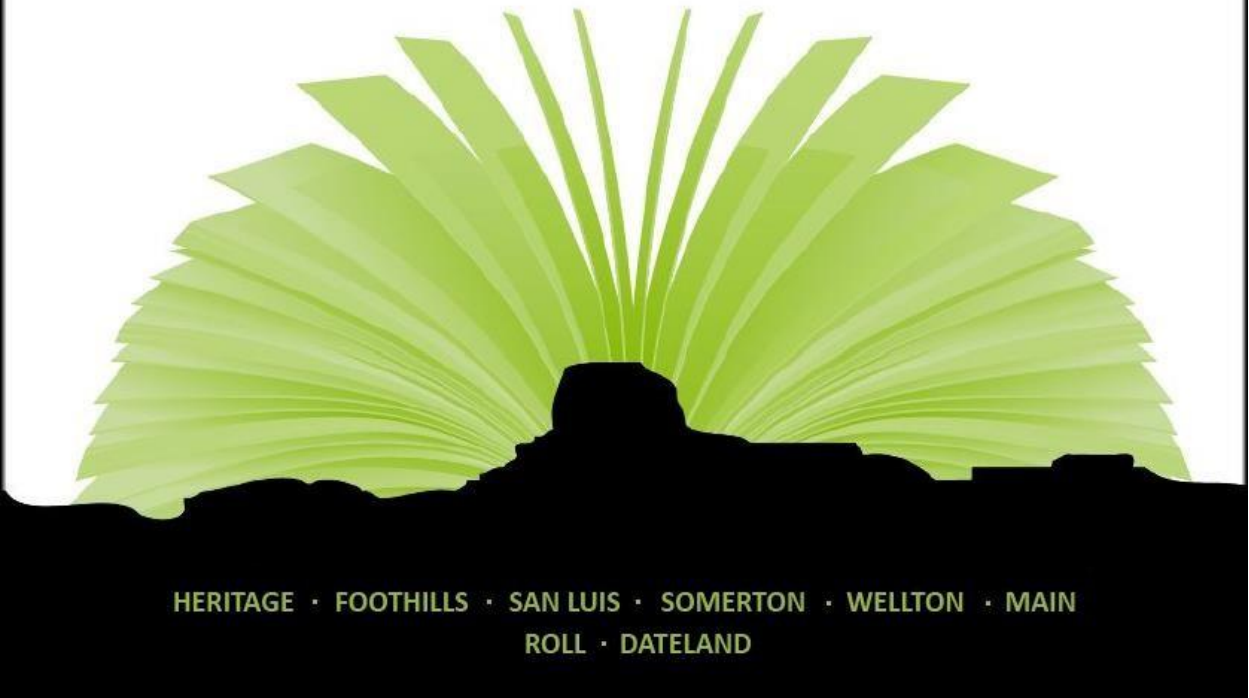


Yuma County Library District

Request for Proposal

# Foothills Library Automated Materials Handling (AMH) System and Related Installation, Training and Support Services

# YUMA COUNTY LIBRARY DISTRICT



HERITAGE · FOOTHILLS · SAN LUIS · SOMERTON · WELLTON · MAIN  
ROLL · DATELAND

Yuma County Library District (YCLD) invites sealed proposals for the purchase of an automated materials handling (AMH) system and related installation, training and support services.

All proposals must be sealed and received by the YCLD no later 12:00 p.m., October 29, 2021. **Proposals must be completed in ink or typewritten, with one original and four copies submitted.**

Proposals will be opened immediately after the closing time and date. Proposals can be delivered in person or U.S. mailed to:

Yuma County Library District  
Attn: Silvestre Curiel  
2951 S. 21st Dr.  
Yuma, AZ 85364

**YCLD does not accept faxed bids.** Proposals will be time stamped. Any late submissions will not be opened or considered. YCLD is not responsible for late delivery or improperly addressed proposals.

General questions regarding this request must be directed to Silvestre Curiel, Library Computer Coordinator and emailed to

Email: [Scuriel@yumalibrary.org](mailto:Scuriel@yumalibrary.org)

No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Questions must be received at least seven (7) calendar days before the established date for receipt of proposals. All questions and answers will be posted on the YCLD website at [www.yumalibrary.org](http://www.yumalibrary.org).

## **1. Purpose and Background**

YCLD is seeking proposals from Vendors for the purpose of obtaining information and firm proposals for Vendors of an automated materials handling system and related installation, training and support services.

### **About Yuma County Library District**

YCLD is proud to serve the residents of Yuma County, Arizona, through its eight locations serving the communities of Dateland, Foothills, Roll, San Luis, Somerton, Wellton and Yuma.

YCLD currently uses the SirsiDynix Symphony library system. Foothills Library operates a five-bin AMH system with interior Patron and one interior staff inductions. San Luis operate a five-bin AMH system with internal Patron induction as well. YCLD is only seeking to replace the Foothills library AMH system.

#### **Mission Statement**

*Yuma County Library District is your center for information, community enrichment, recreational reading, and lifelong learning.*

*“Your Information Connection”*

## **2. Scope of Services**

YCLD is seeking a total of one automated materials handling (AMH) system to be installed at Foothills Library 13226 E. South Frontage Rd, Yuma, AZ. Other details of desired AMH system can be found in Appendix A.

Related services include but are not limited to design, manufacture, shipment, installation, configuration, remote training, on-site training and ongoing maintenance and support.

## **3. Proposal Requirements**

Vendors interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and should designate by heading and paragraph the item to which the response applies.

### **3.1 Company Information & Executive Summary**

Please provide the following information:

- Vendor’s full company or corporate name
- The company’s office location responsible for performance under a contract with YCLD
- The URL for the Vendor’s website

Each proposal should be accompanied by an executive summary not exceeding two pages which summarizes key points of the proposal and which is signed by an officer of the company who is responsible for committing the company’s resources.

### **3.2 Description of Proposed Solution**

Please describe and illustrate the products and systems comprising the Vendor’s proposed AMH solution.

### **3.3 General and Technical Requirements**

**Please indicate whether the proposed solution includes the following features/functionality:**

1. Interoperability with SirsiDynix Symphony via SIP2, encrypted SIP2 or API connection
2. Automated printing and application of hold and transit slips

3. Allows staff to choose between two or more sorting strategies, depending on need
4. Availability of ILS-based or other software-based tool to sort or distribute materials based on branch need and capacity to support YCLD's floating collection
5. Automated destacking of materials
6. System's operation and function must be monitored and problems identified via web-based application from all staff workstations
7. System must provide one Patron walk-up induction and one staff induction station.
8. Operating system and other applications included in the Vendor's solution are kept up-to-date at no cost to YCLD

### 3.4 Project Plan

Please detail the Vendor's anticipated project plan, including design, manufacture, delivery, installation, testing and training.

### 3.5 Training

Please describe library staff training offered by the Vendor. Include whether training is virtual or on-site.

### 3.6 Maintenance and Support

YCLD prefers that Vendor support be available during most library open hours with a response time of four hours or less for critical hardware and software issues. YCLD also prefers to contact Vendors via telephone or web/email-based ticketing system for support requests.

Please describe ongoing maintenance and support offered by the Vendor, including availability of telephone or web-based support and support response times.

Please describe any preventive maintenance plans for the proposed solution that the Vendor recommends.

### 3.7 References

Please provide name and contact information for at least two references.

### 3.8 Pricing

Please provide detailed pricing for design, manufacture and installation of the proposed solution, including shipping charges, training fees and any other non-recurring costs. Please provide pricing for conveyance as an additional option.

Please provide detailed pricing for ongoing maintenance, support, licensing and any other monthly or yearly recurring costs.

## 4. Evaluation of Proposals

The responses to this RFP will be evaluated by a Selection Committee to be established for such purpose. Award will be made to the most responsible proposer submitting the overall best proposal, inclusive of alternates, if any, selected at the YCLD's discretion. The YCLD reserves the right to reject all proposals and repost an RFP. The successful Vendor will be notified via email by the YCLD and may be required to attend a post-award meeting to discuss and sign the terms of the contract. This meeting will be coordinated by the YCLD.

### 4.1 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

| SELECTION CRITERIA  | Max. Points Available |
|---|-----------------------|
| <b>QUOTED NON-RECURRING AND RECURRING COSTS FOR PROPOSED SOLUTION</b> | <b>30</b>             |
| <b>ABILITY OF VENDOR TO DELIVER DESIRED FEATURES</b>                  | <b>25</b>             |

|  |           |
|--|-----------|
| <b>ABILITY OF VENDOR TO DELIVER RESPONSIVE MAINTENANCE AND SUPPORT</b> | <b>25</b> |
|--|-----------|

|  |           |
|--|-----------|
| <b>INTEROPERABILITY WITH SIRSIDYNIX SYMPHONY</b> | <b>20</b> |
|--|-----------|

## **5. Special Conditions**

### **5.1 PUBLIC RECORDS:**

All proposals submitted and opened are public records and must be retained by the YCLD. Proposals shall be open to public inspection after contract award and execution, except for such proposals deemed to be confidential by the YCLD. If a Vendor believes that information in its proposal should remain confidential, it shall indicate as confidential, the specific information and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise.

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## Appendix A

# Size, location and details of desired AMH System

Yuma County Foothills Library

Foothills Library is located at 13226 E. South Frontage Rd., Yuma, AZ 85367

This location has a five-bin AMH system with one (1) interior walk-up patron induction and a non-dedicated staff induction space. YCLD is looking for a new five-bin (5) AMH system at this location that includes automated printing and application of hold slips.

Images and floorplan of current AMH system at Foothills Library.







RETURNS



