Unit	Extended Price
Equipment			
RFID Book Tags	155,000		
Conversion Station – Lease (3 months)	1		
Circulation Staff Stations	3		
SelfCheckout – Kiosk	5		
Fines & Fees Functionality – Credit/Debit terminal	5		
Security Gates – Dual Aisle	1		
Portable Inventory Wand	1		
External AMH Sorter – 3 Bin	1		
Staff Induction	1		
Spare Book Bins	3		
Other, if any			
Other, if any			
Installation, Shipping, and Training			
Installation			
Shipping			
Training			
Other, if any			
Other, if any			
First year Hardware and Software Maintenance			
		Total RFID Solution:	

Annual Maintenance after the First Year

Please provide annual maintenance costs for the system quoted above after the final year warranty. Vendor should indicate annual support and maintenance charges for the proposed solution for a period of five years following installation.

Year 2	Year 3	Year 4	Year 5

Notice
Confidentiality of Proposals, Contracts, and Supporting Materials

Please be aware that Illinois' Open Records Act and FOIA (Freedom of Information Access) requires that all records kept by the McHenry Public Library District are available for inspection by the public as well as available for a period of time after awards by FOIA request, with only very limited exceptions. Records include bids, proposals, supporting documents, etc. in response to the Library's requests for information and proposals for various services and products as well as board documents.

Please remember that the materials submitted in response to an RFP (Request for Proposal) will be part of that public record and, after a contract is awarded, they will be available to the public. Marking these documents as 'confidential' will have no effect. If you must submit material that you feel are trade secrets and, as such, can't be disclosed to the public, then please contact the MPLD Executive Director to discuss the issue. Per ILCS code, awarded Bids, Specifications and Proposals are retained for a period of ten (10) years while unsuccessful bids are retained for (3) three years after bid award.

Bid-Bond Requirements and Change Orders

Once contract is awarded and before any work is performed or equipment ordered, the successful bidder will provide a bid bond/check equivalent to 10% of the accepted bid price. This bid bond is to be held in escrow by MPLD until the project is complete/successful sign-off and successful punch list performed. In certain circumstances, the bid bond may be used to compensate for any unperceived change orders. All project change orders must be approved by the Executive Director and Vendor Project Manager before implementation/installation of software/equipment.