

**The Des Plaines Public Library, Des Plaines, Illinois, desires proposals  
for removal and installation of an Automated Materials Handling  
System and related equipment, No. 01-2021**

**RFP INTENT**

The intent of this RFP is for the Des Plaines Public Library (DPPL) to contract with a qualified vendor to remove an existing nine-bin Lyngsoe Automated Materials Handling System (sorter) and install a new nine-bin sorter and related equipment. The vendor will also provide a preventative maintenance agreement. The library reserves the right to purchase some or all of the proposed RFID equipment.

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

- Nine (9)-bin sorter and one (1) integrated staff induction station.
- Two (2) through-the-wall self-service check-in units.
- Ten (10) compatible RFID reader pads.
- Seven (7) self-service checkout stations.
- Three (3) RFID security gates.
- 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 is responsible for all work and clean up being done in a safe and professional manner.

**GENERAL INFORMATION**

The Des Plaines Public Library is open seven days a week, 72 hours a week. The Library checked out over 950,000 physical items in 2019. The sorter is on the first floor and has one (1) staff induction station, nine (9) bins, and two (2) through-the-wall self-service check-in units. The security gates and four (4) of seven (7) self check-out units are also on the first floor.

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 Jo Bonell, Second Floor Administrative Offices, the Des Plaines Public Library, 1501 Ellinwood St, Des Plaines IL, 60016 on or before **Monday, February 8, 10:00 a.m.** No proposal 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 an Automated Materials Handling System and Related Equipment, No. 01-2021
- Price quotes as follows:
  1. **Cost for removal and installation of new sorter.** Price will include all required electrical and HVAC permits, if required. Please describe plans for removing existing patron-facing monitor, shelf, and wall surrounds on two through-the-wall check-in units, and installing new units in existing wall openings.
  2. **Cost of annual preventative maintenance service agreement for sorter,** including licensing fees, software costs, and any other annual fees. Describe included number of maintenance visits per year.
  3. **Separate quote for ten (10) compatible RFID reader pads.** Quote to include software and annual maintenance/warranty fees.
  4. **Separate quote for seven (7) compatible self-check units.** Quote to include software and annual maintenance/warranty fees.
  5. **Separate quote for three (3) compatible security and traffic counter gates.** Quote to include software and annual maintenance/warranty fees.
- 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.
- Proof of company insurance.
- Three (3) references from libraries of similar size and equipment within the last three (3) years, including contact information and ILS in use.
- List of third-party vendors and products with which your systems integrate.

## **BUILDING WALK-THROUGH**

The Head of Patron Accounts Services will conduct a walk-through and review of the sorter and related equipment on **Monday, February 1 at 10:00 a.m.** in the Second Floor Conference Room.

## **OPENING PROPOSALS**

Proposals will be publicly opened and read on **Monday, February 8 at 10:00 a.m.** 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 RFID 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).

### **Sortation System:**

- One (1) automated materials handler (“sorter”)
- Two (2) interior through-the-wall check-in stations (RFID) with touchscreen interface, patron shelf, and patron receipt printer. These two stations will use existing wall openings in the library lobby and west entrance hallway.
- Please state if patron return receipts can be emailed as well as printed.
- One (1) staff induction check-in station (RFID) with touchscreen interface, hold slip printing, height adjustable work surface, backdating
- Nine (9) destination bins
- Two (2) emergency stops

- Three (3) top scan barcode scanning for interior check-in stations and staff induction check-in station
- Self-contained UPS to allow gradual shutdown of the sorter and to minimize sorter downtime during a building-wide power outage or surge
- Delivered system to be fully compatible with III's Polaris ILS, Windows 10 OS and PCs, and the library's RFID tagged collection.
- Delivered system to provide transaction logs and detailed statistics reporting.
- Delivered system to be easily reconfigured for additional or modified sorting arrangements.

On-site spare parts kit to be included.

### **Self-Check Units:**

Five (5) existing countertop units and one (1) standalone unit 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) of four (4) lobby self-checks will provide e-commerce options for patrons to pay fees with credit/debit cards. DPPL's current e-commerce partner is Heartland.
  - Existing RFID reader pads to be re-used if possible.
- Two (2) self-contained ("kiosk") units with shelf space for customer belongings ("sidecar") for the third and fourth floor of the library.

### **Security Gates:**

A modern, clear model is preferred, with visual and audible alarms. All necessary connecting hardware and software to be included. Please describe gate count reporting in detail. Gates to be installed at existing LAN and power connections in the lobby. Existing gates to be removed by vendor.

- Two (2) single aisle RFID security and traffic counter gates.
- One (1) double aisle RFID security and traffic counter gate.

### **RFID Reader Pads:**

Ten (10) free-standing square/rectangular pads to be used at various locations in the library. All necessary connecting hardware and software to be included.

## **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

**Community Size:** 58,364 residents

**Number of Cardholders (as of 1/21):** 26,347

**Number of Staff:** 103 full-time and part-time staff

**Total Circulating Collection:** 312,000 items

**Current RFID tags in use:** Square, hub, and Stingray tags, from Envisionware, Bibliotheca, and Smarttrac.

**Annual Physical Materials Circulation (FY2019):** 943,899

**Average Number of Holds Processed Annually:** 72,000

**Average Daily Door Count:** 1,140 visitors

**Library ILS:** Polaris (III)

An average of 10% 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 28 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 10 version 20H2.

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.