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Bibliotheca LLC

Clarifying Due Date for Questions

Katie Westfall, Feb 12, 2025 1:34 PM MST
Hello! Under the second point, "Inquiries", of "Special Instructions to Offerors", the due date for submission of questions is listed as February 13, 2025. Elsewhere it is listed as February 25, 2025. Please clarify the correct due date for submission of questions. Thank you!
Missy Mudry, Feb 13, 2025 1:25 PM MST
Thank you! The deadline for questions is correct in the Special Instructions and will be clarified in an amendment and message in the portal.
Katie Westfall, Feb 13, 2025 2:14 PM MST
Thank you for claryfing!

Questions for RFP #25-001

Katie Westfall, Feb 17, 2025 9:53 AM MST
Hello! After carefully reviewing the RFP documents, here are our questions: • What is the breakdown of which libraries that will use software-only self-checkouts on library provided PCs and those choosing to use all-in-one self-checkout kiosks? Can you share a breakdown of libraries wanting freestanding, desktop and height-adjustable self-checkout kiosks? • How will Yavapai County Free Library District order products? In large group orders or by individual libraries?   • What information should be provided in the primary response tab of Attachment 4 proposal cost form? Without knowing quantities or specific product types, we are not sure how Yavapai County Free Library District wants to see pricing.   • Can you confirm that Yavapai County Free Library District wants full support with local, factory-trained onsite techs for all products? Where should we provide price information for support and maintenance? • Does the Yavapai County Free Library District have ideas of quantities so that we can show the best pricing in the pricing table? • Can you provide a layout of AMH sorter room floor?
Missy Mudry, Feb 18, 2025 7:49 AM MST
Thank you for your interest. Answers will be forthcoming in an Amendment soon.
Missy Mudry, Feb 24, 2025 8:21 AM MST
- Currently all of the libraries have mixed component systems; two libraries plan to purchase stand-alone self-checkout kiosks in the next year for a total of 8-9 units. They are open to freestanding,

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desktop, or height-adjustable units. - The 15 branches of the YCFLD have an equipment rotation schedule and will typically order equipment for 5 libraries at a time. However, if all-new equipment is necessary due to compatibility issues, the YCFLD will purchase a large group order. Otherwise, individual libraries will do the ordering. - We would like to see a pricelist for all equipment offered by your company, including any discounts. - Yes, we will want full support for the libraries. However, if you have various levels of support, we would be interested in learning the price breakdown for each. - This really depends on backwards compatibility. If the libraries can continue using their existing equipment, then as it stands now the libraries are looking at purchasing 3 gates, 3 AMHs (in next 2-5 years), 23-25 bins, 8-9 kiosks, 7-8 mixed component systems, 4 antenna/all in one RFID pads and readers, 1 inventory wand, 1 self-service locker (possibly 3 lockers), and 1 self-service shelf.   If backwards compatibility is not a possibility, then purchases could be 4 AMHs, 42 bins, 8-9 kiosks, 5 wands, 13 gates, 101 antennas/readers, and 2-4 payment machines. - The central sorter is in a rectangular room. The current AMH is 28' long by 7' wide. The 28' could be expanded to 34'. The total width of the room is 21.5', so the 7' could also be expanded.

Invengo American Corp

Pricing

Scotty Gage, Feb 19, 2025 1:01 PM MST

Please clarify the pricing bid form BT-28JU, is page 1 the "Primary Responses" supposed to be the all inclusive price, one for RFID Products and Services and one for AMH Products and Services, and is the "Additional Responses" then the itemized list of what makes up the overall pages on the Primary Responses

Missy Mudry, Feb 24, 2025 8:52 AM MST

Yes, this is the intent. Attachment 4 is requesting an all-inclusive cost for each area for evaluation purposes only. Additional Responses may show itemization and/or alternatives for consideration. Offerors are encouraged to provide multiple options and pricing lists based on the SOW.

AMH Configuration

Scotty Gage, Feb 25, 2025 2:04 PM MST

Regarding AMH; how do you wish to see pricing reflected? For example: a 3 bin sorter with internal induction, a 3 bin sorter with external induction, or a 5 bin with internal and external with staff induction, etc etc? All the way up to a 21 bin sorter? We want to ensure we are quoting the exact same sorter configuration(s) as all vendors

Missy Mudry, Feb 26, 2025 8:27 AM MST

Vendors are encouraged to provide information within the proposal for adequate evaluation.   The Cost Form is for evaluation purposes only and all forms generated from Bonfire are locked. The form

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does not represent a final order or project quote. The Additional Responses tab allows for other additional cost configurations that are outlined in the proposal.

Tech Logic Corporation

Bond Required?

Michael Finnern, Feb 12, 2025 3:44 PM MST

Is a bond required for this project? In the RFP, the Uniform Terms and Conditions mention bonds.

Missy Mudry, Feb 13, 2025 1:33 PM MST

Thank you! Although listed in a general sense in sections 5.4.2.3 and 8.5.1, no bonding is required for this project. If a specific bond was required, it would be outlined as its own, separate clause.

Answers to Questions

Michael Finnern, Feb 13, 2025 11:02 AM MST

Can the library please provide answers to questions as soon as possible so that vendors can adjust their proposals accordingly?

Missy Mudry, Feb 13, 2025 1:34 PM MST

Thank you for your interest. All messages have been received and answered, to date. A Solicitation Amendment will be forthcoming.

Insurance Questions

Michael Finnern, Feb 18, 2025 10:15 AM MST

Can the library clarify what they mean regarding the insurance requirements on page 18, sections 13.1.4 & 13.1.5? The requirements state, "Technology Errors and Omissions Insurance not less than $5,000,000 per occurrence and $5,000,000 aggregate coverage." The same language is used for Network Security (Cyber) and Privacy Liability. Is the limit $5,000,000 aggregate? This seems contradictory to the requirement of $5,000,000 per occurrence.

Missy Mudry, Feb 24, 2025 8:54 AM MST

We are reaching out to Risk Management for clarification.

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Missy Mudry, Feb 24, 2025 9:42 AM MST
Confirmed language is acceptable. We are asking for $5mil limit that could be used up in one occurrence.

Technical Functionality

Michael Finnern, Feb 18, 2025 12:49 PM MST
In the RFP requirements document, Attachment 3, Technical Functionality is referred to as "Q-05LP," but the current Technical Functionality Excel file is labeled "Q-14KS." Could YCFLD confirm the file label that should be used in the response?
Missy Mudry, Feb 24, 2025 8:37 AM MST
The corresponding file for Attachment 3, Technical Functionality is Q-14KS. This will be corrected in Amendment 1, which will be released today.

Cost Proposal

Michael Finnern, Feb 18, 2025 12:50 PM MST
Are vendors required to submit both an Excel version and a PDF version of Attachment 4, Cost Proposal? Or is only an Excel version required?
Missy Mudry, Feb 24, 2025 8:48 AM MST
Pricing clarifications are forthcoming. Both formats are preferred for evaluation purposes.
Missy Mudry, Feb 24, 2025 9:15 AM MST
The intent is that the "Primary Responses" indicate an all-inclusive price for the RFID Products and Services and then an all-inclusive price for the AMH Products and Services. The "Additional Responses" tab provides an itemized list of the all-inclusive price on the Primary Responses and/or alternatives for consideration.

Desired Timeline

Michael Finnern, Feb 18, 2025 12:50 PM MST
Could YCFLD please provide clarification about the desired timeline for ordering and deploying equipment? How soon will libraries start purchasing equipment? What is YCFLD's desired installation

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timeframe for equipment?

Missy Mudry, Feb 24, 2025 9:35 AM MST

This really depends on backwards compatibility. If the libraries can continue using their existing equipment, then as it stands now the libraries are looking at purchasing 3 gates, 3 AMHs (in next 2-5 years), 23-25 bins, 8-9 kiosks, 7-8 mixed component systems, 4 antenna/all in one RFID pads and readers, 1 inventory wand, 1 self-service locker (possibly 3 lockers), and 1 self-service shelf. If backwards compatibility is not a possibility, then purchases could be 4 AMHs, 42 bins, 8-9 kiosks, 5 wands, 13 gates, 101 antennas/readers, and 2-4 payment machines.

AMH Question

Michael Finnern, Feb 18, 2025 12:51 PM MST

Is YCFLD looking to replace all AMH systems, or just one in a particular location? In order to provide specifications, dimensions, and pricing, vendors will need additional information about YCFLD's desired scope (including location(s) and room dimensions) for installing and/or updating AMH system(s).

Missy Mudry, Feb 24, 2025 8:55 AM MST

The 15 branches of the YCFLD have an equipment rotation schedule and will typically order equipment for 5 libraries at a time. However, if all-new equipment is necessary due to compatibility issues, the YCFLD will purchase a large group order. Otherwise, individual libraries will do the ordering. The central sorter is in a rectangle shape 28' long by 7' wide. The 28' could be expanded to 34'. The total width of the room is 21.5', so the 7' could also be expanded. Another library's configuration: Inside our Check In Room our AMH is approximately 22 ½ feet long and 6 ½ feet wide at the widest points. Outside of the Check In Room is a conveyor belt system for automated book returns that is housed in a room that is approximately 6 feet in distance between the wall of the building and the return slot, 8 feet wide, and there is a vertical distance of approximately 6 feet between the return slot and the conveyor belt inside the Check In Room. A third library, which does not currently have an AMH, has not yet identified the location where they might place one.

Equipment Quantities

Michael Finnern, Feb 18, 2025 12:51 PM MST

Would YCFLD like pricing on single units? Or would YCFLD like to see pricing for specific quantities? If for specific quantities, please specify quantities for each desired product.

Missy Mudry, Feb 24, 2025 8:56 AM MST

The 15 branches of the YCFLD have an equipment rotation schedule and will typically order

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equipment for 5 libraries at a time. However, if all-new equipment is necessary due to compatibility issues, the YCFLD will purchase a large group order. Otherwise, individual libraries will do the ordering.

Shipping

Michael Finnern, Feb 18, 2025 12:55 PM MST
Will all equipment be shipped to a central location? Or shipped to multiple locations? Could YCFLD please provide more information about quantities and to what locations?
Missy Mudry, Feb 24, 2025 8:56 AM MST
The 15 branches of the YCFLD have an equipment rotation schedule and will typically order equipment for 5 libraries at a time. However, if all-new equipment is necessary due to compatibility issues, the YCFLD will purchase a large group order. Otherwise, individual libraries will do the ordering.

Removal & Disposal

Michael Finnern, Feb 18, 2025 12:55 PM MST
Will YCFLD want vendors to provide removal and disposal services for existing equipment?
Missy Mudry, Feb 24, 2025 9:36 AM MST
Yes, costs for these types of services should be provided. Each library may have varying needs based on their facilities and equipment.

Pricing for multiple product and service options

Michael Finnern, Feb 18, 2025 12:56 PM MST
We would like to provide pricing for various product and service options across our catalog. Could YCFLD please provide clarification on how vendors should provide pricing for multiple product and service options?
Missy Mudry, Feb 24, 2025 9:17 AM MST
Offerors are encouraged to provide multiple options that provide the best value for YCFLD. Attachment 4 is for evaluation purposes with the intent is that the "Primary Responses" indicate an all-inclusive price for the RFID Products and Services and then an all-inclusive price for the AMH

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Products and Services. The narrative proposal and corresponding information should support these options and best value.

Attachment 4: Cost Proposal

Michael Finnern, Feb 18, 2025 12:57 PM MST

Could YCFLD provide clarification about how you would like vendor's products and services to be translated into the Excel file for Attachment 4, Cost Proposal? In the current state of the file, it seems that the line items in the "Primary Responses" tab do not account for the various products and services that YCFLD is requesting. For example, the way the Excel table is formatted, currently, seems to require that vendors combine all costs for all of their different kinds of RFID products and services (e.g. shelf-check, shelf management, RFID tags, etc.) and place that sum into a single cell. There does not seem to be any way to indicate to YCFLD which RFID products and services are being combined into which of the Excel table's broadly labeled line items. Would it be possible, instead, for vendors to add rows to the Excel sheet, and edit/label these rows accordingly, in order to differentiate between product types (e.g. shelf-check, shelf management, RFID tags, etc.)?

Missy Mudry, Feb 24, 2025 8:50 AM MST

Pricing clarifications are forthcoming. Attachment 4 is requesting comprehensive costs and is for evaluation purposes only. Offerors are encouraged to provide multiple options and pricing lists based on the SOW.

Missy Mudry, Feb 24, 2025 9:16 AM MST

The intent is that the "Primary Responses" indicate an all-inclusive price for the RFID Products and Services and then an all-inclusive price for the AMH Products and Services. The "Additional Responses" tab provides an itemized list of the all-inclusive price on the Primary Responses and/or alternatives for consideration.

Michael Finnern, Feb 24, 2025 12:00 PM MST

Currently, due to settings and protections in the Excel sheet, vendors cannot provide an itemized list because the line items in Column F of the "Additional Responses" tab cannot be labeled with anything specific. Currently, in the "Additional Responses" tab, vendors are only able to change the "#" cell in Column E and the "unit price" in Column H. Could the library please give vendors the ability to update the "Item" label in Column F of the "Additional Responses" tab?

Missy Mudry, Feb 26, 2025 8:26 AM MST

==Vendors are encouraged to provide information within the proposal for adequate evaluation.   The Cost Form is for evaluation purposes only and all forms generated from Bonfire are locked. The form does not represent a final order or project quote. The Additional Responses tab allows for other additional cost configurations that are outlined in the proposal.==

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Clarification on Confidential Information

Michael Finnern, Feb 18, 2025 12:57 PM MST
Could YCFLD please clarify; if vendors are submitting any information that is confidential, should that information be isolated to the "Confidential Information" submission section and not be included anywhere else? Or, could it also be included elsewhere but have a "Confidential" mark?
Missy Mudry, Feb 24, 2025 9:03 AM MST
Special Instructions to Offerors 3.3. "...Such material shall be identified as confidential wherever it appears." 4.2.6. Also needs to be designated on Attachment 6, Conformance and Disclosure Statements and "...Any portion of the bid that is considered confidential in nature shall be denoted on the form and separated into a Confidential Information section in the bid." This is found as a separate section in the Bonfire portal. Note that pricing, terms and conditions and other publicly available information is generally not considered confidential.

List types and total quantities of products

Michael Finnern, Feb 25, 2025 2:30 PM MST
After review of Addendum 1, we are unable to complete the requested "all-inclusive price for the RFID Products and Services" found in the "Primary Responses" without an exact listing of the product types and quantities that the library wants quoted. We have reviewed the library survey responses and we still YCFLD to list the types and total quantities of products that YCFLD wants quoted in response to this RFP.
Missy Mudry, Feb 26, 2025 8:27 AM MST
Vendors are encouraged to provide information within the proposal for adequate evaluation. The Cost Form is for evaluation purposes only and all forms generated from Bonfire are locked. The form does not represent a final order or project quote. The Additional Responses tab allows for other additional cost configurations that are outlined in the proposal.

Editing Cells for Accurate Pricing

Michael Finnern, Feb 25, 2025 2:31 PM MST
It is our desire to give YCFLD our entire product portfolio pricing list. Currently, due to settings and protections in the Attachment 4 Excel sheet, vendors are not able to provide an itemized list because the line items in Column F of the "Additional Responses" tab cannot be labeled with anything specific. Currently, in the "Additional Responses" tab, vendors are only able to change the "#" cell in Column E and the "unit price" in Column H. Could YCFLD please give vendors the ability to update the "Item"

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label in Column F of the "Additional Responses" tab?

Missy Mudry, Feb 26, 2025 8:29 AM MST

Vendors are encouraged to provide information within the proposal for adequate evaluation.   The Cost Form is for evaluation purposes only and all forms generated from Bonfire are locked. The form does not represent a final order or project quote. The Additional Responses tab allows for other additional cost configurations that are outlined in the proposal. The narrative proposal is required in PDF format. All information provided within the Bonfire-generated forms are intended to supplement the narrative proposal for evaluation purposes.

AMH Specifics

Michael Finnern, Feb 25, 2025 2:32 PM MST

After review of Addendum 1, we are unable to complete the requested "all-inclusive price for the AMH Products and Services" found in the "Primary Responses" without an exact outline of system design requirements including: detailed room layout, book drop locations within the room, branch name, and the number of bins per system. Without this information, vendors will not be able to design and quote systems accurately and will only be able to provide price estimates for generic systems.

Missy Mudry, Feb 26, 2025 8:29 AM MST

The Cost Form is for evaluation purposes only and all forms generated from Bonfire are locked. The form does not represent a final order or project quote.

mk Solutions, Inc.

AMH / DWG / Space

mk Solutions Back Office, Feb 13, 2025 3:35 PM MST

Does the Library have dimensions of the spaces it wishes to install AMH systems? Can that detail be provided (and/or DWGs)?

Missy Mudry, Feb 24, 2025 8:22 AM MST

The central sorter is in a rectangle shape 28' long by 7' wide. The 28' could be expanded to 34'. The total width of the room is 21.5', so the 7' could also be expanded.   Another library's configuration: Inside our Check In Room our AMH is approximately 22 ½ feet long and 6 ½ feet wide at the widest points. Outside of the Check In Room is a conveyor belt system for automated book returns that is housed in a room that is approximately 6 feet in distance between the wall of the building and the return slot, 8 feet wide, and there is a vertical distance of approximately 6 feet between the return slot and the conveyor belt inside the Check In Room. A third library, which does not currently have an

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AMH, has not yet identified the location where they might place one.

Leasing

mk Solutions Back Office, Feb 13, 2025 3:35 PM MST

Page 8 - 8.15 Provide options for lease or purchase agreements to accommodate library budgetary constraints. < Is the Library asking for lease pricing?

Missy Mudry, Feb 24, 2025 8:22 AM MST

A few of the libraries which might need to purchase AMH's or gates have enquired about lease pricing. For the most part, equipment would be purchased outright.

Proprietary Solutions

mk Solutions Back Office, Feb 13, 2025 3:36 PM MST

Page 9 – 11.7 Allow integration with third-party dispensing equipment or offer proprietary solutions for future expansion. < Can the Library please confirm what is meant by this requirement (specifically offer proprietary solutions)?

Missy Mudry, Feb 24, 2025 8:23 AM MST

What type of vending devices does your company use or offer, and when not available directly, what products does your system integrate with for remote vending and other delivery options.

Existing Equipment in Place

mk Solutions Back Office, Feb 13, 2025 3:36 PM MST

Page 12 – 18. Backward Compatibility: The proposed system must: 18.1 Be compatible with existing RFID equipment and ILS infrastructure where possible; 18.2 Clearly specify required modifications for legacy equipment to operate with the new system; 18.3 Provide recommendations for retaining, replacing, or upgrading current hardware and software. < Can the Library please detail existing RFID equipment in place?

Missy Mudry, Feb 18, 2025 7:48 AM MST

Thank you for your interest. Answers will be forthcoming in an Amendment soon.

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Our libraries currently have Feig antennas with separate readers, Excellence gates, Crystal wave gates, Tagsys L-SP3 gates, and Tech Logic Ultra Sort AMH's.

Evidence of Financial Stability

Page 46 – 4.2.2.2. Financial Stability. Can the Library please confirm what is meant by "taxes information and bankruptcy information is requested" - specifically as it relates to taxes? Further, what is acceptable (or requested) evidence of financial stability?

Thank you for your interest. Answers will be forthcoming in an Amendment soon.

Refer to the corresponding Excel file for Attachment 2, Questionnaire, section "Financial Stability" where response options are provided and comments may be included, if needed.

Acceptable Agreements

Page 46 – 4.2.2.3. Management and Operations. Can the Library please confirm what is meant by "Acceptable agreements shall include: a non-appropriate clause; governed by the laws of the State of Arizona; and net payment is thirty (30) days."? What should offerors provide here?

Thank you for your interest. Answers will be forthcoming in an Amendment soon.

Refer to the corresponding Excel file for Attachment 2, Questionnaire, section "Management & Operations" where response options are provided and comments may be included, if needed.

Taxes

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Regarding "5.2. Taxes. The amount of any applicable transaction privilege or use tax will not be a factor when determining lowest bidder" - does this information need to be included in the offeror's quote?

Missy Mudry, Feb 18, 2025 7:48 AM MST

Thank you for your interest. Answers will be forthcoming in an Amendment soon.

Missy Mudry, Feb 24, 2025 8:32 AM MST

All taxes must be included in the Offeror's proposal, as outlined in the Uniform Instructions to Offerors, 3.11., Identification of Taxes in Offer.

Attachment 4 Column D

mk Solutions Back Office, Feb 13, 2025 3:37 PM MST

On Attachment 4, can the Library please clarify this statement, "Every item has a unique item number found in Column D (which continues). Where on the Primary Responses tab can the unique item numbers be found in Column D?

Missy Mudry, Feb 18, 2025 7:48 AM MST

Thank you for your interest. Answers will be forthcoming in an Amendment soon.

Quantities

mk Solutions Back Office, Feb 13, 2025 3:38 PM MST

Can the Library please provide quantities of the required equipment? Preferred configurations for the kiosks and AMH to ensure apples to apples pricing (number of bins, number of patron/staff returns, kiosk/tabletop/build-in, single, duals, triple aisle gates, etc.)?

Missy Mudry, Feb 18, 2025 7:48 AM MST

Thank you for your interest. Answers will be forthcoming in an Amendment soon.

Missy Mudry, Feb 24, 2025 8:23 AM MST

We currently have 11 dual gates and a single aisle gate in the libraries. We are open to various configurations for the kiosks. AMH's: one is 16-bin, one is 17-bin (which we might expand), and one

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is 5-bin (this one is largely conveyor belt and curves from the outside wall into the sorting room). One library doesn't currently have an AMH but would like to purchase one with 4-6 bins in the next 2-3 years.

Quantities on Attachment 4

mk Solutions Back Office, Feb 13, 2025 3:38 PM MST
Can the Library confirm how these quantities should be shown on Attachment 4? In other words, should all items be on the Additional Responses tab? For example, under the AMH Products and Services section, it only states "Proposed Products Configuration." What detail should be used/input here?
Missy Mudry, Feb 18, 2025 7:49 AM MST
Thank you for your interest. Answers will be forthcoming in an Amendment soon.