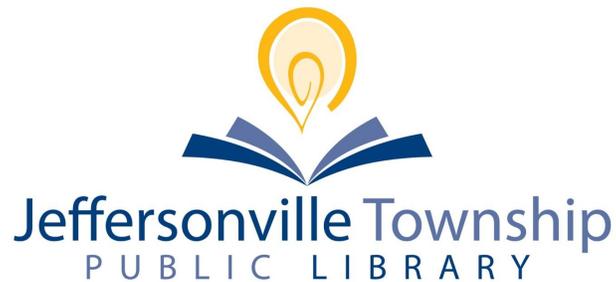


REQUEST FOR PROPOSAL
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY



Radio Frequency Identification (RFID) Tagging Services

RFP #002-17

Submit all proposals by

November 17, 2017 at 5 p.m. EDT

Proposals Submitted to:

Libby Pollard, Library Director

PO Box 1548

211 E. Court Ave.

Jeffersonville, IN 47131

lpollard@jefflibrary.org

812-285-5633

Point of Contact for Queries:

Allison Fredrickson

afredrickson@jefflibrary.org

812-285-8614

RFP Table of Contents

RFP Table of Contents	1
General Information	3
Background	3
Timeline	4
Performance Schedule	4
Objectives	4
Minimum Qualifications	4
Scope of Work	5
Tagging Equipment	5
Vendor Labor	6
Hours of Operation	6
Quality Assurance Acceptance Testing	6
Project Management	6
Evaluation Criteria	6
List of Attachments	7
General Terms and Conditions	7
Compliance with Laws	7
Continuation during Disputes	7
Organization Employment Disclaimer	8
Suspension of Work/Termination or Suspension	8
Prime Contractor Responsibility	8
Confidentiality Information	8
Audit of Contract Records	8
Form of Agreement	9
Diversity and Inclusion Employment	9
Proposal Submission	9
Responses to the RFP	10
Exceptions	10
Guarantees & Warranties	11
Vendor Rights	11
Negotiation	11
Conflict of Interest	12
Contingent Fees	12
Gratuities	12
Contract Documents	12
Insurance	12
Additional Information	14
Award	14

Protest of Award	14
Vendor Certification	14
Proposal Format	14
Cover Letter	14
Technical Requirements/Specifications Checklist	14
Cost/Pricing and Schedule	15
Company Profile	15
Work Plan	15
References	15
Additional Information	16
Attachment A: Non-Collusion Affidavit	17
Attachment B: E-Verify Affidavit	18
Attachment C: Technical Requirements/Specifications	19
Attachment D: Vendor Fee Sheet & Branch Quantities	20
Attachment E: Vendor Qualification Sheet	22

General Information

The Jeffersonville Township Public Library (hereafter referred to as JTPL or the Library) is seeking a vendor to apply Library-provided ISO-15693 tags to physical library materials. The Library is currently in the midst of a selection process for an RFID and Self-Check system (see *RFP #001-17 for more information*), from which vendor the Library will purchase the tags to be used for this tagging project.

Background

JTPL is seeking proposals for the RFID tagging services to coincide with the installation of an integrated RFID and Self-Check System capable of attaining a self-check use rate by patrons of 90%, improving circulation and inventory management efficiency, and providing the platform for offering additional services to patrons.

Community Demographics

Jeffersonville Township is located in Clark County, Indiana just across the river from Louisville, KY and includes the city of Jeffersonville and the town of Clarksville. JTPL's service population is 59,062 according to the Indiana State Library 2016 Public Service Areas.

Facilities

JTPL has 2 libraries located in Jeffersonville Township, Clark County, Indiana: a main library located in Jeffersonville and one branch located in Clarksville. The hours for both locations are: Monday - Thursday 9AM-8PM.; Friday 9AM-5:30PM.; Saturday 9AM-5PM; Sunday CLOSED. The library has 43,000 registered users, 21,000 of which were active in the last 3 years.

Location	Collection Size	Circulation (2016)	Visitors (2016)
Main Library	170,149	167,032	185,949
Clarksville Branch	54,465	94,989	82,750
TOTAL	224,615	262,021	268,699

Current Collection Information

Item Type	Currently Held	Added in 2016
Bib records	158,289	6,763
Item records	204,157	11,651
Books	167,154	7,161
Movies (DVD and VHS)	15,670	1,286
Music CDs	7,568	530

Audiobooks	4,826	348
Magazines	7,590	2,250
Video Games (DVDs)	299	36

A full summary of items needing to be tagged for each location is provided in **Attachment D** to this RFP.

Timeline

- Request for Proposal issued October 23, 2017
- Deadline for vendor questions, November 3, 2017 by 5:00 p.m.
- RFP due November 17, 2017 by 5:00 p.m.
- Review process begins November 2017
- Vendor selected and recommended to Library Board, December 19, 2017
- Contract Signed December 2017
- Tagging to begin (anticipated) early 2018
- Installation of security gates and self-check stations at Jeffersonville location, early 2018
- Installation of security gates and self-check stations at Clarksville location, fall 2018

Performance Schedule

It is expected that all work will be completed within two to four months from the issue date of the Library's purchase order for the services. The contract term may be extended until the Library has completed acceptance in accordance with the Technical Requirements/Specifications section.

Objectives

The Library expects to achieve the following outcomes through this RFP solicitation:

1. Select a qualified vendor to perform work in an accurate and efficient manner.
2. Programming and placement of library-supplied ISO-15693 RFID tags in physical library materials.
3. Successful testing of the quality of tag conversion work performed, ensuring that tagged items can be consistently, reliably, and successfully:
 - a. Checked out with the security bit deactivated via the self-check kiosks and staff workstations;
 - b. Checked in with the security bit reactivated via the self-check kiosks and staff workstations; and
 - c. Read with a mobile inventory device while on the library shelves.
4. Ensure vendor work operations will proceed with minimal disruption to staff and patrons.

Minimum Qualifications

The vendor must have the following minimum qualifications:

- A sound business reputation;

- Proven capabilities in delivering services on time and on budget;
- Appropriate resources to satisfy the requirements for the services requested in this RFP;
- Demonstrated track record in similar service relationships;
- Demonstrated track record in overall client satisfaction;
- Have a minimum of three years continuous experience with library RFID technology and with library circulation and inventory functions;
- Have successfully performed at least one library RFID conversion project with a public or private agency with a scope similar to that outlined in this document.

Scope of Work

The library seeks a vendor to apply a library provided RFID tag to physical library materials. At each library, work from the library's shelves, apply a library provided RFID tag in a manner that it does not overlap or interfere with the existing book pocket and old RF tag, program the item's barcode number onto the new tag using the library's existing data encoding requirements (see **Attachment C**) and return the item to its original location on the shelf.

Book stock is to be RFID tagged on the inside back cover. DVDs, CDs and Playaways are in locking cases. DVDs are to be tagged on one side of the discs. CDs are to be tagged on one side of the discs. Playaways are to be tagged inside of the album. Audiobooks on CD will have the album case tagged.

This work will be conducted on-site by vendor-supplied labor with vendor-supplied equipment at 2 library locations during an allowable time period designated by JTPL. The vendor's staff will have access to only the public areas of the library and will perform duties in such a way that the library environment and services are not disrupted.

It is expected that at the end of this project all items in the library's physical collection have ISO-compliant RFID tags that perform with no interference caused by older, obsolete RF tags.

It is the intention of the library to award to the highest ranked single vendor that will assume financial and legal responsibility for the entire project related to the Scope of Work outlined above. Proposals that include multiple vendors must clearly identify one vendor as the "prime contractor" and all others as subcontractors.

Tagging Equipment

The vendor proposal should specify if the vendor will provide the necessary equipment and software to perform reading/writing of information on the RFID tags. This includes computers, RFID antennas/readers, software, barcode scanners, supplies, extension cords, safety equipment, cards, etc. The Library will provide the ISO-15963 RFID tags. The vendor will be responsible for moving equipment from site to site.

Vendor Labor

The vendor must provide all labor and on-site project management for the Scope of Work. The vendor will be responsible for performing background checks for all personnel working on-site at all library locations.

Each work group will have one individual designated as the Supervisor on duty, onsite, at all times the vendor's employees are onsite. This Supervisor must be fluent in spoken English. Questions and communication for the designated Library Project Manager will be channeled through this Supervisor or the vendor's Project Manager.

Hours of Operation

The vendor is permitted to work during open hours with appropriate public safety equipment to cover cords and cordon off work areas.

Quality Assurance Acceptance Testing

To ensure the quality of the work performed, a sixty day trial period shall apply to the contract awarded as a result of this RFP. During the trial period, the vendor must perform under all terms and conditions of the contract. Failure to perform during this trial period may result in the immediate cancellation of the contract. In the event of dispute or discrepancy as to the acceptability of product or service, the Library's decision shall prevail.

Project Management

The vendor shall provide project management for this project working with the Library's project team. Deliverables include a regularly updated project plan including schedule, tasks, dependencies, and timelines for both vendor and Library resources.

Implementation of project planning and project initiation activities will be coordinated between the Library and the vendor. The Library anticipates the following activities during this phase:

- Define the project goals and objectives
- Define the roles and responsibilities
- Complete a high level project plan identifying tasks, resources, schedule, and dependencies through the duration of the project, with detailed tasks identified through the design phase
- Complete communications and quality assurance plans
- Define deliverables and establish deliverables tracking process
- Establish status reporting, escalation, and issue tracking processes

Evaluation Criteria

JTPL will evaluate the proposals based on the criteria listed below:

- | | |
|--|-----|
| 1. Proposed overall cost | 35% |
| 2. Satisfaction level of current and former clients of the contractor under contracts for services similar to the requirements of JTPL | 30% |
| 3. Demonstrated expertise in the areas of the requested services | 25% |
| 4. Any other criteria deemed relevant by JTPL | 10% |

List of Attachments

The following attachments are included and made a part of this RFP.

- 1. Attachment A - Non-Collusion Affidavit**
- 2. Attachment B - E-Verify Affidavit** - The Contractor must agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Agreement. The Contractor must agree to require its subcontractors who may perform work under the Agreement to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The Library may terminate a resulting Agreement for default if the Contractor fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the Library of such breach. As a condition to submitting a proposal and to entering into an Agreement, the Contractor must execute the E-Verify Affidavit, which shall be an exhibit to the Agreement. Such affidavit shall be in the form attached to this RFP.
- 3. Attachment C - Technical Requirements/Specifications Response**
- 4. Attachment D - Vendor Fee Sheet** - In addition to the submission of the Cost Proposal, vendors shall also propose a fee for any services that fall outside of the service requirements. Vendors shall specify which costs, if any, are not included in the fees submitted on the Cost Proposal.
- 5. Attachment E - Vendor Qualifications Sheet**

General Terms and Conditions

A vendor entering into the agreement with JTPL must agree to a number of general terms and conditions. If a vendor cannot agree to any of the stated general terms and conditions, its proposal must clearly state the reason for any such non-compliance.

Compliance with Laws

In performing the services, the contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.

Continuation during Disputes

The contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.

Organization Employment Disclaimer

Any agreement entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The contractor will agree that no persons supplied by it in the performance of the contract are employees of JTPL and further agrees that no rights of JTPL's civil service, retirement or personnel rules accrue to such persons.

The contractor shall have the sole responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such contractor in the performance of the services and shall save and hold JTPL harmless with respect thereto.

Suspension of Work/Termination or Suspension

JTPL reserves the exclusive right to terminate or suspend all or any portion of the services for which the contractor is employed by delivery of written notice to the contractor; however, if any portion of the services shall be terminated or suspended, JTPL shall pay the contractor equitably for all services properly performed prior to termination. If the services are suspended and the contractor is not given an order to resume work within 60 days from the effective date of the suspension, the agreement will be considered terminated.

Prime Contractor Responsibility

Planned use of subcontractors in connection with providing the requested services should be clearly explained and described in the vendor proposal. The prime contractor will be responsible, and must take responsibility, for the performance under the entire agreement whether or not subcontractors are used.

In contractor/subcontractor arrangements involving more than one firm, it does not matter to JTPL which firm assumes the lead, as long as that firm assumes full responsibility for the performance of the service as delineated in the agreement. JTPL will only enter into an agreement with the prime contractor.

Confidentiality Information

The contractor shall treat all information furnished by JTPL and services provided hereunder as confidential. The contractor shall not disclose such information to others without prior written consent of JTPL.

Audit of Contract Records

The contractor must keep all resulting contract records separate and make them available for audit by JTPL personnel or Indiana State Board of Accounts personnel during the term of agreement and upon request for a period of 3 years after the end of the agreement term and completion of the service.

Form of Agreement

The submission of a response herein constitutes the agreement of any vendor that any agreements to be drawn as a result of an award herein will be prepared by JTPL under the supervision of JTPL's attorney. The selected vendor may be requested to submit copies of their applicable standard contract forms for information purposes.

Diversity and Inclusion Employment

JTPL is committed to providing an equal opportunity for participation of Minority, Women, or Veteran Owned Business ("XBE") firms in all JTPL business.

JTPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for JTPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.

It is the desire of JTPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the State of Indiana criteria of XBE firms or similar requirement for out-of-state firms, may indicate the appropriate certification, with a copy of such certification included in their proposal.

Any contractor in performing services under an agreement resulting from this RFP shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age or disability.

Proposal Submission

Proposals are due by 5:00 p.m. on Friday, November 17, 2017. Proposals may be delivered by hand, U.S. Mail, courier service, as well as email. Proposals submitted by facsimile transmission, solely by email, and/or verbally will be rejected. Proposals received beyond the deadline, regardless of reason, will not be opened or considered. Vendors whose submissions are received after the deadline will be allowed to pick-up or can arrange for return of their submission. JTPL will bear no responsibility or expense associated with the return of materials.

Any costs associated with the preparation and delivery of a submission related to this proposal will be borne solely by the vendor. No vendor will be allowed to withdraw and resubmit its proposal, for any reason whatsoever, after the proposal deadline has expired.

At the time of submission:

- One (1) copy of the entire proposal must be sent electronically as a PDF to Libby Pollard, Director at lpollard@jefflibrary.org.

- Eight (8) paper copies of the entire proposal must be delivered in a sealed envelope or package and clearly marked as “LIBRARY RFID TAGGING PROPOSAL,” with one copy marked “Original” and containing an original signature

If by FedEx, UPS, courier service, or hand delivered

ATTN: Libby Pollard, Director
Jeffersonville Township Public Library
211 E. Court Ave
Jeffersonville, IN 47130

If by US Postal Service

ATTN: Libby Pollard, Director
Jeffersonville Township Public Library
P. O. Box 1548
Jeffersonville, IN 47131-1548

Responses shall follow the format laid out below, joined together with a cover letter signed by a representative authorized to bind the company in contractual agreements, along with any relevant data sheets, drawings, and details.

Responses to the RFP

Proposals will be accepted from a joint venture as well as a single firm. When two or more vendors submit a single proposal, they must do so as a prime/subcontractor(s). The responsibilities of each vendor shall be detailed in the response.

Vendors may not use omissions or errors in the Specifications or other contract documents to their advantage. The Library reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Library may make any investigation it deems necessary to determine the ability of the vendor to perform the work. Vendors shall furnish information for this purpose to the Library upon request. JTPL reserves the right to reject any proposal if the evidence submitted by, or other investigation of, the vendor fails to satisfy JTPL that the vendor has the proper qualifications, experience, equipment, manpower, or financial and managerial capacity to carry out the obligations of the contract agreement or to perform the work as specified.

A vendor may withdraw a proposal in writing to JTPL prior to the deadline for receiving proposals.

Exceptions

It is the intent of JTPL to award an agreement on a fair, competitive basis. For this reason, JTPL may view the notation of any “Exception” in response to any material condition or requirement that the RFP as an attempt by the vendor to vary the terms of the RFP, which, in fact, may result in giving such vendor an unfair advantage over other vendors. For this reason, JTPL will, at its option, not allow

exceptions for any material requirement if, in the opinion of JTPL, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to JTPL.

Guarantees & Warranties

Any vendor submitting a proposal in response to this RFP warrants and guarantees that the vendor is fully capable of performing each and every task set forth in the proposal. No limitation or exception to this warranty provision will be acceptable to JTPL; except, it is understood that the vendor is not responsible for any problems in performance caused by improper acts or omissions by JTPL.

Vendor Rights

All materials submitted in response to this RFP become property of Jeffersonville Township Public Library upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between JTPL and the vendor, if selected.

Each vendor, as an express condition for JTPL's consideration of such vendor proposal, agrees that the contents of every other proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access such proposals. No submissions or supporting documentation will be returned to the vendor.

Vendors submitting proposals should recognize that JTPL is a public body and, as a public body, JTPL is subject to disclosure requirements and must abide by public records law. Neither party shall be liable for disclosures required by law.

Negotiation

By submitting a proposal, the vendor agrees with the terms herein. JTPL reserves the right to reject any and all proposals that in JTPL's sole discretion are in the best interests of the Library. JTPL reserves the right to:

- Waive any informality, nonconformity, or irregularity in any proposal received;
- Revise any requirements under this RFP;
- Not award a contract as a part of or result of this RFP process;
- Require supplemental statements of information from any responding party;
- Extend the deadline for submission of responses hereto;
- Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein;
- Cancel, in whole or in part, this RFP if JTPL deems it is in its best interest to do so;
- Reject any proposal that fails to submit the data required by the RFP or is in any way incomplete or irregular;
- Not base the award of a contract in response to this RFP on the lowest price proposal.

JTPL reserves the right to enter into negotiation with one or more vendors. JTPL reserves the right to waive any informality as may be permitted by law and reserves the right to award multiple contracts for different portions of the work or commodities, or to reject all proposals.

Conflict of Interest

JTPL reserves the right to disqualify any vendor on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to JTPL. The right of disqualification is at the sole discretion of JTPL. Any vendor submitting a proposal waives any right to object at any future time, before any agency or board, including but not limited to, the JTPL Board of Trustees, or any court, to JTPL's exercise of its right to disqualify by reason of real or apparent conflict of interest as determined by JTPL.

Contingent Fees

The vendor warrants that no person or selling agent has been employed or retained to solicit or secure the agreement upon an agreement or understanding of a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the vendor for the purpose of securing business.

For breach or violation of this warranty, JTPL shall have the right to immediately terminate the agreement without liability or in its discretion to deduct from fees or payments due the vendor the commission, percentage brokerage or contingent fee.

Gratuities

JTPL may immediately terminate consideration of a Vendor Proposal or the right of a vendor to proceed under the agreement if it is found that the gratuities in the form of entertainment, gifts or otherwise were offered or given by the vendor, or any representative of the vendor, to any officer or employee of JTPL with a view toward securing the vendor selection or service agreement, or the making of any determinations with respect to the issuance or performance of a services agreement; provided that the existence of facts upon which JTPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, JTPL shall be entitled to pursue the same remedies against the vendor as JTPL could pursue in the event of default by the vendor.

Contract Documents

Each vendor shall examine the RFP carefully. Any interpretation, correction, or questions will be answered by an Addendum issued by the Library. Only a written interpretation, correction, or question answered by issued Addendum shall be binding on JTPL. Prior to receiving proposals, Addenda will be sent to each vendor recorded by JTPL as having received the RFP and posted on JTPL's website.

The successful responder will be expected to enter into a contract with JTPL pursuant to the documents that include this RFP, the vendor's proposal, the summary of negotiation, and any and all other additional materials submitted by the vendor and accepted by JTPL.

The only official answer or position of the Library will be the one stated in writing.

Insurance

The contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of an agreement that may be entered between contractor and JTPL, which

policies shall protect against any loss or claim arising from or relating to the agreement, contractor's service and activities, or presence at JTPL Facilities, and any act or omission of contractor or its employees and/or agents or subcontractors in connection with the services provided under the agreement, and shall cover the contractual indemnification liability assumed by contractor pursuant to the agreement.

- Commercial General Liability Insurance with the limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, property damage, fire legal liability, contractual liability and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of contractor's activities at the Facilities. Any deductible shall be at contractor's expense.
- Workers' Compensation Insurance, affording coverage in accordance with the applicable state laws covering all of contractor's employees, and Employer's Liability Coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit.
- Property Insurance Coverage for all materials, equipment, and other items owned, borrowed, or leased by contractor shall be contractor's responsibility. JTPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by contractor.
- Umbrella Liability Insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverage prescribed above, which such policy shall be written on an occurrence basis.
- All insurance policies addressed in the section above shall be endorsed to name the following as additional insured's: Jeffersonville Township Public Library and its trustees, directors, officers, employees, representatives, volunteers, agents, contractors, licensees, and successors.
- All insurance policies required hereunder: (1) shall be endorsed to the state that the insurance is primary and not contributive to any other insurance available to JTPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to JTPL prior to cancellation, nonrenewal or material modification.
- Contractor shall deliver to JTPL, prior to commencement of services under the agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to JTPL by the aforementioned time, or if any such policies are canceled, JTPL shall have the right to terminate the agreement immediately and/or deny contractor access to JTPL facilities.

These insurance provisions are minimum requirements and shall not relieve contractor of its indemnity, defense and hold harmless obligations.

Additional Information

Following the receipt of proposals, JTPL reserves the right to request additional information from and conduct discussions with the vendors reasonably susceptible of being awarded the work. JTPL will not share information gathered in such discussions with other competing vendors.

Award

The successful contractor must be ready to proceed with the services within 30 days after receipt of the Notice of Intent to enter into an agreement. JTPL shall conduct a pre-services conference after issuing the Notice of Intent to Enter into an Agreement establishing all lines of communication.

Protest of Award

Any person or entity who has an objection to the awarding of the agreement to any vendor by JTPL, shall lodge that protest, in writing, with JTPL no later than 5:00 p.m. local time of the fifth (5th) calendar day following release of JTPL's Notice of Intent to Enter into an Agreement letter. JTPL retains the right to reject all protests not filed within this time and those found to be without merit.

Vendor Certification

By submission of a proposal, the vendor certifies that the vendor has paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of JTPL. The vendor further certifies that the vendor is duly registered and qualified to do business within the State of Indiana, and is not engaged in any investment activities in Iran pursuant to Indiana Code § 5-22-16.5-8.

Proposal Format

The proposals shall contain information responsive to the RFP and the items listed below. Information contained in the proposals shall not exceed twenty (20 pages), including all attachments.

Cover Letter

The vendor shall provide the name and address of the primary contact person, along with a telephone number and email address. The vendor should also acknowledge the receipt of any addenda.

The vendor should summarize its understanding of the project, and provide a statement indicating its ability to provide the services and equipment described within and meet the requirements detailed in this RFP. The proposal must be valid for at least thirty (30) days. The cover letter must be signed by an authorized representative of the company. Proposals that are not signed will be disqualified.

Technical Requirements/Specifications Checklist

The vendor shall complete responses for all elements of the Technical Requirements/Specifications section (**Attachment C**), and include any additional explanatory information where requested.

Cost/Pricing and Schedule

Vendor shall prepare a cost proposal for all elements of the Cost Proposal and Schedule section (**Attachment D**) that detail the total costs for the project and a detailed project schedule that includes task completion dates. The vendor will be bound by the pricing described in the vendors' accepted RFP response quote unless such changes are authorized by the Library in writing in advance.

Company Profile

The vendor should include information on each of the following elements that allows the Library to evaluate the depth of experience and capabilities offered by the vendor:

- A brief history of the company, including incorporation and ownership and experience with on-site RFID tagging services, especially at libraries using ILL Polaris.
- Information relating to the business organization of the vendor and any third-party or subcontractor that may be partnering with the vendor.
- Description of the vendor's organization chart, names of employees primarily assigned to the project, and the role of each employee.
- Employee job qualifications for all positions to be filled in connection with the provided services.
- Resumes of all employees intended to serve JTPL in supervisory and management roles for the provided services.
- Details of any sale, acquisition, or merger anticipated by the vendor.
- Details of any litigation instigated against the vendor or cancellation of contract for non-performance of the vendor in the past five years.
- Documentation evidencing all necessary business licenses to provide the services prior to the awarding of the contract.
- Financial statements covering the past three (3) years, demonstrating the vendor possesses adequate reserves and financial capacity to perform the required services.

Work Plan

The vendor shall provide a work plan outlining the approach and procedures the vendor intends to follow in providing the services.

References

The vendor will summarize the number and type of their library customers and identify select public library customer references. The services provided to these clients must have characteristics similar to those requested in this RFP, and preferably have similar population, circulation, and holdings. Information provided for each customer reference must include the following: client's name, contact information (including email, phone, and mailing address), brief description of the services provided. The Library reserves the right to contact any and all references to obtain information without limitation and regardless of the vendor's performance on the listed jobs. A uniform sample of references will be checked for each proposer.

Additional Information

The vendor may provide any other information within the maximum page limit that it believes may add to its proposal. To the extent a vendor is incapable of complying with or takes exception to any aspect of the requirements, proposal terms, and general terms and conditions described in the RFP, the vendor's shall specifically identify and describe such exceptions in this section of its response to this RFP.

Attachment A:

Non-Collusion Affidavit

The undersigned, on behalf of the Vendor or Contractor, being first duly sworn, deposes and states that Vendor or Contractor has not, nor has any other member, representative, employee or agent of the Vendor or Contractor, entered into any combination, collusion or agreement with any person relative to the Service fees to be proposed by anyone at such letting, to prevent any person from submitting a proposal, or to induce anyone to refrain from submitting a proposal.

The undersigned further deposes and states that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person referring to such proposal.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such proposal.

Vendor: _____

By (Written Signature): _____

By (Printed Name): _____

Title: _____

Attachment B:

E-Verify Affidavit

**JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
P.O. BOX 1548, JEFFERSONVILLE, IN 47131-1548**

CONTRACTS FOR SERVICES AND PURCHASES

To Contractors: Indiana Senate Enrolled Act 590 of 2011 requires that the following language either be inserted in all contracts for services with the library or be added as an addendum:

“The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The Jeffersonville Township Public Library may terminate the Contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the Library.

Furthermore the Contractor for Services or Purchases also hereby certifies that it does not engage in investment activities in Iran. Investment activity means that a person provides goods or services of \$20 million or more in value to the energy sector of Iran. This includes activities to develop various energy sectors such a petroleum, natural gas or nuclear power and includes products used to construct or maintain pipelines used to transport fuels. (IC 5-22-16.5-11)”

Contractor: _____

Name of Representative (Please Print): _____

Signature: _____

Attachment C:

Technical Requirements/Specification Responses

1. Provide a description of the process your company proposes in order to perform the defined project (as noted below). Include proposed staffing levels and estimated timelines.

At each library location, work from library's shelves, apply a Library- provided ISO-15693 tag in a manner that does not overlap or interfere with the existing book pocket and old RF tag, program the item's barcode number onto the new tag using the library's existing data encoding requirements (see **Attachment C**, number 2) and return the item to its original location on the shelf.

2. The RFID tags will be programmed according to ISO-15693 standards, with the library's codabar barcode number, the book/media type (BOOK, DVD or CD) and the security bit will be set to on. Tags will not be locked. Provide acknowledgement of this requirement.
3. Describe how your company will manage public safety while working in public areas of the library. (Managing cables, managing patron access to materials in your work area, etc.)
4. Describe how your company would define, evaluate, and ensure acceptable quality levels throughout this project. Define quality both in terms of Measure of performance of the tagged items with the library's check-out/check-in and security systems.)
5. Describe the procedure you would propose to account for items that are in circulation at the time conversion is happening at a particular location and the process for converting them efficiently.

Attachment D:

Vendor Fee Sheet and Branch Quantities

Provide a detailed cost proposal that describes the total costs for tagging all the items from the library's collection at 2 locations. Separately list all costs related to exception handling (i.e. items in circulation, items with un-readable tags). Provide final cost totals on this worksheet. Please note that the maximum budget for RFID Tagging Services is \$100,000. This is separate from the budget for the RFID and Self-Check system (see Addendum #1 for RFP #001-17).

The quoted rate(s) below must include all of the vendor's costs including operating expenses, labor, training, project management, supervision, transportation/travel costs, mileage or per diem expenses, equipment costs, supplies, etc. By submitting this Bid Form, the vendor hereby claims its willingness to certify to and comply with all requirements and terms and conditions cited in this RFP and any attachments.

The vendor understands that its response will become a public document and will be open to public inspection. The vendor agrees that the price(s)/rate(s) offered herein shall remain in effect until the Library awards the agreement and throughout the duration of the agreement. Any cost over-runs or increases in services, if allowed, shall be billed at the price(s)/rate(s) stated.

Include a detailed project timeline of project tasks, work locations, and time/costs associated with each timeline element, finishing no later than November 2018. Failure to adequately detail and describe work and associated costs will affect the Library's ability to effectively evaluate the Vendor's response for this section.

Rental of conversion stations	\$ _____
Rental of RFID antenna/reader	\$ _____
Moving and setup of equipment at each site	\$ _____
Programming & application of RFID tags	\$ _____ per item
Other costs: _____	\$ _____
_____	\$ _____
_____	\$ _____
Project quantity minimum % _____	
On-Site RFID Tagging Project TOTAL	\$ _____

Attachment D: (Continued)
Branch Quantities to be Tagged

Location	Book/Case Tags	DVD Tags	CD Tags
Jeffersonville Main Location	152,000	12,500	6,000
Clarksville Branch	48,000	5,000	2,300

Attachment E:
On-Site RFID Tagging Service
Vendor Qualification Sheet

Vendor: _____

Proposal Submitted: _____

Address: _____

City/State: _____

Telephone Number: _____ Fax: _____

Email address: _____

Checklist of Submitted Materials in the Proposal:

- (1) Introduction and Cover Letter with Signature of Vendor Contact Person. _____
 - (a) Any exceptions to the terms & conditions included in the draft agreement. _____
- (2) Vendor Qualifications Sheet with Signature of Vendor Contact Person. _____
- (3) Non-Collusion Affidavit (see **Attachment A**) _____
- (4) E-Verify Affidavit (see **Attachment B**) _____
- (5) Technical Requirements/Specifications responses (see **Attachment C**) _____
- (6) Cost Proposal and Vendor Fee Sheet (see **Attachment D**) _____
- (7) Company Profile:
 - (a) Description of Team Members and Partners _____
 - (b) Name of Principal in Charge _____
 - (c) Name of Project Manager _____
 - (d) Background Information on Each Key Team Member. _____
 - (e) Procedures, Processes, Equipment and Capabilities _____

Attachment E: (Continued)
On-Site RFID Tagging Service
Vendor Qualification Sheet

Vendor: _____

(8) Work Plan _____

(9) Public Library or Similar Facility Experience and Qualifications, including contact information

Project 1. _____

Project 2. _____

Project 3. _____

(10) Additional Information As Determined by the Vendor. _____

(11) Submittal Requirements:

One (1) Original. _____

Eight (8) Copies _____

Sealed in a Package showing the Vendor Name, JTPL Point of Contact Name, and the Project for Which the Proposal is Being Submitted _____

One (1) Electronic PDF Emailed _____

Attachment E: (Continued)
On-Site RFID Tagging Service
Vendor Qualifications Sheet

Vendor: _____

Proposal Submitted: _____

Vendor Certification: _____

The undersigned acknowledges that I/we have received and thoroughly reviewed the RFP dated October 23, 2017.

Acknowledgement of Receipt of Addenda:

I/We have received and reviewed the Addenda listed below, if any, and have included the provisions thereof in the response to the RFP.

Addenda Received: _____

By (Written Signature): _____

By (Printed Name): _____

Title: _____

Date: _____