

The Des Plaines Public Library, Des Plaines, Illinois desires proposals for  
removal of 7 self-checks and installation of 6 self-check units,  
No. 01-2026

**RFP INTENT**

The intent of this RFP is for the Des Plaines Public Library (DPPL) to contract with a qualified vendor to provide and install 6 new self-check units, and remove 7 existing self-check units. The vendor will also provide a preventative maintenance agreement. The Library reserves the right to purchase some or all the proposed RFID equipment.

Selected contractor will provide DPPL with the following in its proposal:

- Six new (6) self-service checkout stations – 5 countertop and 1 standalone
- Vendor will provide and include in the proposal specific model information, warranty information, and detailed specifications of proposed units.
- Installation to include all disassembly, removal, and disposal of old equipment, and installation of all related wiring and any miscellaneous new equipment needed.
- All work to be performed during normal business hours.
- Vendor will provide a detailed timeline of when equipment will be available and installation will occur.
- Vendor is responsible for all work and clean up being done in a safe and professional manner.

**GENERAL LIBRARY INFORMATION**

The Des Plaines Public Library is open seven days a week, 72 hours a week. The Library checked out over 605,000 physical items in 2025. Currently four (4) countertop self-checks are on the first floor. The second floor has one (1) countertop self-check. The third and fourth floors each have a standalone self-check. The fourth floor self-check is not being replaced due to low usage, but must still be removed.

Library hours listed below.

9:00 AM to 9:00 PM Monday-Friday.

9:00 AM to 5:00 PM on Saturday.

1:00 PM to 5:00 PM on Sunday.

RFP specifications and legal notice are also available at [dppl.org/about/requests-for-proposals](http://dppl.org/about/requests-for-proposals).

## PROPOSAL REQUIREMENTS

Address and deliver your proposal to the attention of Library Director Laurie Papadourakis, Second Floor Administrative Offices, Des Plaines Public Library, 1501 Ellinwood St., Des Plaines, IL 60016 on or before **Friday, February 27<sup>th</sup>, 10:00 a.m.** No proposals will be accepted after this time and any proposal received after the time and due date for closing will be discarded. No telephone, electronic or facsimile proposals will be considered.

Proposals must be in a sealed container (envelope, box, etc.) and include:

- Name of Vendor
- Title of Proposal: Removal and Installation of Self-Check Units, No. 01-2026
- Price quotes as follows:
  - **Quote for six (6) self-check units (5 countertop and 1 standalone).**  
Quote to include software, license, and annual maintenance/warranty fees. Describe included number of maintenance visits per year.
- All details of:
  - proposed units,
  - warranties,
  - statistic reporting software,
  - staff training, and
  - equipment preventative maintenance schedule, including average response time.
- Estimated time of project from contract approval to completion. Indicate anticipated installation date.
- Proof of company insurance.
- Three (3) references from libraries of similar size and equipment with the last three (3) years, including contact information and ILS in use.
- List of third-party vendors and products with which your systems integrate.
- Documentation detailing conformity with WCAG 2.1 AA guidelines or plans including projected dates for achieving conformity.
- Building walk-through is highly encouraged and may factor into the final decision.

## **BUILDING WALK-THROUGH**

The Head of Patron Accounts Services will conduct a walk-through and review of the self-checks and related equipment on **Tuesday, February 17th at 10:30 a.m.** in the Lobby.

## **PUBLIC OPENING OF PROPOSALS**

Proposals will be publicly opened and read on **Friday, February 27th at 10:00 a.m.** in Meeting Room A on the 1<sup>st</sup> floor. Vendors, their authorized agents and interested parties are invited to be present.

The Des Plaines Public Library Board of Trustees has the right to reject any or all proposals, have pre-determined pre-qualifications and/or to waive any informality in any proposal. The Library also reserves the right to purchase some or all of the proposed equipment.

## **SPECIFICATIONS**

All new equipment to include connection hardware such as power and Ethernet cables. At least two copies of operation manuals for all equipment, supplied free of charge. All old equipment to be removed by vendor and recycled (where possible).

### **Self-Check Units**

Five (5) existing countertop units and two (2) standalone units to be removed by vendor.

- Five (5) countertop units to be integrated with existing furniture. All units to have a touch screen interface and receipt printer. All necessary connecting hardware and software to be included.
- One (1) self-contained ("kiosk") unit with shelf space for customer belongings ("sidecar") for the third floor of the Library.

## **VENDOR REQUIREMENTS**

The selected Vendor will have a proven track record of working collaboratively with public libraries, an ability to provide a high level of customer service, project management skills, and considerable expertise in RFID technologies.

Vendor must pay its employees the applicable prevailing wage rate for Cook County Illinois, in accord with the requirements of the ILLINOIS PREVAILING WAGE ACT, 820 ILCS 130; and also be compliant with:

- The PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT, 775 ILCS 10/0.01; and
- The ILLINOIS HUMAN RIGHTS ACT, 775 ILCS 5/1-101; and
- The EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT, 30 ILCS 570; and
- ARTICLE 33E. PUBLIC CONTRACTS, 720 ILCS 5/33E-1, 5/33E-3, 5/33E-4, 5/33E-7, 5/33E-8 - Interference with Public Contracting - Proposal Rigging and Rotating - Kickbacks - Bribery; and
- DIVISION 42.1 PUBLIC CONTRACTS 65 ILCS 5/11-42.1-1 Delinquent Taxpayers

## **CURRENT LIBRARY ENVIRONMENT**

**Number of Locations:** one location, no branches, no bookmobiles

**Building Size:** 82,000 square feet, four floors

**Current RFID tags in use:** Square, hub, and Stingray tags, from Envisionware, Bibliotheca, Smarttrac, Tageos, Baker & Taylor, Libraria, and Ingram.

**Library ILS:** Polaris (III)

### **Usage of current self-check units in 2025:**

Unit #1: 77,335 items checked out

Unit #2: 40,674 items checked out

Unit #3: 27,080 items checked out

Unit #4: 12,915 items checked out

Unit #5: 76,969 items checked out

Unit #6: 28,851 items checked out

An average of 6% of the Library's circulation is from outside libraries that may or may not use RFID technology. The Library is a member of Computer Cooperative Systems (CCS), a consortium of 32 libraries that share the same ILS, Innovative Interfaces, Inc (III) Polaris, and share collections via intra-consortium interlibrary loan.

The library's internet connection operates at 1Gbps download and 1Gbps upload. The internal network operates over Cat5e at 1Gbps using Cisco switches. All PCs are Windows 11 version 25H2.

The Library outsources its IT functions to Outsource Solutions Group (OSG). OSG provides on-site support during the Library's business hours to staff and patrons, in addition to coordinating and implementing special projects.