



REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

Proposals will be received until **3:00 p.m. Central Time**, on **Friday, February 25, 2022**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

RFP #2022-010

RADIO FREQUENCY IDENTIFICATION SYSTEM (RFID): CONVERSION AND EQUIPMENT

If you have any questions or require additional information regarding this RFP, please contact LORENA FUENTES, ASSISTANT PURCHASING MANAGER, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-1895 or via e-mail at: lfuentes@cityofedinburg.com.

Hand-delivering Proposals: 415 West University Drive,
c/o City Secretary Department (1st Floor)

If using Land Courier (i.e., FedEx, UPS): City of Edinburg
c/o City Secretary
415 West University Drive
Edinburg, Texas 78541

If Mailing Proposals: City of Edinburg
c/o City Secretary
P.O. Box 1079
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of **60** days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the proposal envelope with corresponding proposal number and title.

PURPOSE

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

RADIO FREQUENCY IDENTIFICATION SYSTEM (RFID): CONVERSION AND EQUIPMENT

INTENT

(2) The services to be provided under this RFP shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFP. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF RFP

(3) RFPs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Three (3) complete sets of the response One (1) original marked "**ORIGINAL**," and two (2) copies marked "**COPY**". RFPs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFP in response to this solicitation constitutes an offer by the respondent. Once submitted, RFP's become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFP regardless of whether that respondent/firm is selected. Submission of a RFP in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent otherwise. RFPs which do not comply with these requirements may be rejected at the option of the City. RFPs must be filed with the City of Edinburg before the deadline day and hour. No late RFPs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualification.

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If Mailing RFP's:

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Edinburg, Texas 78540-1079

TIME ALLOWED FOR ACTION TAKEN

(4) The City of Edinburg may hold RFP/s 60 days after deadline without taking action. Respondents are required to hold their RFP/s firm for same period of time.

RIGHT TO REJECT/AWARD

(5) The City of Edinburg reserves the right to reject any or all RFPs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

ASSIGNMENT

(6) Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFP in whole or in part, to a third party without the written approval of the

City of Edinburg.

AWARD

(7) Respondents are advised that the City of Edinburg is soliciting RFPs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS

(8) THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFP.

STATUTORY REQUIREMENTS

(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO RFP

(10) RFP **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFP may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFP

(11) If unable to submit a RFP, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS

(12) The respondent shall attach to his/her RFP a list of any exceptions to the specifications/ requirements.

PAYMENT

(13) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM

(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for RADIO FREQUENCY IDENTIFICATION SYSTEM (RFID): CONVERSION AND EQUIPMENT as specified.

RESPONDENT'S EMPLOYEES

(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s)

of qualifications shall be directed to the designated individuals as outlined in the RFP. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "**Addenda and Modifications**".

VERBAL THREATS

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFP submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

CERTIFICATE OF INTERESTED PARTIES (Form 1295)

(25) In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. For more information go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

HB 89

(26) The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

SB 13 ENERGY COMPANY BOYCOTTS

(27) The 87th Texas Legislature approved new legislation, effective Sept. 1, 2021, which amends Texas Local Government Code 2274.001. Subtitle F, Title 10, Chapter 809 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required , or
- 2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

SB 19 FIREARM ENTITIES AND TRADE ASSOCIATIONS DISCRIMINATIONS

(28) The 87th Texas Legislature approved new legislation, effective Sept. 1, 2021, which amends Texas Local Government Code Section 1. Subtitle F, Title 10 of the Texas Government Code 2274.002, Respondent verifies that it:

- 1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and
- 2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

ETHICAL STANDARD

(29) No City official or employee shall have interest in any contract resulting from this bid. The following forms must be completed with your bid response.

- **Conflict of Interest Questionnaire**
- **HB 89 Verification Form**

- **SB 13 Verification Form**
- **SB 19 Verification Form**

The forms stated above **MUST** be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefore disqualified. Sample copies of these forms are included in the Bid. * **FORM 1295 (CERTIFICATE OF INTERESTED PARTIES) is not required with the bid submittal but will be required from the awarded party before entering into a contract with the City of Edinburg.**

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS “C” MISDEMEANOR.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(30) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(31) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor’s performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

RESPONSE DEADLINE

(32) Responses to the RFP must be addressed to City Secretary, City of Edinburg, 415 W. University Drive by **Tuesday, February 25, 2022 until 3:00 p.m.** for consideration. An original and two (2) complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its contents are in response to the RFP for **“RADIO FREQUENCY IDENTIFICATION SYSTEM (RFID): CONVERSION AND EQUIPMENT”**. **Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.**

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ADDENDA AND MODIFICATIONS

(33) Any changes, additions, or clarifications to the RFP are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division deems the interpretation to be substantive, the

interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFP shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFP Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. The City may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums are available online at www.cityofedinburg.com.

RFP PREPARATION COSTS

(33) The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFP or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(34) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO RFP

(35) RFPs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFP. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFP. A corporation shall execute the RFP by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFP. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

BRAND OR MANUFACTURER REFERENCE

(36) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type and style of product desired. Proposals on alternate brands will be considered if they meet specification requirements. If a bidder quotes on equipment other than the one(s) specified in the bid, sufficient specifications and descriptive (pictured literature) data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the product called for.

QUESTIONS AND CLARIFICATIONS

(37) Questions and clarifications that change or substantially clarify the Request for Proposals will be affirmed in writing and copies will be provided to all firms on record responding to RFP. **Any inquiries to this RFP must be submitted to Ms. Lorena Fuentes at the following e-mail address: lfuentes@cityofedinburg.com no later than February 11, 2022 at 5:00 p.m.**

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

STANDARD INSURANCE REQUIREMENTS

Staff may waive insurance requirements for contracts \$0 - \$4,999.99, including but not limited to contracts for food, materials, supplies, and construction. Workers' Compensation in amounts which satisfy statutory coverage shall be required for construction projects.

The following insurance requirements will be included in all City contracts of \$5,000 - \$14,999.99. In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of \$100,000 per claim.

Minimum Insurance Requirements	
Type of Coverage	Limits of Liability
Worker's Compensation	Statutory Coverage
Comprehensive General Liability (City named as additional insured) Bodily Injury	\$250,000 each person/\$500,000 each occurrence
Property Damage	\$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits

The following insurance requirements will be included in all City contracts of \$15,000 or more.

(1) The successful bidder will be required to carry the following insurance coverage and limits of coverage, as well as list the City as an additional insured to liability coverage as requested by the City. In addition, the successful bidder shall provide the City with evidence of coverage and furnish acceptable proof of payment of insurance premiums.

(2) The successful bidder will be required to secure and/or have insurance coverage in force with an admitted property and casualty insurance company licensed by the State of Texas to conduct business in the State of Texas.

(3) In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of \$100,000 per claim.

Minimum Insurance Requirements	
Type of Coverage	Limits of Liability
Worker's Compensation	Statutory Coverage
Employer's Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$100,000 each employee/\$500,000 policy limit

Comprehensive General Liability	
Bodily Injury	\$250,000 each person/\$500,000 each occurrence
Property Damage	\$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits
Comprehensive Auto Liability	
Bodily Injury	\$100,000 each person/\$500,000 each occurrence
Property Damage	\$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits
City's Protective Liability	
Bodily Injury	\$250,000 each person/\$500,000 each occurrence
Property Damage	\$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits

Policies must name the City of Edinburg as an Additional Insured.

Certificates of insurance naming the CITY as an additional insured shall be submitted to the CITY for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the CITY prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence that adequate replacement coverage is provided to the CITY. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, the Contract shall automatically terminate.

BID BOND INFORMATION

If the contract amount is over twenty-five-thousand dollars (\$25,000) for construction of the project, the successful bidder shall provide a bid guarantee, give a good and sufficient bond in the full amount of the contract price for the faithful performance of such contract, executed by a surety company authorized to do business in the State of Texas, in accordance with Article 5160, Vernon's Texas Civil Statutes, and amendments thereto. A payment bond in the full amount of the contract price to assure payment shall be required by law of all persons supplying labor and material in the execution of the project provided for in the contract documents.

A bid guarantee equivalent to five percent (5%) of the bid price will be required from each bidder. The "bid guarantee" shall consist of a firm commitment, such as a bid bond, certified check or other negotiable instrument accompanying a bid as assurance that the bidder will upon acceptance of his/her bid, execute such contractual documents as may be required within the time specified.

A performance bond on the part of the contractor for one-hundred percent (100%) of the contract price will be required. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

A payment bond on the part of the contractor for one-hundred percent (100%) of the contract price will be required. A "payment bond" is one executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in execution of the work provided for in the contract documents.

SECTION II **RFP REQUIREMENTS**

GERNERAL INFORMATION

The City of Edinburg Library is seeking proposals from qualified local or area Companies/Firms for the purchase of equipment and conversion of a Radio Frequency Identification System.

The City intends to enter into one or more contracts for digital material services with the qualified. Proposer(s) to assist the City with the aforementioned initiative.

RFP TIMELINE

RFP issued by the City	February 04, 2022
Publication	February 04 & 11, 2022
Deadline for Questions (5:00 PM CST)	February 11, 2022
Proposals due (3:00 PM CST)	February 25, 2022
City Council Tentative Date)	March 15, 2022
Contract Start Date	Tentative

SCOPE OF WORK:

The Dustin Michael Sekula Memorial Library is seeking proposals for a turnkey Radio Frequency Identification (RFID) system. The RFID system will be used for check-in and check-out processes, theft prevention, inventory management, and AMHS (Automated Materials Handling Systems).

The proposed solutions should include Hardware/Software:

- RFID Mobile Tagging Station- Shielded RFID antenna with reader/writer, barcode scanner, manual tag dispenser, power supplies, Conversion software, mobile ergonomic cart. (Qty. 1)
- RFID Book Tags White- 50 x 50 mm / 2.1" x 2.1"; SLI-X2 chip, ISO 15693, ISO 1800 (Qty. 13 boxes)
- StaffStation Kit- for Front Desk Shielded RFID Pad, USB Cable, and 120V / 12 V power supply (Qty. 6)
- RFID Gate Premium- Triple Aisle Technology: RFID, Antennas: Four, People counter: Bi-Directional; Aisle With: 3D 59" (150cm), 2D 63" (160cm); For conduit install: inner dia. 1.5-2" (3.8-5cm) (Qty.1)
- SelfCheck Kiosk- Library Cards: Barcode; Item Identification: RFID & Barcode; Item Security: RFID; Audio Support; Touch screen Size: 22"; Counter Design: Glass; Counter With: 18: (450mm); Ergonomic Stand: Fixed Stand (Qty. 2)
- RFID Inventory Wand (Qty. 2)
- Packaging and Shipping
- On-Site Installation
- On-Site Training
- Annual Subscription for StaffStation Software (Qty. 6)
- One Time Set-Up fee per Staff Station Software Subscription (Qty. 6)
- Annual Subscription for Gate Tracker Software (Qty. 1)
- One Time Set-Up Fee per Gate Tracker Software Subscription (Qty. 1)
- Annual Subscription for Software (Qty. 2)
- One Time Set-Up Fee per Software Subscription (Qty. 2)
- Annual Subscription for LibSearch (or equivalent) Software (Qty. 2)
- One Time Set-Up Fee per LibSearch (orequivalent) Software Subscription (Qty. 2)

PROPOSAL RESPONSES: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any of The City limitations will result in disqualification of

the submitted RFP. A total of **one (1) original and two (2) copies** of the RFP shall be submitted to the address on the cover letter.

SUBMITTAL FORMAT: For proper comparison and evaluation, the City requests that proposals address, at a minimum, the following format. Proposals must be left-bound with information on one side of the page only No page limit. Material should be organized following the order of the submission requirements separated by labeled tabs, and shall be securely bound. Submission materials will not be returned to Proposers.

1. **COVER LETTER** - A brief introductory letter of representation. The letter of representation shall include the history of the company and experience with RFID. The statement shall also include documentation of financial stability. The financial stability statement shall include a statement profits and losses for the last 5 years.
2. **COST PROPOSAL**- Please submit a detailed price proposal for the scope of work. The Department RFP committee members will use this form in order to evaluate price value among Vendors. Low price will not be the sole factor in the vendor selection process. Price will be one of many factors in the vendor selection process.
3. **REFERENCES** – Provide a listing of (5) five projects of the similar size of the Edinburg Library which the vendor has provided RFID for. Provide the Department’s name, contact person, phone number and email address.
4. **SUBMITTAL CHECKLIST/FORMS**

SECTION III VENDOR RFP EVALUATION

EVALUATION AND SELECTION PROCESS

The evaluation of Firm's qualifications and capabilities shall include but not be limited to such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each firm submitting qualifications; and such other factors as may be determined by the Evaluation Committee to be applicable to the particular requirements of the project for which the services have been requested.

Each proposal will be reviewed against the terms of this RFP to determine if the RFP is complete and responsive and how well the respondent satisfies the evaluation criteria. The City may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this bid. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City.

Written proposals will be evaluated and ranked by The Evaluation Committee's. Proposals receiving the highest ranking may be scheduled for an interview with the Evaluation Committee. Ratings will be based on the Proposer's' experience providing similar services for another city of the size and complexity of the City of Edinburg; reasonableness of proposed fee schedule and basis for periodic adjustment; ability to provide appropriate levels of staffing support and service to and coordination with the Department's Administrative Staff; ability to provide clear and timely results and reports to regarding aggregate data.

The City intends to select the most responsive respondent and to negotiate a price agreement with this firm. However, should the negotiation with the most responsive respondent not produce an acceptable contract arrangement, the City will request the next most responsive respondent to begin negotiations. The responsibility for the final selection and negotiation rests solely with the City. The City reserves the right to reject any all responses to the RFP.

The City shall not be liable to any respondent for costs associated with responding to the RFP for the respondent's participation in any oral interview, or for any costs associated with the negotiations.

- A. The Evaluation Committee may also contact references to help verify the Proposers' ability to perform the scope of services outlined herein.
- B. Contract negotiations will commence with the selected Proposer.
- C. Based on the results of the evaluation of written proposals, interviews and references, the Evaluation Committee will make its recommendation to Mayor and City Council.
- D. The Evaluation committee reserves the right to:
 - 1. Request clarifications from respondent of its contents or to supply any additional material deemed necessary to assist in the selection process.
 - 2. Negotiate the program scope, materials, and costs with the selected consultant. If a contract cannot be negotiated with the selected consultant, The City may cease negotiations and reserves the rights to have the Evaluation committee re-evaluate the next highest ranked Proposer if an agreement cannot be reached with the highest ranked Proposer.

3. Modify or alter any of the requirements herein and identify additional tasks to be accomplished prior to executing a formal contractual agreement.

POST-PROPOSAL DISCUSSIONS WITH PROPOSER(S)

It is the City’s intent to commence final negotiation with the Proposer(s) deemed most advantageous to the City. The City reserves the right to conduct post-Proposal discussions with any Proposer(s).

SELECTION PROCEDURES:

The City intends to select a Proposal that best meets the needs of the City and that provides the best overall value. The City reserves the right to check references on any projects performed by the Proposer, whether provided by the Proposer or known by the City.

PROPOSAL RANKING: A selection committee composed of (3) three Edinburg Library Employees with at least (5) five years of experience as within the Edinburg Library. The committee will evaluate and rank the written RFPs on the vendor’s proof of financial stability, personal care customer service, references and value analysis. After the RFPs have been ranked, the committee will make a recommendation to the City Council. Upon approval of the selected Proposer, a contract shall be executed by the appropriate City officials.

BEST AND FINAL OFFER (“BAFO”)

The City reserves the right to request a BAFO from finalist Proposer(s), if necessary. At minimum, the BAFO shall include: 1) a final Fee Schedule with associated costs; 2) address any outstanding items previously identified during the evaluation of Proposals; and 3) any other issue the City requires to make an informed decision. The request for a BAFO shall include instructions, requirements, and a specified submission due date.

AWARD

Subject to the City Council approval, award will be made to the proposer whose proposal has been deemed most advantageous to the City in accordance with the evaluation criteria contained in the RFP.

RFP EVALUATION

Evaluation Criteria

All RFPs submitted will be reviewed and evaluated based on specified RFP criteria. The evaluation system consists of a 100 Point system. The order of appearance does not signify relative importance. Although price will be the most important factor in this proposal evaluation, other items identified in this proposal may be a consideration of lesser importance. The firms will be ranked after evaluation. The City reserves the right to accept other than the lowest price, covenants, terms and conditions of a proposal, if it is deemed not in the best interest of the City. The submittal evaluation will be based on the following criteria.

A. Proposed Pricing	50 points
B. Technical Competence/Requirement	30 points
C. Response to RFP Requirements	15 points
D. Edinburg Business	5 points

Proposed Pricing (50 Points)

The Price Proposal should be in the form of Exhibit "B" – Price Proposal.

Technical Competence/Requirements (30 Points)

The Proposal shall be evaluated based on the extent to which the proposed solution meets the needs of the City including but not limited to the requirements listed and expressed in the RFP's **Technical Requirements and Pricing sections**. Professional qualifications, education, experience and technical competence of the proposed key members as evidenced by resumes and experience record.

(15 Points)

Library specialized experience, years in business as a firm, and technical competence of proposed team members in the type of work required. Professional qualifications necessary for all segments of the project requirements and the ability to satisfactorily perform the required services.

(15 Points)

Past experience and satisfactory performance of RFID services contracts with the City of Edinburg and/or other public agencies in terms of cost, quality of work, and compliance with performance schedules and timely completion of deliverable. The firms should provide as much background information as to its experience in providing similar services to State, City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

Response to RFP Requirements (15 Points)

Each respondent's submission will be reviewed for completeness and responsiveness to the RFP requirements. Based on its review and evaluation of the Qualifications, the City will select the most qualified respondent to begin negotiations. The solicitation will be based on the respondent's demonstrated ability to technically and financially perform the services outlined in this document.

Edinburg Business (5 Points)

Consideration of location of Proposer firms' principal place of business in Edinburg, Texas. (5 Points)

- 5 Points: For Proposer firm principal place of business is in Edinburg, Texas.;
- 0 Points: For Proposer firm not located in Edinburg, Texas.

Technical Requirements

General Requirements	Yes/No	Comment
Vendor and/or parent company must be ISO9001 Certified. Vendor must provide valid certificate.		
The proposed system and all of its components must be entirely compatible with, and in no manner interfere with, the Library's ILS, its computer clients, or other components.		
The proposed system must provide application-specific software to incorporate all hardware (detection systems, staff station readers, patron self-check stations, portable handheld readers), RFID tags, and any other RFID-related hardware into the system.		
The proposed system must be able to function on either wired or wireless TCP/IP networks at speeds of up to 1 Gbit/s wired and up to 50 Mbit/s wireless to the off-site ILS database.		
The RFID system must be compliant with the latest ISO standards.		
Vendor must be willing to work with the Library's ILS vendor to resolve any RFID equipment related functionality problem.		
The proposed system must provide performance statistics that can be accessed through the library network. Data must be broken down by year, month, day and hour. Data to include, but is not limited to number of transactions, type of transaction, number of successful and unsuccessful transactions, patron count, and an exit alarm data log.		
The entire software including its GUI (graphic user interface) must be 100% web-browser-based.		
The software must run within a web-browser and run on ALL operating systems (Mac, Windows, Linux, Android, etc.)		
The library administrator must be able to determine the access levels varying by individual permissions based on location and feature.		
RFID Tags	Yes/No	Comment
The proposed system tag must be tested for over 100,000 read/write cycles and be guaranteed for the life of the item on which it is originally affixed.		

The proposed system must provide RFID tags with a minimum of 1,024 bits of memory.		
All data (including the Unique ID) on the rewriteable RFID tag, including the item identifier field, must be fully rewriteable.		
The proposed system tags must enable the security status to be stored directly on the tag and must trigger an immediate alarm if an item not charged is read by the detection system.		
The vendor must provide the option of custom-printing blank tags with a barcode or library logo.		
The proposed system tags must provide both security and inventory control functionality.		
The proposed system tags must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read.		
The proposed system tags must be highly durable, adhesive-backed, and one piece (tag and label integrated into one piece) to adhere to library materials without addition of an adhesive cover label. Tags must use a low acid or neutral pH adhesive.		
The Library wants to enhance its chances for RFID interoperability for the future. The proposed system must be fully compliant with and include both mandatory and optional commands specified in the latest ISO standard for North American libraries.		
The proposed system tags must be easily applied in one step, with no need for mouse clicks, keyboard input, or touch-screen entries for most item conversion.		
The proposed RFID tags must have an operating range of -25°C to 70°C or -13°F to 158°F.		
The proposed system must offer RFID tags that utilize the RTF (Reader Talks First) architecture. The proposed tag must also be compatible with use of the AFI Security Model.		
The vendor must test tags for long-term reliability using accelerated aging testing and provide failure rate of tags.		
The vendor must show the test methods used to test RFID tags for long-term reliability and replace any defective tags at no cost to the		

library.		
The vendor must offer a portfolio of tag options and provide samples.		
The proposed RFID tags must offer opaque flood coat to hide antenna.		
The proposed RFID system must offer a “punched tags” feature to mark those that are inoperative.		
Tags should be able to be read by different vendors – both ILS and RFID vendors – as well as future replacement scanners in accordance to ISO15693.		
Tags must be able to be dropped to vendors for out-sourced processing as well as delivered to Library for conversion process and ongoing, normal processing of materials.		
Conversion Station	Yes/No	Comment
The proposed system must require no more than a computer/laptop, barcode scanner, and RFID reader/antenna in addition to software, all of which can be placed on mobile cart, so that the complete operation can be performed in the stacks.		
The proposed system must have a high-efficiency scanner to ensure accurate reading of all barcodes, including damaged and worn barcodes.		
The proposed system must able to dispense tags.		
The proposed system must function in standalone mode and not require an interface with the ILS.		
The proposed system must be easy to use.		
Vendors will describe their tagging software and the tagging process.		
The proposed system must have a visible scan line to facilitate correct placement of material on the conversion station.		
The proposed system must be able to handle varying barcode locations and orientations.		
The proposed system must automatically interrupt if barcodes are not fully scanned.		
The proposed system must be able to convert items from a list (when an optical barcode on the item is unavailable or unreliable).		
The application software must be able to report various levels of program completion or activity, including hourly totals, daily totals, etc.		

The proposed system must provide visual and audible feedback when the tag has been successfully programmed.		
The proposed system software must keep a log file of all converted items by date and item ID.		
Conversion of collection size must take place with a capacity of 800 items/hour per station and a maximum of 2 people to complete conversion. The maximum time window (number of days) is based on collection size (minus media and periodicals) divided by 800 items per hour 8 hours per day divided. Vendor must provide total hours and the amount of stations and staff needed for the conversion to take place in this time frame. Media and periodicals will be tagged within the same time by maximum one station with one person.		
Circulation Staff Workstations	Yes/No	Comment
The proposed system must include a shielded RFID pad.		
The proposed system shall be compatible with the Library's standard circulation desk computers, barcode scanners, and receipt printers.		
RFID client software must be capable of running at a non-administrative level.		
The RFID staff application client interface must not be intrusive to the ILS staff client and it should also not require a SIP2 connection. It must take only a small amount of screen real estate and remain easily accessible in a small application window.		
The proposed system must not require a separate staff application that is modeled on the patron self-check application. The system should be optimized for staff use.		
The proposed system hardware must be attractive and contemporary and be able to be integrated into Library's own furniture.		
The proposed system must be able to mount in, on, or under the work surface of a circulation station.		
The proposed system must be dual function: capable of processing RFID tags or barcodes in the same circulation transaction.		
The proposed reader pads must be able to read tags and display the information		

contained on the tag.		
The proposed system must be able to be used for charge and discharge of library materials.		
The proposed system must simultaneously process multiple RFID-tagged items for check-in/out.		
The proposed system must provide a displayed count of the number of items processed simultaneously to ensure complete check-in/out transaction processing.		
The proposed system must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read up to twelve inches (12") high with a book tag.		
The proposed system must have the ability to read, program, reprogram and delete RFID tags.		
The proposed system must not require mouse activations to process most items. (exceptions made for configuration changes, error handling, or tag reprogramming situations.). Any keyboard keys can be configured for individual functions.		
The proposed system must allow configuration of item identifier parameters to automatically prevent programming of partially scanned or incorrectly scanned barcodes.		
The proposed system must be able to handle varying barcode locations and orientations.		
The proposed system must offer a hold notification message for the staff member who checks an item in, and the ability to print hold slips.		
The proposed system must be able to work with a weed list (a list of items to be removed from the library) to automatically alert staff to weed an item upon scanning the barcode, before applying/programming an RFID tag on conversion.		
The proposed system must have the option to integrate into an ILS so that it accepts and responds to commands from the ILS. The proposed system must integrate with client installed ILS, web-based and terminal session ILS setups.		
The proposed system must have the option to allow the ILS circulation client to turn on or off		

security without requiring any additional steps, and proposed system must secure item within one second of discharging the item.		
The proposed system must permit the operator to access commands to set or reset tag security independent of the ILS.		
The proposed system must be configurable to turn off the reader transmitter when the ILS is not requesting RFID reads.		
The proposed system must be able to read multiple tag data formats in a combination without impacting performance.		
Self-Check Stations	Yes/No	Comment
The proposed system should have the ability to function with all major ILS, including open source products.		
The proposed system's RFID self-check station must be able to read item-specific identification numbers, communicate to the host circulation system to update the library's inventory, and turn the RFID security feature on and/or off, depending on check-in or check-out.		
The proposed system must be dual function – capable of processing RFID tags or item barcodes in the same transaction.		
The proposed system must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read up to twelve inches (12") high.		
The proposed system must read the barcode patron cards.		
The proposed system must have the ability to be placed on or built into the existing circulation desk with receipt printer, touch screen monitors that display instructions for use.		
The proposed system must have the ability to print out all information for a patron check-out or check-in transaction on a single receipt. Such receipt should be customizable to incorporate library identity, hours, and so forth.		
Staff members must be able to make any screen and receipt changes such as, but not limited to messages, appearances, etc. easily without going back to the vendor and from a centralized web-based administration tool to		

submit any change to one or multiple stations at the same time without the need of rebooting any stations.		
The proposed system must display ILS system information relating to the patron or item status. Option must be available to notify a staff person whenever a patron is blocked in any part of the transaction. Notification should be in the form of a pop-up window that appears on a staff computer screen in real time.		
The proposed system must provide visual and audible feedback during the transaction.		
Self-check system software and hardware must meet ADA guidelines, and include features such as a large touch-screen interface, user-selectable high-contrast interface, and large font size.		
The proposed system must have the ability to display select information from the patron record, such as number of items checked out, number of items on hold, and outstanding fine information, without compromising patron privacy.		
The proposed system must be able to display multiple language options on self-check unit banners, instructions, and messages. Proposer must offer a wide variety of languages to meet the current and future needs of our community and provide a list of the languages currently available. The system must allow the library to select at least nine languages to be used on the self-check screen without the need of switching to a separate language selection screen.		
The proposed system must allow remote access to self-check stations from any device and station within the library's network.		
The proposed system must turn on/off the security to allow secure library operation during offline situations.		
The proposed system must offer the patron the option of email, paper receipt, and no receipt.		
The proposed system must offer Web-based remote monitoring and diagnostics, which must include instant email notification, monitoring of check-in and checkout rates, Web-based troubleshooting, configuration,		

and the ability to obtain statistics for each machine from any location. These features should be standard. Specify the back-end hardware and software requirements necessary to perform these functions.		
The proposed system must offer the option of a repositionable stand-alone kiosk, tabletop model, or the ability to build into the existing circulation desk.		
The proposed system must provide patron/staff selectable check-out and check-in software feature using a reader pad, not a handheld scanner.		
The proposed system must be capable of checking out or checking in all types of print items and media.		
The proposed system must allow multiple item check-outs and check-ins without first choosing the number of items that you want to check out.		
Cover images of each detected item will be shown in the check-out and check-in item list.		
Switching between account/check-out or vice versa does not require another authentication if the patron is already logged in.		
Staff must be able to configure individual or multiple self-check stations by logging in to a Web interface on any staff station.		
Credit card processing for the proposed system must interface to the library's approved credit card vendor and must use encrypted card swipes and be PCI compliant.		
Vendors must be able to provide screen shots, sample reports, and/or online demonstrations of all optional software features.		
Fines/Fees Option	Yes/No	Comment
Please include a payment system option for self-check system. Include pricing for a payment system separately.		
The fines and fees system shall be integrated into a self-check system.		
The fines and fees system shall use a seamless user interface that is integrated into the self-service process.		
The fines and fees system must provide both audible and visual feedback when responding to the interaction with the user interface.		
The fines and fees system shall allow the		

library to determine minimum, partial, or full payment of the fines or fees.		
The fines and fees system shall accommodate cash, credit, and/or debit card payment methods.		
The fines and fees system shall print a credit/debit card receipt using the same receipt printer from the self-check.		
The fines and fees system shall have the capability to provide the patron with change if cash funds tendered are greater than the outstanding fines and/or fees balance.		
Payment system must include high capacity coin changer and bill recycler (not only acceptor). Specify the coins/bills that your high capacity payment station holds.		
Security Gates	Yes/No	Comment
The proposed system must have a read range of at least eighteen inches (18") in aisle direction of each gate.		
The proposed system must be able to perform optimally when located within fifteen inches (15") of a steel beam.		
The proposed system must use the latest ISO15693 standard for RFID technology.		
The proposed system must use the latest ISO standard for RTF (Reader Talks First) architecture.		
The detection systems must be shielded from external interference from light fixtures, Wi-Fi and cellular signals, etc.		
The proposed detection system must include a radar patron counter.		
The proposed system must be able to provide total patron count data via a remote Web-based software application on hourly, daily, monthly, etc. counts.		
Security pedestals should perform bi-directional patron counting.		
The proposed system must be able to issue visible and audible warnings.		
The audible alarm volume must be adjustable by staff.		
The alarm duration should be adjustable on each individual system.		
Tags with theft or security status that is "on" must immediately trigger an alarm.		
The proposed system must have the option to only trigger an alarm when a patron is present		

in the corridor.		
The proposed system must have the option to only trigger an alarm when a patron is exiting the library.		
Dual-aisle exit detection systems must create an opening of at least 36 inches (36").		
The proposed system must provide item security even when the library's ILS host system or network is offline or not functioning.		
The proposed system must offer a base plate installation to avoid any floor modifications.		
The proposed system must have multiple finish options available to better match the décor of the library.		
The proposed system must provide CSA or UL listing number and FCC listing for complete detection system.		
The proposed system must display that it is functioning correctly and, if not, be easy for staff members to tune/calibrate without calling vendor or a technician.		
The proposed software should process statistics as well as provide a pop-up window on one or more staff workstations to show alarm triggered items including title, item number and circulation status.		
The proposed system must have a low-power consumption mode.		
The proposed system should only require a single data connection.		
The proposed system must have an option to connect to the network wirelessly.		
The proposed system must have a secure on/off switch accessible to staff.		
Portable Handheld Reader	Yes/No	Comment
The portable handheld reader must feature an integrated barcode scanner, and a simple method of inputting information.		
To be able to read items that may not be tagged with RFID, the portable handheld reader must support barcode scanning.		
The proposed portable handheld reader must accommodate data collection with other functions. These other functions must include shelf reading, inventory, identifying items on search lists, claimed return, weeding, and items with incorrect security.		
The proposed portable handheld reader must accommodate shelf-order checking to locate		

<p>items that are out of place on the shelves. This capability must be sensitive enough to locate items that are out of place by as little as six inches (6").</p>		
<p>The proposed system must accommodate searching to identify items on multiple user-defined search lists (e.g., missing, claims returned, lost, etc.).</p>		
<p>The proposed system must accommodate secure status checking to allow a user to identify individual items that have not been properly checked out and have caused an alarm of the detection system.</p>		
<p>Secure status checking capability also must allow the user to scan items on library carts or shelves before re-shelving to identify individual items that have not been properly checked in.</p>		
<p>The proposed portable handheld reader must have the ability to upload barcodes to the Library's circulation system in various text file formats that can be customized to match the circulation system requirements.</p>		
<p>The proposed system must accommodate finding to allow a user to quickly enter search criteria directly into the device, then search for items that meet those criteria. The system must allow display of the title of item on the device.</p>		
<p>The proposed system must accommodate sorting to assist a user with sorting items on a shelf or cart.</p>		
<p>The proposed system must accommodate pulling to assist the user with finding items on hold (reserve) or weed lists, or other user-defined lists available from the circulation system.</p>		
<p>The portable handheld reader must be easy to set down on a library shelf or cart when necessary to free the user's hands.</p>		
<p>The portable handheld reader must incorporate an ergonomic design to aid user in reading shelves at all levels, must be easy to use, and must be relatively non-stressful to wrist, arm, shoulder, and elbow.</p>		
<p>Portable handheld reader battery life that allows the user to work for at least eight hours before charging or changing batteries is required. Extra batteries must be available to</p>		

replace depleted batteries while they recharge. A battery charger must be included, if necessary.		
The portable handheld reader must have built-in diagnostics for troubleshooting.		
The portable handheld reader must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read.		
The portable handheld reader system must have the capacity to read multi-line, fixed-length-field, or delimited-field records from an electronic file containing shelf or search lists and then create a portable database for use in a portable, handheld RFID reader.		
The handheld reader must direct the user to items on "pull" lists and provide a method to keep track of which items have been found and which have not been found.		
The search capability must be active during order checking, data collection, sorting, pulling, and finding functions, with option to turn it off if desired.		
The proposed system must validate item identifier (barcode) data from input lists and provide a log of errors found.		
The proposed system must process results of data collection sessions or pull sessions, reading these results from the memory device and creating PC files containing lists of collected data, lists of items pulled, and lists of items not pulled.		
The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified. The audible tones shall be adjustable by the user.		
The proposed portable handheld reader should have a flexible swivel or movable RFID antenna for easier use.		
The proposed system must be able to scan shelves by waving a wand along the base of bookshelves without having to stop for each item.		
The proposed portable handheld reader must have the ability to turn the security bit on the RFID tag on and off.		
An optional USB connection should be available on the handheld reader to link it directly with a workstation, if desired.		

Automated Materials Handling Systems	Yes/No	Comment
The proposed system should have the ability to function with all major ILS, including open source products.		
The proposed system's RFID return station must be able to read item-specific identification numbers, communicate to the host circulation system to update the library's inventory, and turn on the RFID security feature.		
The proposed system must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified.		
The proposed system must include a receipt printer to patrons and 17" touch screen monitor that displays instructions for use.		
The proposed system must transport items via completely closed conveyor belt systems. Multiple lane conveyors are not accepted.		
The proposed system must sort items via a gentle sweeper system. Sorting via pop-up roller systems is not accepted.		
Staff members must be able to make any screen and receipt changes such as, but not limited to messages, appearances, etc. easily without going back to the vendor and from a centralized web-based administration tool to submit any change to one or multiple stations at the same time without the need of rebooting any stations.		
The proposed system must display ILS system information relating to the item status. Option must be available to notify a staff person whenever a patron is blocked in any part of the transaction. Notification should be in the form of a pop-up window that appears on a staff computer screen in real time.		
The proposed system must provide visual and audible feedback during the transaction.		
AMH system software and hardware must meet ADA guidelines, and include features such as a large touch-screen interface, user-selectable high-contrast interface, and large font size.		
The proposed system must be able to display multiple language options on the return station, different graphic-user-interface themes, instructions, and messages.		

Proposer must offer a wide variety of languages to meet the current and future needs of our community and provide a list of the languages currently available. The system must allow the library to select at least nine languages to be used on the return station without the need of switching to a separate language selection screen.		
The proposed system must allow remote access to the entire system from any device and station within the library's network.		
The proposed system must turn on the security to allow secure library operation during offline situations.		
The proposed system must offer the patron the option of email, paper receipt, and no receipt.		
The proposed system must offer Web-based remote monitoring and diagnostics, which must include instant email notification, monitoring of check-in rates, Web-based troubleshooting, configuration, and the ability to obtain statistics for each machine from any location. These features should be standard. Specify the back-end hardware and software requirements necessary to perform these functions.		
The proposed system must be capable of checking in all types of print items and media.		
Cover images of each detected item will be shown in the check-out and check-in item list.		
Staff must be switch between multiple sorting profiles without vendor's support. This will be done via the web-based and centralized management tool. A reboot of any station or software shall not be required.		
The proposed system must include a "Hold Slip" printer, located at the AMHS. Staff can configure if printing of a slip will take place once a hold item is returned or if a batch print is preferred. For a batch print, staff only need to press a button at a screen.		
Vendors must be able to provide screen shots, sample reports, and/or online demonstrations of all optional software features.		
Reporting Features	Yes/No	Comment
Item-level self-check transactions by day of the week across all devices.		

Item-level self-check transactions by hour of day across all devices.		
Item count by item type for all devices.		
Item count by sorting bins for all devices.		
Total item counts across each and every device.		
Patron-level transactions by hour of day for all devices.		
Patron-level transactions by day of the week for all devices.		
Fine/fee transactions for all self-check devices.		
Total credit transactions for all self-check devices.		
Export of all transactions data for all devices.		
Hardware Status Reporting Feature	Yes/No	Comment
Detail the features and capabilities of any real-time detailed monitoring key components.		
Real-time monitoring must work with multiple self-check devices at a single or multiple location(s).		
Real-time monitoring must allow for additional self-check devices to be added to the network in the future.		
The hardware component monitoring must communicate performance changes to library personnel through a web-based dashboard display that intuitively communicates status changes in real time.		
Hardware status reporting must allow other library-networked devices to be connected to the server and must validate this connection.		
Training and Service Requirements	Yes/No	Comment
The library seeks to train key circulation, technical services, system administration, and public services staff in the use of all equipment.		
Training will be performed by the vendor and will take place at the Library.		
The library requires user manuals, plus any other materials that are typically distributed during training.		
The library requires that manuals be available in electronic format with unlimited distribution within the library and shall be supplied free of charge.		
The library requires unlimited interaction with the vendor sales staff and technical support		

staff during installation planning, the installation phase, and follow-up immediately after such installation.		
Indicate options and pricing for additional staff training periods and topics. Indicate the cost for refresher training (separate in remote and onsite).		
Hardware/Software Technical Support	Yes/No	Comment
Specify normal operating hours for tech support and describe procedures for obtaining assistance during off hours.		
Detail installation requirements and the library's responsibilities.		
The proposed system must be installed according to a schedule determined in coordination with library staff to minimize disruption.		
Vendors must recommend and provide an implementation plan. The library anticipates starting the retrospective conversion-tagging project as soon as a proposal is accepted.		
Vendor must also be available for consultation on placement of hardware to accommodate network infrastructure, power and ventilation requirements, building restrictions, etc., and to maximize workflow, staffing, and patron convenience issues.		
Warranty and Service Requirements	Yes/No	Comment
The RFID tags must be guaranteed to be effective for the life of the item to which they are originally affixed and, if found to be defective, they must be replaced at no cost to the library.		
The vendor must provide an all-inclusive, 12-month extended warranty on equipment, software, and components and offer extended maintenance/service contract thereafter.		
Software warranty: Software patches and service pack releases must be supplied.		
The library shall be able to request service using a toll-free 800 number.		
Service technicians will be equipped with parts normally required to service the equipment and reduce downtime. Library can request a spare part package to be stored at the library – please provide pricing.		
Average on-site response time must be no longer than eight hours.		
The service agreement must include remote		

maintenance for expert technical consultation and software support.		
Health and Safety	Yes/No	Comment
All equipment must be UL or CE approved.		
All equipment must be FCC compliant.		
The system must comply with ADA guidelines.		
Detection or security corridors must comply with relevant ADA requirements.		

Pricing Table

Hardware

Qty.	Description	Unit Price	Total Price
	RFID Book Tag, white with high performance SLI-X chip, ISO 15693, ISO 18000, Tags approx. 81 x 49 mm / 3.19" x 1.93"		
	RFID Donut Tag, white with high performance SLI-X chip, ISO 15693, ISO 18000, Tags approx. Ø 40 mm / 1.6"		
	RFID Book Tag, white with high performance SLI-X chip, ISO 15693, ISO 18000, Tags approx. 50 x 50 mm / 2.1" x 2.1"		
	RFID Full Coverage Tag, transparent with high performance SLI-X chip, ISO 15693, ISO 18000, Tags approx. Ø108 mm / 4.25"		
	RFID Staff Workstation Kit Connected to existing staff workstation, Shielded RFID Antenna w/USB Reader/Writer, power supply and USB cable		
	RFID Single/Dual/Triple Aisle Security Gates Technology: RFID # of Pedestals: 2 People Counter: Bi-Directional, integrated		
	RFID Self-Check - Kiosk/Table Top Item Identification: RFID and Barcode Item Security: RFID		
	Cash Payment Station processes bills and coins – comes with bill acceptor and coin changer		
	Cashless Device processes credit and debit cards		
	RFID Handheld all-in-one Touchscreen, integrated Mini-PC, RFID reader/writer, battery, docking station		
	RFID Return Station For indoor		
	RFID Handheld all-in-one Touchscreen, integrated Mini-PC, RFID reader/writer, battery, docking station, software		
	Administration Software Web-based administration tool to manage and maintain products including statistics		
	Project Management		
	Quality Management according to ISO9001 Standards		
	Packaging & Shipping		
	Installation (on-site)		

	Staff Training		
Total price			

Software

Qty.	Description	Unit Price	Total Price
	Software for Staff Workstation Installed on proposed hardware		
	Software for Self-Check Station Installed on proposed hardware		
	Software for Security Gate System Installed on proposed hardware		
	Software for AMH System Installed on proposed hardware		

Service & Maintenance for Hardware

All services, support, labor (remote and onsite), travel, parts, and replacement costs should be included.

Year	Description	Total Price
1	Warranty Period	
2	Extended Warranty Period	
3	Extended Warranty Period	
4	Extended Warranty Period	
5	Extended Warranty Period	

Service & Maintenance for Software

All services, support, and labor (remote and onsite) should be included.

Year	Description	Total Price
1	Warranty Period	
2	Extended Warranty Period	
3	Extended Warranty Period	
4	Extended Warranty Period	
5	Extended Warranty Period	

Service & Maintenance Options

The vendor shall list all available options.

COMPANY PROVIDING PROPOSAL GENERAL QUESTIONNAIRE

- 1 Name/Name of Agency/Company: _____
(Full, correct legal name)
- Address: _____

 - Telephone/Fax: _____
 - Email address: _____
2. Does your Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its submittal?
- Yes____ No____
5. Is your Company authorized and/or licensed to do business in Texas?
Yes____ No____
6. Where is the Company's corporate headquarters located? _____
7. a. Does the Company have an office located in Edinburg, Texas?
Yes____ No____
- b. If the answer to the previous question is "yes", how long has the Company conducted business from its Edinburg office?
____ (years) ____ (months)
- c. State the number of full-time employees at the Edinburg office. _____
8. Has the Company or any of its principals been debarred or suspended from contracting with any public entity? Yes____
No____
- If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension. _____

9. Indicate person whom The CITY may contact concerning your submittal.
- Name: _____
Address: _____
Telephone: _____
Fax: _____
Email: _____

10. Surety Information

Have you or the Company ever had a bond or surety instrument "called," canceled, or forfeited?

Yes () No ().

If yes, state the name of the bonding company, date, amount of bond and reason for such bond being "called," or its cancellation or forfeiture. _____

11. Bankruptcy Information

Have you or the Company ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? Yes () No ()

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets. _____

12. Provide any other names under which your business has operated within the last 10 years.

REFERENCES
LIST OF PREVIOUS CUSTOMERS

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

ANTI-COLLUSION STATEMENT

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Proposer Signature

LITIGATION DISCLOSURE FORM

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One YES NO

- 1 Have you or any member of your Firm or Team to be assigned to this engagement ever been terminated (for cause or otherwise) from any work being performed for the CITY or any other Federal, State or Local Government, or Private Entity?

Circle One YES NO

3. Have you or any member of your Firm or Team to be assigned to this engagement ever been involved in any claim or litigation with the CITY or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Circle One YES NO

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your submittal.

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	Date Received 	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <p style="text-align: center;"> _____ Signature of vendor doing business with the governmental entity </p> <p style="text-align: right; margin-right: 100px;"> _____ Date </p>		

HOUSE BILL 89 VERIFICATION

I, _____, the undersigned representative of _____, (Company or Business name) (hereafter referred to as company) **being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

1. Does not boycott Israel currently; and

2. Will not boycott Israel during the term of the contract.

3) Is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

SIGNATURE OF COMPANY REPRESENTATIVE:

TYPE/PRINT NAME AND TITLE:

DATE:

SENATE BILL 13 VERIFICATION

I, _____, the undersigned representative of
_____, (Company or Business name) (hereafter referred to as
company) **being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the
provisions of Subtitle F, Title 10, Chapter 809, Government Code 2274:**

- 1) **does not boycott energy companies and;**
- 2) **will not boycott energy companies during the term of the contract.**

Pursuant to Section 2274.001, Texas Government Code:

1. *“Boycott energy company” has the meaning assigned by Section 809.001; and*
 2. *“Company” has the meaning assigned by Section 809.001, except that the term does not include a sole proprietorship.*
-

SIGNATURE OF COMPANY REPRESENTATIVE:

TYPE/PRINT NAME AND TITLE:

DATE:

SENATE BILL 19 VERIFICATION

I, _____, the undersigned representative of _____, (Company or Business name) (hereafter referred to as company) **being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:**

- (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and,**
- (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.**

Pursuant to Section 2274.001, Texas Government Code:

- 1) *"Ammunition" means a loaded cartridge case, primer, bullet, or propellant powder with or without a projectile.*
- 2) *"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.*
- 3) *"Discriminate against a firearm entity or firearm trade association":*
 - a) *means, with respect to the entity or association, to:*
 - i) *refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;*
 - ii) *refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association;*
or
 - iii) *terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and*
 - b) *does not include:*
 - (i) *the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and*
 - (ii) *a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:*
 - (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or*
 - (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.*
- 4) *"Firearm" means a weapon that expels a projectile by the action of explosive or expanding*

gases.

- 5) *"Firearm accessory" means a device specifically designed or adapted to enable an individual to wear, carry, store, or mount a firearm on the individual or on a conveyance and an item used in conjunction with or mounted on a firearm that is not essential to the basic function of the firearm. The term includes a detachable firearm magazine.*
- 6) *"Firearm entity" means:*
- a) *firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and*
 - b) *a sport shooting range as defined by Section 250.001, Local Government Code.*
- 7) *"Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:*
- a) *is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;*
 - b) *has two or more firearm entities as members; and*
 - c) *is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.*
-

SIGNATURE OF COMPANY REPRESENTATIVE:

TYPE/PRINT NAME AND TITLE:

DATE:

SUBMITTAL CHECKLIST

This checklist is to help the company submitting proposal for RFID System to ensure that all required documents have been included in its submittal.

Document and Location in Submittal	Check or Initial to Indicate Document is Attached to Submittal
Cover Letter	
Cost Proposal	
Responses to Technical Requirements	
Responses to Pricing	
General Questionnaire	
References	
Anti-Collusion Statement	
Litigation Disclosure Form	
Conflict of Interest Questionnaire	
HB 89 Verification Form	
SB13 Verification Form	
SB 19 Verification Form	
Signature Page	
Submittal Checklist	
1 Original* and 2 Copies of Submittal	

SIGNATURE PAGE

I have read and understood the requirements set forth in this RFP #2022-010 and agree to comply except as noted. The cost proposal includes all shipping and handling and detailed pricing on RFID SYSTEM items as required by the City of Edinburg.

Does the company have an office located in Edinburg, Texas? Yes _____ No _____

Has the Company ever conducted business with the City of Edinburg? Yes _____ No _____

Respectfully submitted this _____ day of _____, 2022.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

FEDERAL TAX IDENTIFICATION NUMBER: _____

EMAIL ADDRESS: _____