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Solicitation Addendum

Addendum No.: 1

Solicitation No.: 23-R081892BB

Solicitation Title: Library Radio Frequency Identification (RFID) System

Addendum Date: May 31, 2023

Procurement Contact: Brooke Baker, CPPB, NIGP-CPP

Request for Offers (RFO) No. 23-R081892BB is amended as set forth herein. Responses to questions posed by prospective offerors are provided below. This Addendum is hereby incorporated in and made a part of the RFO.

The deadline to submit all inquiries concerning interpretation, clarification, or additional information pertaining to the RFO was on May 24, 2023.

QUESTIONS AND RESPONSES:

Q1. Page 6: “The examination and evaluation of the Offers submitted in response to this solicitation generally requires a period of not less than ninety (90) calendar days.” However, on page 27 it is noted: The Consultant shall initiate the project no later than August 15, 2023. The Consultant shall complete the project no later than September 1, 2023. Can you please clarify the timeline for this project?

R1. Refer to the RFO: Exhibit 1, Scope of Services; 1.03, Consultant’s Requirements.

Q2. Page 30-31: Do you want us to include Attachment C under Tab 2 or Tab3?

R2. Refer to the RFO: Exhibit 2, Offer Response Requirements; 2.02, Offer Format; D. Tab 3, Forms.

Q3. Page 34: Can you please provide the number of self-checks that will be installed at each individual branch, so we can provide accurate shipping costs?

R3. The number is as follows:

1. The Island Branch: 1 RFID self-check with stand-alone adjustable kiosk.
2. Palmetto Branch: 1 RFID self-check with stand-alone adjustable kiosk.
3. South Manatee Branch: 1 RFID self-check with stand-alone adjustable kiosk.
4. Rocky Bluff Branch: 1 RFID self-check with stand-alone adjustable kiosk.

5. Central Library: 2 RFID self-check with stand-alone adjustable kiosk.
6. Braden River Branch: 2 RFID self-check with stand-alone adjustable kiosk.
7. Lakewood Ranch Branch: 3 RFID self-check with stand-alone adjustable kiosk.

Q4. Page 27: D. “Each wand has the ability to update inventory and check-in books in real time via Polaris ILS.” Please note that while materials may be located with the wand using a live connection to the ILS, there is no mechanism in SIP to update the inventory field in Polaris from any wand vendor. To complete an inventory in Polaris, an inventory file must be uploaded into Polaris Inventory Manager making it a two-step process. Can you please clarify this requirement?

R4. The updating of inventory (of an item’s status) in real time through the device itself is not a mandatory requirement. Inventory files can be uploaded into Polaris Inventory Manager.

Q5. Do you require all vendors to provide the step-by-step process to conduct inventory?

R5. Instructions are required; additional details regarding instructions/processes will be provided to the awarded offeror.

Q6. Page 34: 1. c. “Pricing breakdown for machines that come with kiosks: one price point for adjustable kiosks, the other for non-adjustable kiosks.” Can you please clarify what you mean by “adjustable”?

R6. Adjustable means the ability to move up and down to accommodate to a user’s height.

Q7. Would the library be able to answer questions as soon as possible, so that vendors have time to adjust and submit proposals accordingly?

R7. Refer to the RFO: Section A, Instructions to Offerors; A.29, Solicitation Schedule; Final Addendum Posted.

Q8. So that vendors can determine supply timelines, could the library please provide their anticipated date for this project’s contract award and/or contract execution?

R8. Refer to the RFO: Exhibit 1, Scope of Services; 1.03 Consultant’s Requirements.

Q9. Page 29; “The Offer, in its entirety, shall not contain more than seventy-five (75) single-sided pages.” To help vendors ensure compliance, could the library please clarify whether any of the following will not be counted toward the 75 single-sided page limit: required attachments/forms, tab dividers, addenda acknowledgments, County and Offeror terms and conditions, and/or sample warranty language?

R9. The Offer, in its entirety, shall not contain more than seventy-five (75) single-sided pages.

Q10. Page 29; could the library please confirm whether double-sided pages are acceptable as long as page sides do not exceed 75?

R10. No. The Offer, in its entirety, shall not contain more than seventy-five (75) single-sided pages.

Q11. Could the County please specify which self-checkout form factors you would like to see quoted? (i.e. component based desktop, desktop kiosk, standalone kiosk, height-adjustable kiosk)

R11. Standalone floor model kiosks, height-adjustable for accessibility.

Q12. Could the library please clarify the place or tab within the proposal into which vendors should provide product data, images, descriptions, and feature/benefit information?

R12. Tab 9 – Fee Proposal.

Q13. Other than on page 26, Attachment D, we do not see details regarding bond requirements. Could the library please clarify if any bid bond or performance bond is required? If so, can the library provide more details as soon as possible so we have time to prepare the bond?

R13. A bond is not required for this particular RFO.

Q14. Would the library prefer remote or onsite installation?

R14. Onsite installation, but some remote installation would be permissible.

Q15. Can the library provide equipment counts for each of the seven branch locations?

R15. The equipment counts are as follows:

1. Island Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
2. Palmetto Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
3. South Manatee Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
4. Rocky Bluff Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
5. Central Library: 2 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
6. Braden River Branch: 2 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
7. Lakewood Ranch Branch: 3 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.

Q16. Page 27; “Each wand can have the ability to update inventory and check-in books in real-time via Polaris ILS.” Could the library please clarify what they mean by “update inventory?”

R16. Refer to R4.

Q17. Relative to 4. Fees for Delivery - The library would like to see the delivery for a single central delivery point and then separately the cost of delivery to 7 different branches. Could you provide the number of Self Loan Stations to be delivered to each branch?

R17. Offeror shall provide the cost of delivery for the items listed below, delivered to the locations listed below. Additionally, offeror shall provide the shipping cost if all items were centrally delivered to the Central branch location; and offeror shall provide details as to if the County would be liable if any items were damaged while being transferred from its Central branch location.

1. The Island Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
2. Palmetto Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
3. South Manatee Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
4. Rocky Bluff Branch: 1 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
5. Central Library: 2 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
6. Braden River Branch: 2 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.
7. Lakewood Ranch Branch: 3 RFID self-check with stand-alone adjustable kiosk, and 1 self-management inventory wand.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFO.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE