



THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY(ACCUG)

NEW
SUBMISSION FORMAT FOR
ACCUG REQUEST FOR
PROPOSAL

DATE: May 18, 2012

TO: Vendors & Suppliers, Radio Frequency Identification / Automated Book Handling Systems

SUBJECT: RFP #00587 Athens-Clarke County Library RFID Systems, SPLOST 2005 Project 026

You are invited to submit a proposal to provide the Athens-Clarke County Library all design, construction and/or manufacturing, installation, testing, training and required management support services to implement and make fully operational a completely automated and computer based Radio Frequency Identification (RFID) System enabling management of all circulation functions including book/materials check-out and check-in, item search and location, inventory, and security functions, and a fully integrated Barcode and RFID enabled automated materials handling (AMH) system providing book-drops, delivery, sorting, and storage capability. All system(s) proposed must be compatible or made compatible with the existing Integrated Library System (ILS), Georgia PINES/Evergreen as appropriate.

Inquiries regarding proposals should be made to Julie Ann Donahue, CPPB, Purchasing Administrator, or Toro Holt, Senior Buyer, (706) 613-3068, fax: (706) 613-1975 or Toro.Holt@athensclarkecounty.com. Technical questions may be directed to Keith Sanders at (706) 613-3025, fax: (706) 613-3944 or email: keith.sanders@athensclarkecounty.com.

A pre-proposal conference to respond to all inquiries with regards to this project will be held at **2:00 P.M. ET, ON WEDNESDAY MAY 30, 2012** in The Athens-Clarke County Library, located at 2025 Baxter Street in Athens, Georgia.

The designated budget for the scope of the work described is approximately \$500,000.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing, Eight (8) paper copies WITHOUT Pricing, and One (1) Separately Sealed paper copy of RFP Section V-E Price Proposal Schedule, must be submitted. Proposals are to be sealed, marked with the offeror's name and address and labeled, **“RFP #00587 Athens-Clarke County Library RFID Systems (denote sealed documents that contain pricing information)”** and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division
375 Satula Avenue
Athens, Georgia 30601

Not later than **2:00 P.M. ET, THURSDAY, JUNE 14, 2012**

SPLOST 2005 Project 026

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>
----------------	--------------

I	REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS
---	----------------------------------------------

II	REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES
----	----------------------------------------------

III	SCOPE OF SERVICES
-----	-------------------

A.	INTRODUCTION AND PURPOSE
----	--------------------------

B.	EXISTING LIBRARY NETWORK SYSTEM DESCRIPTION
----	---------------------------------------------

C.	GENERAL PROJECT OBJECTIVES
----	----------------------------

D.	RFID & AMH SYSTEM EXPECTATIONS
----	--------------------------------

E.	SPECIFIC TASKS
----	----------------

IV	SELECTION PROCESS AND EVALUATION CRITERIA
----	-------------------------------------------

V	MANDATORY PROPOSAL FORMS
---	--------------------------

A:	PROPOSAL FORM
----	---------------

B:	ADDENDA ACKNOWLEDGEMENT
----	-------------------------

C:	GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT
----	------------------------------------------------------------

(DESCRIPTION, CONTRACTOR AFFIDAVIT & AGREEMENT)	
-------------------------------------------------	--

D.	AFFIDAVIT VERIFYING RESIDENCY STATUS OF AN APPLICANT (SAVE)
----	-------------------------------------------------------------

E:	PRICE/ COST PROPOSAL FORM
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(Must be submitted in a separately sealed envelope)

VI	OPTIONAL FORMS
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BID LIST APPLICATION (to be submitted prior to the bid submission if not registered to do business with ACCUG)	
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VII	ATTACHMENTS
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Attachment 1 – System and Technical Information / Checklist for Section 7 of Proposal	
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Attachment 2 – Standard Form of Agreement for Professional Services (To be added by Addendum)	
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**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP # 00587)**

SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND
WILL BE SUBJECT TO DISCLOSURE.

Offerors are expected to examine all stated requirements, specifications, price schedule information/format, and all instructions included as part of this RFP. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation.

PROPOSAL FORMAT:

All Proposals submitted in response to this RFP must include the Mandatory Forms as follows:

- A. Proposal Form; this Form must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Offeror.*
 - B. Addenda Acknowledgement Form; each Addenda received must be acknowledged by initial*
 - C. Georgia Security and Immigration Compliance Affidavit (Offeror/Contractor)*
 - D. Georgia Security and Immigration Compliance Residency Status Verification*
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- E. Price / Cost Proposal Form; this Form must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the Offeror; this Form must be submitted separate from the Forms identified above and is not included as a component of the following format; see instruction on Page #1 and page #7 of this RFP document.*

An acceptable Proposal to this RFP must include the documents listed below in the following order:

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Mandatory Documents:** Include Forms A-E only as noted above; **DO NOT include the Price / Cost Proposal Form or any pricing information in any other section of the Proposal.**
4. **Business Information:** State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in this proposal. Include telephone number, and all relevant information regarding the representative point of contact relative to the specific work referenced in the RFP. Provide a statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.) and information regarding the make-up of that structure (e.g., owner, partners, board of directors, joint venture partners, etc.). Include the state(s) in which you are incorporated and/or licensed to operate.
5. **Financial Information and Documentation:** Provide relevant information regarding organizational financial stability and strength and specific financial information for the past two (2) years. In this section also provide the following:

- a. Disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed;
 - b. Disclose information and provide explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
6. **Qualifications and Experience:** Provide the following information in order described:
- a. Provide a brief description of the organization's experience and/or qualification to provide the requested services of this RFP including experience with Library systems and RFID technology systems. Include brief descriptions of similar work implemented and/or completed within the last three years and describe experience with the specific hardware/software systems being proposed in response to the RFP.
 - b. Provide an organization chart and summary resumes of key personnel proposed for the project work, including designations of team leadership, individuals responsible for design and/or engineering, the individual responsible for all proposed communications with the owner and all proposed sub-consultants and description of their roles. For all individuals identified as key personnel for the proposed services identify their role and/or relationship to the project work described in your response to section 5a above; also provide information on current project assignment(s) and expected completion date(s) of such assignments for each proposed key person.
 - c. Based on the information provided in the RFP, and the organization and proposed personnel experience, describe the approach and/or steps to be taken to successfully provide all services described in the RFP and meet the objectives of the Athens-Clarke County Library and the Unified Government; identify proposed organization and/or sequence of work, general timelines to accomplish major components, constraints and/or significant risk aspects of the requested work, and any recommended action(s) to facilitate successful project completion.
7. **System & Technical Information:** See Attachment # 1 to this RFP. Follow instructions within Attachment #1 and include all narrative and a completed Systems Functions Checklist as Section seven (7) of the Proposal.
8. **System Testing & Library Staff Training :** Describe all testing process to include testing prior to delivery of system components, testing in collaboration with Staff Training, and any offered testing to be included as part of warranty compliance. Describe the process and timing of demonstrating and/or proving otherwise the full compatibility of all system(s) offered with the existing Integrated Library System (ILS) Georgia PINES/Evergreen. Include in such descriptions the identification of all documents, manuals, guides, and instructions to be provided to the Library Staff for training and long-term maintenance purposes. Describe the offered Training Program to meet the requirements of this RFP and include schedule and sequence of training proposed and identify the personnel responsible for the actual delivery of such training.
9. **Warranty and Maintenance Services :** Describe all system and/or systems warranties proposed to meet the requirements of this RFP and describe the support services available during the warranty period and/or included in the Price / Cost Proposal. Provide a complete description of offered extended maintenance and support services that may be provided to the Library Staff upon the conclusion of

Warranty Periods. Include in this description all relevant constraints and/or conditions of licensing, proprietary rights, and use of systems by Library Staff.

10. **Obligations of the Library :** Describe all requirements and obligations of the Library Staff proposed to successfully meet the requirements of this RFP including those related to existing equipment, systems, physical space, and general operations/functions.
11. **References:** Provide a minimum of three (3) references for contracts/work of a similar nature and complexity as described in the RFP; preferably public sector references, if possible. Include the name, address, and telephone number of the point of contact. Provide a brief description of the specific work and/or responsibility the Offeror provided for each referenced project and when such work was completed

SUBMITTAL FORMAT: ALL Proposal copies must be submitted in a sealed envelope or container with the **OUTER MOST** container stating the company name, address, telephone number, the RFP number and TITLE (RFP #00587 ACCUG Library RFID Systems). Include in the envelope / container the following:

- ☐ One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing / Cost Proposal Form
- ☐ Eight (8) paper copies of the signed Proposal WITHOUT the Price / Cost Proposal Form

In a separate sealed envelope / container stating the company name, address, telephone number, the RFP number and TITLE (RFP #00587 ACCUG Library RFID Systems; Price / Cost Proposal Form) submit the following:

- ☐ One (1) paper copies of the Price / Cost Proposal Form

If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know your vendor number, please call 706-613-3088 or email: accpurchasing@athensclarkecounty.com

If you do not have a vendor number, please complete the Bidder's List Application found in Section VI of this RFP or go to [Bid List Application](http://www.athensclarkecounty.com/DocumentView.aspx?DID=256) (<http://www.athensclarkecounty.com/DocumentView.aspx?DID=256>) so one may be issued to your company. **The ACCUG Vendor Number is not required to submit a Proposal.**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a Proposal not properly addressed and identified, and/or delivered to the improper address. **Proposals via facsimile will NOT be considered.**

**ALL DOCUMENTS SUBMITTED ON USB FLASH
DRIVE MUST BE IN A SINGLE PDF FILE**

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP # 00587)**

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide the Athens-Clarke County Library all design, construction and/or manufacturing, installation, testing, and required management support services to implement and make fully operational a completely automated and computer based Radio Frequency Identification (RFID) System enabling management of all circulation functions including book/materials check-out and check-in, item search and location, inventory, and security functions, and a fully integrated Barcode and RFID enabled automated materials handling (AMH) system providing book-drops, delivery, sorting, and storage capability.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available..... FRIDAY, MAY 18, 2012

Pre-Proposal Conference **2:00 ET, PM, WEDNESDAY, MAY 30, 2012**

Site Visit..... As part of Pre-proposal Conference

Deadline for submission of questions..... THURSDAY, JUNE 7, 2012

Deadline for receipt of proposal **2:00 PM, THURSDAY, JUNE 14, 2012**

Proposals Valid Until:..... *minimum of 90 days from date of opening*

C. CONTACT PERSON

The contact person for this RFP is Julie Ann Donahue, CPPB, Purchasing Administrator or Toro Holt, Senior Buyer, (706) 613-3068, fax: (706) 613-1975 or Toro.Holt@athensclarkecounty.com. Technical questions may be directed to Keith Sanders, SPLOST Program Management at (706) 613-3025, fax: (706) 613-3944 or email: keith.sanders@athensclarkecounty.com

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid until and may not be withdrawn 90 days from date of opening.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address. Faxes will be accepted at (706) 613-1975.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](http://www.georgia.gov/procurement) or [Athens Clarke County/Purchasing](http://www.athensclarkecounty.com/index.aspx) (<http://www.athensclarkecounty.com/index.aspx>) or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. **LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS**

Bids shall not be modified, withdrawn, or cancelled by the Bidder prior to August 8, 2012 and each Bidder so agrees in submitting his bid. Negligence on the part of the Bidder in preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. **PROPOSAL OPENING**

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](http://www.georgia.gov/procurement) or [Athens Clarke County Bids](http://www.athensclarkecounty.com/index.aspx) or via email request to E-Mail: Toro.Holt@athensclarkecounty.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon contract award.

H. **NON-COLLUSION AFFIDAVIT**

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

I. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. **COST INCURRED BY OFFERORS**

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. MINORITY BUSINESS ENTERPRISE STATEMENT

It is the policy of the Unified Government of Athens Clarke County that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. SITE VISIT:

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. A site visit will be conducted as part of the Pre-Proposal Conference.

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

O. MULTIPLE AWARDS

The Unified Government of Athens-Clarke County reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Unified Government. If the Unified Government determines that an aggregate award to one offeror is not in the Unified Government's best interest, "all or none" offers shall be rejected.

P. PLACE OF PERFORMANCE

The Unified Government of Athens-Clarke County will not contemplate traveling outside the City of Athens to the contractor's facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

Q. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license, if they are physically located in Athens-Clarke County or, if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due the Unified Government will not be accepted.

R. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP # 00587)**

SECTION III - SCOPE OF SERVICES

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the project as per the scope of services outlined below.

A. INTRODUCTION

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,700 people.

The Unified Government of Athens-Clarke County is soliciting proposals from qualified vendors to provide the Athens-Clarke County Library all design, construction and/or manufacturing, installation, testing, training and required management support services to implement and make fully operational a completely automated and computer based Radio Frequency Identification (RFID) System enabling management of all circulation functions including book/materials check-out and check-in, item search and location, inventory, and security functions, and a fully integrated Barcode and RFID enabled automated materials handling (AMH) system providing book-drops, delivery, sorting, and storage capability.

Currently, the Athens-Clarke County Library (ACCL) serves approximately 120,000 residents and 85,000 card holders. Total circulation for the Library from July 2010 through June 2011 was over 1,000,000 items. Daily traffic in the facility is often more than 2000 per day. The Library has 46 employees and approximately 280,000 items currently [books, DVDs, books on CD, music CDs, and other media] in the collection. This total collection for the ACCL is expected to reach 300,000 by early 2013. The Library intends to expand the RFID and AMH Systems in the future to accommodate the nine (9) branches of the Athens Regional Library System (ARLS) ; the following chart provides current estimates of growth for the next five-year period for both the Athens-Clarke County Library (ACCL) and the Athens Regional Library System (ARLS):

	ACCL	ARLS
Bibliographic records	330,000	440,000
Total Items [copies & volumes]	350,000	468,000
Patron Records	110,000	165,00
Annual Circulation	1,430,000	1,540,000
Serials	330	330
Simultaneous Staff Users	12	18

The Library is in the process of renovating and adding to an existing building with two (2) stories and 83,000 square feet. This work when completed in early 2013 should support an expected increase in circulation to over 1,300,000 items per year.

B. EXISTING LIBRARY NETWORK SYSTEM DESCRIPTION

The Athens-Clarke County Library Information Technology (IT) Department reviews and updates the standards of acceptable and supported networks, computers, database management systems, and software on an ongoing basis. The standards as of the issue date of this RFP are listed below:

1. Network topology is 10/100/1000 MB Switched Ethernet running on CAT5 twisted pair cabling, 62.5 um multimode or single-mode fiber optic cabling. A 20 MBps Metro E fiber optic link for Internet access is supplied through the Board of Regents. Note: CAT6E cabling will be in place by March 2013, and the library is seeking additional bandwidth by that date as well.
2. Network Firewall is a Cisco ASA5520. There are 4 interfaces: WAN, LAN-Public, LAN-Staff, and DMZ.
3. Network protocol is TCP/IP.
4. Network operating systems are Windows Server 2003/2008 and XP sp3. Note: Windows 7 (with some legacy Windows XP sp3 remaining) will be in place by March 2013.
5. New desktop hardware and operating system software is:
 - a. Dell Pentium 4 3.0 GHz GX620/minitower (800MHz FSB) w/Intel integrated video, integrated 10/100/1000 Intel Fast Ethernet network interface card, integrated sound card, 1024 MB DDR RAM (2 DIMMs), and internal speakers, Windows 7 Professional SP2, 48X CD-ROM DVD, 17" Dell 1707 FP LCD Monitor, 80 GB hard drive (7200 RPM)
6. New mobile devices:
 - a. iPad 2 (wireless enabled)
 - b. Laptop (wireless enabled)- Dell Latitude with Intel Core Duo T2600 - 2.16 GHz D620 (667MHz FSB), w/Intel integrated video, integrated 10/100/1000 Intel Fast Ethernet network interface card, integrated sound card, 1024 MB SDRAM (1 DIMM) and built-in speakers, Windows XP Professional SP2, 80X DVD-ROM, 14.1" Wide Screen WXGA + LCD display, 60 GB hard drive (7200 RPM), Intel 3945 WLAN internal wireless Ethernet adapter
 - c. Kindle, Sony and Nook E-readers (wireless enabled)
7. New desktop application software is:
 - a. Microsoft Office 2010 Professional Suite
 - b. Mozilla Firefox 3.6 or newer and Internet Explorer 8/9 for Web-browser capabilities
 - c. Library email and PINES catalog search web site are optimized for Firefox browser.
8. The ILS is the Georgia PINES database as implemented in the Evergreen system. The Evergreen Client is installed on all staff machines and communicates with Evergreen servers via http protocol. The Library Catalog System is browser-based and may be accessed from any Internet-capable computer or device.
9. At the time of installation, the Vendor shall conform to reasonable upgrades to the standards for network operating systems, databases, new desktop hardware and operating system software, and new desktop application software.
10. Telecommunications:
 - a. All wired devices are connected to a Local Area Network (LAN) using Ethernet protocol.
 - 1) Metro E fiber link for computers on public LAN

2) It is anticipated a separate fiber link will be in place by March 2013 for computers on staff LAN

b. Wireless devices use: 802.11b/g protocols

C. GENERAL PROJECT OBJECTIVES

The RFID and AMH System(s) are to be designed to enable the Library to provide better service to customers and facilitate increased circulation without the need for additional staffing or other equipment.

By implementing the System, the Library intends to become more efficient in managing its collection and enable patrons to perform self-check; currently performed only by staff. Inventory functions enabled through RFID are to greatly increase the Library's control over its collection; and Self-check should expedite check-out, minimize wait-time for patrons and allow staff to provide additional service in other areas. The System is to be easy to use for both patrons and staff and enable patrons to check out items with little or no staff intervention. When staff intervention is required that intervention should require minimal time and effort. The System is to be easily and economically scalable for future use throughout the Athens Regional Library System. Ultimately, it is expected to achieve high levels of customer satisfaction through self-service capabilities, free staff from routine tasks to focus on other service goals, improve circulation efficiency and shelving accuracy, and facilitate use of the Library for the customer and operations for staff.

D. RFID AND AMH SYSTEM EXPECTATIONS

- A preferred "system" solution (software and hardware) is one with proven technology based on industry standards and practices that is being used successfully in other similarly-sized library settings. The System(s) are to be implemented first in the Athens-Clarke County Library and then incrementally as other branches (nine) have local funding available.
- System functions to be a SIP2 compliant and completely compatible with the Library's Integrated System (ILS), PINES database (as a component of the Evergreen Client), Version 2.1.1 or better, and provide real-time interface to staff modules; application software that is current technology and in full production (Beta status applications are not acceptable) and utilizes graphical-user interface (GUI) screens for display.
- An inventory system which increases the efficient and accurate processing of exceptions, provides Collection maintenance via a wireless wand or other handheld device, and generates reports easily.
- RFID tags for 300,000 books and 15,000 audio-visual items (initial inventory for the Athens-Clarke County Library)
- Self check-out providing payment of fines and fees with cash or debit/credit card. (Seven (7) Stations)
- Security features for all Library materials. (The Library was using Checkpoint RF tags and most of the current inventory is tagged with Checkpoint tags. The Library will not remove existing tags so system solution must resolve sensitivity.)
- Security features for the Library's Audio-Visual (A/V) collection. (The Library is currently using KWIK cases and wishes to stop their use. Self-check units should allow library users to check-out A/V items without staff intervention and including lock release of AV cases as appropriate)
- An Automated Materials Handling (AMH) system that will be efficient and accurate to include two (2) book-return input units and eleven (11) bins; internal lobby and external book return units should feed into the automated materials handling unit, allowing all books to be handled for check-in by RFID. Both units would be set up to receive returned materials, sort, have an exceptions bin for any

non-Athens-Clarke County Library items. (It is recognized that minimal staff intervention may be required for “holds” as well as ILL items.)

- Five (5) Staff workstations
- One (1) Portable Conversion Station and one (1) Portable Handheld Reader

E. SPECIFIC TASKS

The Contractor is to provide the following major tasks and/or services:

- Provision of a Project Manager and required project resources to plan, design, manufacture, install, and test all software and hardware to fully implement and make operational the required system(s) identified and described in this RFP;
- In conjunction with the Athens-Clarke County Library staff develop programming and/or design documents and specifications sufficient and adequate to allow manufacture of the required system(s) identified and described in this RFP;
- Manufacture and/or development of all software, hardware, and equipment in accordance with the design documents and specifications;
- Provide all required testing of the system(s) and system components to include testing as necessary prior to shipment to the Library and all testing necessary as part of installation, confirmation of operational functionality and/or that associated with training of the Library staff.
- Provision of all required documentation including operating manuals and design information sufficient for routine testing and maintenance by the Library staff of all system components as appropriate;
- Training of Library staff for all system components and all interface / transition required to implement a fully integrated system as identified and described in this RFP;
- Full-time and/or on-going support and maintenance for all components of the delivered system(s) during the Warranty period.

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP # 00587)**

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Unified Government of Athens-Clarke County intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Unified Government may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

PROPOSAL EVALUATION AND SELECTION PROCESS

1. **EVALUATION CRITERIA:** Based on the proposal format as outlined in Section I, the evaluation criteria are as follows:
 - a. **QUALIFICATIONS AND EXPERIENCE**
Assessment of the Offeror's organization and the specific staff assigned to the Project relative to experience and overall qualifications. This assessment includes review of the business and financial information offered in the Proposal. Information provided in Section six (6) of the Proposal is reviewed and evaluated to understand (1) similar project work that may be comparable in complexity and/or size to the work described in this RFP and has been successfully completed; (2) the proposed project team and how the team is to operate and/or function in carrying out the work; and (3) the management approach to implementing the project work and required services including interface with the Library staff, general timelines of work, and any other management actions that are planned to ensure a successful completion of the project and/or would distinguish the proposed approach from other Offerors. The assessment of this information is to more fully determine that the Offeror understands the project scope and the expectations and requirements of the Athens-Clarke County Library staff.
 - b. **SYSTEM INFORMATION AND TECHNICAL APPROACH**
Assessment of response and information provided in Section seven (7) of the Proposal to evaluate the extent of compliance of the proposed system(s) and component software / hardware with the stated requirements in this RFP.
 - c. **TRAINING PROGRAM**
Assessment of the proposed Training Program presented in Section eight (8) of the Proposal to evaluate proposed development, sequence, schedule, delivery and overall completeness of training offered.
 - d. **WARRANTY AND SUPPORT SERVICES**
Assessment of the proposed warranty conditions and support services offered during the warranty period as well as opportunities for extended maintenance and support after warranty periods (Section nine (9) of the Proposal).

- e. REFERENCES & REFERENCE PROJECTS
Assessment of referenced projects and response from reference checks.
 - f. INTERVIEW
Assessment of performance at interview evaluating capability to present aspects of the Proposal and respond to questions. As part of the interview process the offeror will be expected to demonstrate the compatibility of the proposed system(s) with the Georgia PINES database (ILS).
 - g. PRICE / COST
Assesses whether the price is reasonable and in concert with industry standards (Price / Cost Proposal Form).
2. SELECTION PROCESS AND CONTRACT AWARD
Based on the evaluation criteria, the Selection Committee will review and assign a score to each proposal. Proposals which rank highest upon completion of the scoring process will be short-listed. The number of short-listed firms will depend on the total number of submitted proposals. These short listed firms may be invited to make a formal presentation/interview of their firm's experience, project approach and qualifications. Upon completion of the short-listed firms presentations/interviews, the Selection Committee will then score each presentation and the highest rated firm, after the presentation/interview scoring process, considering price and price related factors, will be recommended for award of contract.

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

A: PROPOSAL FORM

Proposal of _____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, *doing business as* _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #00587 Athens-Clarke County Library RFID Systems** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed above.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of ninety (90) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

SECTION V – PROPOSAL FORMS**B: ADDENDA ACKNOWLEDGEMENT**

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
					<i>Initial</i>

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and
- (2) To submit such subcontractor affidavit(s) to the County when the subcontractor(s) is retained, but in any event, prior to the commencement of work by the subcontractor(s).

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVITS ON FOLLOWING PAGES

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT CONTRACTOR AFFIDAVIT & AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with Unified Government of Athens-Clarke County, has registered and is participating in a federal work authorization program* [an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the provisions established in O.C.G.A. § 13-10-91, as amended.

The undersigned further agrees that should it employ any new employees or contract with any subcontractor(s) for the physical performance of services pursuant to the contract with Unified Government of Athens-Clarke County, the Contractor will secure from the subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91, as amended, on the attached Subcontractor Affidavit. The undersigned contractor further agrees to use the federal work authorization program throughout the contract period and to maintain records of such compliance and to provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

EEV / Basic Pilot Program* User
User Identification Number (E-verify)
(<https://e-verify.uscis.gov/enroll/>)

Date of Memorandum
of Understanding (MOU)

Company Name _____

BY: Authorized Officer or Agent

Date of execution of Affidavit

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

____ DAY OF _____, 201__

Notary Public

My Commission Expires:

As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau (USCIS) of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

D. Affidavit Verifying Status for Public Benefit-Required by the Georgia Security and Immigration Compliance Act

SAVE AFFIDAVIT

By executing this affidavit under oath, as an applicant for an Athens-Clarke County contract or other public benefit as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. § 50-36-1), the undersigned applicant representing _____ (name of business) , verifies one of the following with respect to my application for a public benefit.

- _____(1) **I am a United States citizen**
(document example: Driver's License, US Passport, US Military Card, etc.)
- _____(2) **I am a legal permanent resident of the United States**
(document example: I-551 Permanent Resident Card, Certificate of Citizenship, etc.)
- _____(3) **I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.**
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____
(document example: Temporary Resident Card; Employment Authorization Card, etc.)

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed on the _____ day of _____, 20____ in _____ (city)
_____(state)

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires: _____

PLEASE COMPLETE THIS AFFIDAVIT AND SUBMIT A COPY OF THE IDENTIFICATION DOCUMENT (front and back) FROM THE LIST NOTED BELOW. **PRESENT IN PERSON** AT [375 SATULA AVE] **OR FAX** TO 706-613-1975 **OR E-MAIL** TO Toro.Holt@athensclarkecounty.com and be sure to REFERENCE YOUR BUSINESS NAME IN THE SUBJECT LINE OF YOUR E-MAIL.

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government authority
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.

FOR ATHENS-CLARKE COUNTY USE ONLY:

ID DOCUMENT PRESENTED: _____

VERIFIED BY SAVE: _____

PROCESSED BY: _____

DATE: _____

SECTION V – PROPOSAL FORMS

E: PRICE/ COST PROPOSAL FORM

Price/Cost Proposal Form to be added by Addendum

SECTION VI – BIDDER’S LIST APPLICATION

Bidder’s List Application - Optional

If you DO NOT HAVE an **ACCUG Vendor Number**, please fill out the bidder’s list application attached below and submit to the Athens-Clarke County Purchasing Division at least four (4) days prior to the required submittal date of the Bid/Proposal. **The ACCUG Vendor Number is not required to submit a Bid/Proposal.**