



BID PACKAGE

**CITY OF BEVERLY HILLS
PURCHASING DIVISION
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CALIFORNIA 90210**

LEGAL NOTICE - BIDS WANTED

The City of Beverly Hills ("City") hereby requests sealed bids for the materials, supplies, equipment or services set forth herein, subject to all conditions outlined in this Bid Package, including:

- SECTION 1: NOTICE INVITING BIDS**
- SECTION 2: INSTRUCTIONS TO BIDDERS**
- SECTION 3: SPECIAL CITY REQUIREMENTS**
- SECTION 4: GENERAL SPECIFICATIONS**
- SECTION 5: BIDDER'S BID**
- SECTION 6: SIGNATURE PAGE AND LEGAL STATUS**
- SECTION 7: ADDITIONAL FORMS**
- APPENDIX A: FORM OF CONTRACT**
- APPENDIX B: SCOPE OF WORK**
- APPENDIX C: SUBMITTAL DOCUMENTATION**
- APPENDIX D: BID FORM**
- APPENDIX E: PAYMENT PROCEDURES**
- ATTACHMENT 1: LIBRARY FLOOR PLANS**
- ATTACHMENT 2: LIBRARY STATISTICS**
- ATTACHMENT 3: LIBRARY EQUIPMENT REQUIREMENTS**
- EXHIBIT A: FORM FOR REFERENCES**
- EXHIBIT B: PROPOSED COST SUMMARY INCLUDING INDIVIDUAL LINE ITEMS**

TABLE OF CONTENTS

SECTION 1: NOTICE INVITING BIDS..... 3
Proposal Process Schedule 5
SECTION 2: INSTRUCTIONS TO BIDDERS..... 6
SECTION 3: SPECIAL CITY REQUIREMENTS 10
SECTION 4: GENERAL SPECIFICATIONS 12
SECTION 5: BIDDER'S BID 17
SECTION 6: SIGNATURE PAGE AND LEGAL STATUS 18
SECTION 7: ADDITIONAL FORMS 19
SECTION 8: BIDDER'S CHECK LIST 23
APPENDIX A: FORM OF CONTRACT 24
APPENDIX B: SCOPE OF WORK 26
APPENDIX C: SUBMITTAL DOCUMENTATION 35
APPENDIX D: BID FORM 43
APPENDIX E: PAYMENT PROCEDURES 45
ATTACHMENT 1: DRAWINGS 49
ATTACHMENT 2: LIBRARY STATISTICS 50
ATTACHMENT 3: LIBRARY EQUIPMENT REQUIREMENTS 51
EXHIBIT A: FORM FOR PROPOSER'S REFERENCES 52
EXHIBIT B: PROPOSAL COST SUMMARY 54

SECTION 1: NOTICE INVITING BIDS

1) Notice Inviting Bids

a) **Date of Request: April 2, 2012**

b) **Bid Number: 12-30**

c) **Item Description:** The scope of this project is to provide a turnkey operation for Beverly Hills Public Library including two sets of dual corridor RFID inventory control gates, and one set of single corridor RFID inventory control gates, six customer self-service check stations, RFID tags for entire collection, software integration with ILS, miscellaneous RFID staff stations and inventory management accessories. Provide a seven bin automated materials handling unit including one customer induction station (exterior) and one staff induction station. Include installation, training, warranty, and system integration into total project proposal.

d) **Bid Opening Date: April 26, 2012 at 2 p.m.**

e) **Obtaining Bid Documents:** A copy of the Bid Package may be downloaded from the City's website at www.beverlyhills.org or may be requested from the issuing department, Community Services, Library Department, by contacting:

Karen Buth
(t)310-288-2251
(e)kbuth@beverlyhills.org

Nancy Hunt Coffey
(t)310-288-2210
(e)nhuntcoffey@beverlyhills.org

2) Due Date and Location for Submittals:

Sealed bids will be received at all times during normal business hours prior to the Bid Opening, at the Office of the City Clerk, City of Beverly Hills.

Office of the City Clerk
City of Beverly Hills
455 North Rexford Drive, Room 290
Beverly Hills, CA 90210
Re: Bid# 12-30

Bids will be opened at the Bid Opening time stated, in the Office of the City Clerk. Bids which arrive after the specified Bid Opening time, including mailed bids delivered after the specified Bid Opening time, will not be accepted, regardless of the time postmarked or otherwise indicated on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, FAX, etc.) are NOT acceptable. All bids shall clearly contain on the outside of the sealed envelope in which they are submitted: BID 12-30: RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT

3) Time of Completion:

The contractual completion time shall be 150 days from the date of Notice To Proceed.

4) Insurance:

Upon award of contract, contractor will be obligated to file certificates of insurance evidencing coverage as specified in the bid documents and in a form acceptable to the City. The certificates shall be on the City's standard proof of insurance form or on another form acceptable to the City. (See page 22)

5) Contact Person: A bidder or potential bidder who has a procedural question may call Karen Buth or Nancy Hunt Coffey at telephone number listed above. All substantive question must be submitted by email no later than April 14, 2012, and the question and response will be emailed to all parties who have obtained a bid package. The City will release a formal addendum including all questions and responses one week in advance of the Bid Due Date. Potential bidders that received the bid by downloading it from the City's website or some other means should call or email Karen to ensure that they receive any updates or answered questions.

6) Copies: The Bid must be submitted in (1) original and (4) duplicates.

THE CITY OF BEVERLY HILLS RESERVES THE RIGHT TO REJECT ANY BID OR ALL BIDS AND TO WAIVE ANY INFORMALITY OR IRREGULARITY IN ANY BID. ANY CONTRACT AWARDED WILL BE LET TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER.

Proposal Process Schedule

The following is the anticipated proposal and engagement schedule. The Library may change the estimated dates and process as deemed necessary.

Date	Event
April 2, 2012	Issue Request for Proposal
April 14, 2012	Last date to submit written questions
April 20, 2012	Addendum No. 1 Issued
April 26, 2012 2 p.m.	RFP response due date
April 27 – May 7, 2012	Evaluation by Selection Committee Evaluation may include an Oral Presentation and Interview, Equipment Demonstration (Mock Set-up), Factory Visits, Site Visits, and Reference Checks
May 7, 2012-May 11, 2012	Contract Negotiations
May 15, 2012	Contract Award Delivery and Installation Date Operations and Use Course Instruction for Primary Operators Proposer Installation and Validation BHPL Validation and Technical Course Instruction
September 30, 2012	Go Live

SECTION 2: INSTRUCTIONS TO BIDDERS

1) Instructions to Bidders

- a) General Bid Requirements. To be considered, a bidder must follow the format for bids presented in this document. Bids must be binding and firm. Any bid may be withdrawn before Bid Opening but no proposal may be withdrawn after Bid Opening.
- b) Bidder Must Make Thorough Investigation. It is the bidder's responsibility to examine the location of the proposed work, to fully acquaint itself with any plans and/or specifications and the nature of the work to be done. Bidders shall have no claim against the City based upon ignorance of the nature or requirements of the project, misapprehension of site conditions or misunderstanding of the specifications or other Contract provisions. Once the award has been made, failure to have read all of the conditions, instructions and Contract Documents shall not be cause to alter any term of the Contract or provide valid grounds for the Contractor to seek additional compensation.
- c) Acceptance of Conditions. By submitting a bid, each bidder expressly agrees to and accepts the following conditions:
 - i) All parts of the Instructions to Bidders and Specifications will be part of the Contract between the selected bidder and the City;
 - ii) Either before or after Bid Opening, the City may require whatever evidence it deems necessary relative to the bidder's financial stability and ability to complete this project;
 - iii) The City reserves the right to request further information from a bidder, either in writing or orally, to establish any stated qualifications.
 - iv) The City reserves the right, in its sole discretion, to judge a bidder's representations and to determine whether the bidder is qualified to undertake the project pursuant to the criteria set forth herein. A bidder, by submitting a bid, expressly acknowledges and agrees that the judgment of the City as to whether or not the bidder is qualified to perform the project shall be final, binding and conclusive.
 - v) The City reserves the right to reject all bids, waive any irregularity in any of the bids, cancel or delay the bid opening at any time.
 - vi) This bidding process does not commit the City to award any contract, and the City is not liable for any costs incurred by the bidder in the preparation and submission of a bid.
- d) Truth and Accuracy of Representation. False, incomplete or unresponsive statements in connection with a bid may be sufficient cause for rejection of a bid or a bidder.
- e) Withdrawal of Proposals. A bidder may withdraw a proposal at any time prior to bid opening; no bid may be withdrawn after bid opening.

- f) City Changes to the Bid Documents. The City reserves the right to change any part of the Bid Package any time prior to the bid opening. Any changes shall be in the form of addenda which shall become a part of the bid documents and the Contract. Addenda shall be made available to each bidder. A bidder's failure to address the requirements of any addendum may result in that bid being rejected as non-responsive. If the City determines that a time extension is required for the submission of the bid, an addendum will give the new bid opening date.

- g) Notice Regarding Disclosure of Contents of Bids. All bids accepted by the City shall become the exclusive property of the City. Upon opening, all bids submitted to the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each bid which are identified by the bidder as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary." Each element of a bid which a bidder desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e, regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is nonetheless required under the California Public Records Act or otherwise by law (despite the bidder's request for confidentiality), the City shall not in any way be liable or responsible for disclosure of any such records or part thereof.

- h) Warranties, Guarantees and Manufacturer's Specifications. If applicable, bidder shall state the nature and period of any warranty or guarantee. If applicable, manufacturer's specifications shall be submitted with the bid and shall be considered a part of the Contract for the bidder who is awarded the Contract and where the specifications meet the minimum requirements of the Contract.

- i) Award of Bid and Determination of Responsiveness. The City shall determine the bidder to whom the Contract shall be awarded. In making this determination, the City shall consider (in no particular order):
 - i) The cost to the City;
 - ii) The quality of the material offered;
 - iii) The ability, capacity and skill of the bidder to perform the Contract or provide the material or services;
 - iv) Whether the bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
 - v) The sufficiency of the bidder's financial resources and the effect thereof on its ability to perform the Contract or provide the material or services;
 - vi) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - vii) The quality and timeliness of the bidder's performance on previous purchase orders or contracts with the City;
 - viii) Litigation by the bidder on previous purchase orders or contracts with the City;

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

- ix) The ability of the bidder to provide future maintenance and service in a timely manner where such maintenance and service are essential;

The City reserves the right to be the sole and exclusive judge of quality, compliance with bid requirements, and all other matters pertaining to this bid.

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

The Proposals shall be evaluated based upon, but not limited to the following criteria:

	CRITERIA	WEIGHT
1.0	FUNCTIONALITY and Technical Criteria	35%
1.1	The quality of the system and associated software proposed, as determined by customer references, site visits or demonstrations, and review of technical specifications.	
1.2	Physical and operational factors including: a. Physical size and compatibility with existing BHPL Library facility (Refer to Attachment 1 – Scaled Library Floor Plans for size and location of the sorting equipment, customer return chute, and inventory control gates.) b. Ease of operation and throughput capability d. Suitability of the proposed solution to BHPL operational requirements e. Ability of the proposed system to provide desired improvement in overall efficiency in the section	
1.3	Capability of the proposed system to accommodate the projected growth.	
1.4	Any unique features that make the proposed system more desirable than that of a competitive system	
2.0	PRICE AND OVERALL COST	25%
2.1	Total (Three-year, plus 2-option years) cost of the project	
2.2	Annual maintenance (service contract) cost	
3.0	SERVICE, INSTRUCTIONAL COURSES AND WARRANTY	20%
3.1	Availability, proximity and qualifications of service personnel, spare parts and other support considerations	
3.2	Quality of technical and service support, as determined from current users	
3.3	Comprehensiveness and length of equipment warranty	
3.4	Extent of instructional courses to be provided at initial implementation and beyond	
3.6	Availability of system delivery, instructional courses and installation support to accommodate the implementation timeline	
4.0	QUALIFICATIONS AND REFERENCES	15%
4.1	The degree of compliance to the specifications, instructions and conditions of RFP, including completeness of responses that follow the intent of the questions given	
4.2	Bidder's willingness to negotiate a contract acceptable to the Beverly Hills Public Library.	
4.3	The character, integrity, reputation, judgment, experience and efficiency of the Proposer.	
4.4	Financial stability and reputation of bidder.	
4.5	Responsiveness of Proposer in providing requested information.	
4.6	Availability and qualifications of the Proposer's personnel	
5.0	INSTALLATION SCHEDULE	5%
5.1	Ability of Proposer to support an aggressive installation schedule and meet the deadlines.	

j) Prompt Payment Discounts. Prompt payment discounts shall be considered in evaluating bids, except that payment periods shorter than thirty (30) days will not be considered. Where

discounts are offered, the period for calculation of the discount shall begin with the invoice date or its date of delivery to the City, whichever is later.

- k) Bids Other than "Lump Sum" Bids. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in its best interests.
- l) Prices in Bid. Prices quoted in the bid must be firm for a period of not less than ninety (90) days after the Bid Opening.
- m) Assignment and Subcontracting. The Contractor shall not assign the Contract in whole or in part without express prior written consent of the City. Any such consent given by the City shall neither relieve the Contractor from its obligations nor change any term of the Contract. (See page)
- n) Errors and Omissions. Bidders shall not be allowed to take advantage of any errors or omissions in these Bid Documents. Full instructions will be given if any error or omission is discovered and timely called to the attention of the City.
- o) Patent Fees; Patent, Copyright, Trade Secret and Trademark Fees. Each bidder shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.
- p) Taxes. The price bid shall include all federal, state, local and other taxes.
- q) Final Bid. Bidders must submit one (1) original bid and four (4) copies to the City of Beverly Hills.

SECTION 3: SPECIAL CITY REQUIREMENTS

Special City Requirements. All forms (and their instructions) which a bidder must complete to establish compliance with City requirements should be considered an integral part of the Specifications, and failure to complete any of them shall be grounds, in the sole discretion of the City, for rejection of that bid or that bidder.

- a) Affirmative Action in Contracting.
 - i) Policy. The City of Beverly Hills is an equal opportunity employer. Qualified firms owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the City's ordinances and regulations concerning Equal Opportunity Employment and Affirmative Action principles. Contractor and every supplier of materials and services shall be an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21 of Title 42 of the United States Code and Federal Executive Order #11375, and as such shall not discriminate against any person by reason of race, creed, color, religion, age, sex or physical handicap with respect to the application for employment, hiring, tenure, or terms or conditions of employment of any person.

- b) Affidavit of Non-Collusion by Contractor. The City requires that each bidder complete, execute and submit to the City with its bid the Affidavit of Non-Collusion included in the Bid Package. (See Section 7 Additional Forms)
- c) Requirement for Acceptance of Sureties.
 - i) The surety on any bond or undertaking must be a corporation authorized by the Insurance Commissioner of the Department of Insurance of the state to transact surety business in the state; and
 - ii) There must be on file with the City Clerk of the City of Beverly Hills or submitted with the bond, a copy, duly certified by the proper authority and attested by the seal of the corporation, of the transcript or record of appointment entitling or authorizing the person or persons purporting to execute an undertaking or bond for and on behalf of such corporation to act in the premises.

SECTION 4: GENERAL SPECIFICATIONS

1) **General Specifications**

- a) Sample Contract. A sample of the Form of Contract the successful bidder will be required to enter into with the City is attached hereto as Appendix A and by this reference incorporated herein and made a part of these General Specifications.
- b) Scope of Work. The Scope of Work is provided in Appendix B hereto, and by this reference is incorporated herein.
- c) Bid Proposal Quantities. The quantities contained in the Bid Package are approximate only, and are for the sole purpose of comparing bids. The City may order more or less Work or material, as necessary, in the City's sole discretion. Payment will be made for the amount of Work or material actually provided, as determined by the City and accepted at the unit or lump sum prices noted in the bid, where applicable, and those prices shall govern.
- d) Standard Specifications. In connection with contracts to which it may apply, and except as otherwise provided below, all public works construction Work shall be done in accordance with the provisions of the most current edition of "**STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION**" (commonly known as "the GREEN BOOK") including Supplements, prepared and promulgated by the Southern California Chapter of the American Public Works Association and the Associated General Contractors of California, which specifications are hereinafter referred to as the "Standard Specifications." The provisions of these General Specifications shall apply and/or shall supersede, as the case may be, provisions of the above referenced Standard Specifications.
- e) Subcontracts. In addition to the information to be listed by the bidder with its bid pursuant to Section 2-3 of the Standard Specifications, entitled "Subcontracts," the bidder shall provide for each subcontractor listed a brief description of the Work and the dollar value of the Work to be subcontracted. After bids have been received, the written consent of the City is required to make any change in subcontractors.
- f) Meaning of Amount of Bid. Except where otherwise provided, all costs to perform the entirety of the Work, including all costs required for repair or replacement of existing improvements damaged, injured or removed as a result of the Work, shall be reflected in the unit or lump sum prices stated in the bidder's bid. If no specific unit or lump sum line item is required to be bid for a specific item of Work, then all costs related to that item shall be incorporated into the unit or lump sum prices provided for all other items. The total price of the bid is to be interpreted as the total price of all Work required under the Contract, whether or not there is a specific line item identifying a particular item of Work.
- g) Compliance with Labor Laws. Contractor shall comply with and adhere to all applicable labor laws, such as, but not limited to, alien labor, prevailing wages, etc. Contractor shall comply with the provisions of Sections 1770-1777.5 of the California Labor Code, and Section 7-2 of the Standard Specifications, entitled "Labor." The California Department of Industrial Relations has ascertained the general prevailing rate of wages in the county in which the Work is to be done. A copy of the general prevailing rate of wages is on file with the City Clerk of the City of Beverly Hills and is available for inspection and reference during regular business hours. Contractor

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

shall submit with bid, on a form provided in Section 7, a statement acknowledging obligation to comply with California Labor Law requirements.

- h) Contract Bonds. The bidder to whom a Contract is awarded shall file with the City a Payment (Labor and Materials) Bond in a form acceptable to the City in the amount of 100% of the Contract Price[Insert the amount you want here, such as "100% of the Contract Price"]~ before execution of the Contract. The bidder to whom a Contract is awarded shall file with the City a Performance (Completion) Bond in a form acceptable to the City in the amount of 100% of the Contract Price[Insert here the amount of the Performance Bond you want"]~ before execution of the Contract. The term "Contract Price" shall be deemed to mean the total Contract "not to exceed" amount consisting of the base bid stated in the Bidder's Bid plus all additional amounts provided for adjustments to the estimated quantities contained in the Bidder's Bid and for extra Work covered by approved Change Orders, if any.
- i) Liability Insurance. Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, his agents, representatives, employees or subcontractors, pursuant to contractor's bid or any subsequent contract. Insurance shall be of the type, in the amounts and subject to the provisions described below.
- i) **Commercial general liability** coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.
- ii) **Business automobile liability** insurance at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.
- iii) **Workers Compensation Insurance** as required by the State of California and employers liability insurance with a limit not less than \$1,000,000 (One Million Dollars) per accident.
- iv) Evidence of Coverage:
- (a) Prior to commencement of work under this contract, or within 14 days of notification of award of contract, whichever is shorter, Contractor shall file certificates of insurance with original endorsements evidencing coverage in compliance with this contract and in a form acceptable to City. The certificate shall be on the City's standard proof of insurance form or on another form acceptable to the City.
- (b) Contractor shall provide to City, on request, a complete copy, including all endorsements and riders, of any insurance policy.
- (c) During the term of this agreement, Contractor shall maintain current valid proof of insurance coverage, with City at all times. Proof of renewals shall be filed prior to expiration of any required coverage and shall be provided on the

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

City's standard proof of insurance form or on another form acceptable to the City.

(d) Failure to submit any required evidences of insurance within the required time period shall be cause for termination for default, and shall be cause for forfeiture of this bidder's bid security, if applicable.

(e) In the event Contractor does not maintain current, valid evidence of insurance on file with City, City may, at its option, withhold payment of any moneys owed to Contractor, or which it subsequently owes to Contractor, until proper proof is filed.

- v) All insurance coverages shall be provided by insurers with a rating of B+ or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.
- vi) Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided or canceled and shall not be reduced in coverage or limits except after 30 days prior written notice provided to the City. Upon prior request of the carrier, the notice period may be reduced to 10 days in the event of non-payment of premium.
- vii) All liability coverages shall name the City, its City Council and every officer, agent and employee of City as additional insureds with respect to work under this bid or any subsequent contract.
- viii) Contractor's insurance and any insurance provided in compliance with these specifications, shall be primary with respect to any insurance or self-insurance programs covering the City, its City Council and any officer, agent or employee of City.
- ix) Where available, the insurer shall agree to waive all rights of subrogation against the City, its City Council and every officer, agent and employee of City.
- x) Any deductibles or self-insured retentions shall be declared to and must be approved by City. At the option of the City, either the insurer shall reduce or eliminate the deductibles or self-insured retentions as respects the City, or the Contractor shall procure a bond guaranteeing payment of losses and expenses.
- xi) In the event that Contractor does not provide continuous insurance coverage, the City shall have the right, but not the obligation, to obtain the required insurance coverage at Contractor's cost, and the City may deduct all such costs from moneys the City owes to the Contractor or from moneys which it subsequently owes to the Contractor.
- j) Indemnification. The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any claim, liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this bid.

- k) Materials and Workmanship. The City shall have the right to inspect any material used. Material furnished shall be new, complete, ready-for-use and of the latest model, shall not have been used in demonstration or other services and shall have all the usual equipment as shown by its manufacturer's current specifications and catalogs, unless otherwise specified. Equipment, supplies or services that fail to comply with the Contract requirements regarding design, material or workmanship may be rejected at the option of the City. Any materials rejected shall be removed from City premises at the Contractor's sole expense.

All Work must be approved by the City. For unsatisfactory Work not corrected, the City may, at its option, withhold payment for the unsatisfactory Work, deduct the amount from the invoiced amount, have the Work corrected by another contractor at Contractor's cost and expense or perform the corrective Work with City personnel and deduct all costs so incurred by the City from moneys owed to the Contractor.

- l) License and Permits. Except as provided herein below, the Contractor shall obtain and pay for all permits and licenses required by federal, state or local law, rule or regulation. Costs for obtaining City permits required under this Contract will be waived. [NOTE: All requirements for obtaining permits (including City permits) remain in effect and are not waived; only the costs of City permits are waived.] For information concerning business licenses required under the Beverly Hills Municipal Code, contact the Beverly Hills Finance Department at (310) 285-2427.
- m) Payment. The Payment Provisions are provided in Appendix E hereto, and by this reference they are incorporated herein.
- n) Changes to the Work. City may by written notice initiate any change within the scope of the Contract. If Contractor desires to make any change, Contractor must submit a written request for that change to the City, but Contractor may make that change only upon written order of the City. A corresponding equitable change in the Contract Price of this Contract will be made for each change ordered.
- o) Termination of Work.
- i) **For Cause.** Upon notice to Contractor, City may terminate the Work or any part thereof immediately for cause, without any prior notification to Contractor.
 - ii) **Without Cause.** City may terminate the Work or any part thereof upon five (5) days prior notice to Contractor.
 - iii) **Payment.** Upon termination of the Contract in whole or in part, City shall pay Contractor, subject to all provisions of the Contract for retention of funds, for all Work completed prior to the date of termination.
- p) Resolution of Claims and Disputes. Public Contract Code Sections 20104 et seq. apply to this contract. Those Public Contract Code Sections are attached hereto as Exhibit I. In any arbitration to resolve a dispute relating to or arising out of this contract, the arbitrator's award shall be supported by law and substantial evidence. The arbitrator shall file a written decision with the court and serve a copy of it on each of the parties. The written decision shall contain a summary of the evidence, reasons underlying the decision, and unless the parties otherwise agree, findings of fact and conclusions of law.

- q) Assignment of Unfair Business Practices. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or a subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arises from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties.
- r) Safety and Protection of Workers. Pursuant to Public Contract Code Section 7104, if any work under this Contract involves digging trenches or other excavations that extend deeper than four feet below the surface:
- i) The Contractor shall promptly, and before the following conditions are disturbed, notify City, in writing, of any:
 - (1) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
 - (2) Subsurface or latent physical conditions at the site differing from those indicated.
 - (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in the Contract.
 - ii) The City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work shall issue a change order under the procedures described in the Contract.
 - iii) In the event that a dispute arises between the City and the Contractor, whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by the Contract, but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by Contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

SECTION 5: BIDDER'S BID

Bidder's Bid. The Bidder's Bid Form is provided in Appendix D hereto, and by this reference it is incorporated herein. This form must be completed by the bidder and submitted to the City as described in Section 1 above.

SECTION 6: SIGNATURE PAGE AND LEGAL STATUS

Signature Page and Legal Status. The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the City accept this proposal.

Bid proposal by _____
(Name of Firm)

Legal status of bidder: Please check the appropriate box

A. Corporation ___; State of Incorporation _____;

B. Partnership ___; List Names _____

C. DBA ___; State full name _____ DBA

D. Other ___; Explain _____

Signature of Bidder _____ Title _____
(Authorized Signature)

Signature of Bidder _____ Title _____
(Authorized Signature)

Address _____ City _____ Zip _____

Telephone #() _____

Signed this _____ day of _____ 199_

Bidder acknowledges receipt of the following Addenda:

<u>ADDENDUM NO.</u>	<u>BIDDER'S INITIALS</u>
_____	_____
_____	_____

SECTION 7: ADDITIONAL FORMS

Additional Forms

- a. Experience Form
- b. Affidavit of Non-Collusion
- c. Faithful Performance Bond
- d. Certificate of Insurance

EXPERIENCE FORM

Bidder has been engaged in business under the present business name, _____
_____, for ___ years.

State Contractor's License # _____ Class _____

The following contracts show Bidder's experience in work of a nature similar to that covered in the bid, completed in the past five (5) years:

<u>Year</u>	<u>Project Description</u>	<u>Contract Amount</u>	<u>Location</u>	<u>For Whom Performed</u>

Bidder, as a contractor, has never failed to satisfactorily complete a contract awarded to it, except as follows:

AFFIDAVIT OF NON-COLLUSION

State of California)

) ss.

County of _____)

_____, being first duly sworn, disposes and says that he or she is _____ of _____ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Contractor

attach appropriate
notary acknowledgments

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety named herein, on the ____ day of _____ 2012, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Principal _____

By _____

Surety _____

By _____



CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED (CONTRACTOR)

COMPANIES AFFORDING COVERAGE

- A.
- B.
- C.

ADDRESS

COMPANY (A. B. C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	LIMITS		
				B.I.	P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/>					

It is hereby understood and agreed that the **City of Beverly Hills**, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

(NAME OF INSURED)

It is further agreed that the following indemnity agreement between the **City of Beverly Hills** and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the **City of Beverly Hills**.

In the event of cancellation or material change in the above coverage, the company will give **30 days** written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: _____

BY: _____
Authorized Insurance Representative

AGENCY: _____

TITLE: _____

ADDRESS: _____

SECTION 8: BIDDER'S CHECK LIST

TO THE BIDDER:

The following checklist is provided for the convenience of both you and the City to help eliminate errors or omissions which may render your bid non-responsive. Please check all appropriate boxes and submit this page with your bid.

1. **BID**

Signed by Bidder

2. **AFFIDAVIT OF NONCOLLUSION**

Enclosed _____

Signed by Bidder

3. **SECTION 6: SIGNATURE AND LEGAL STATUS**

Enclosed _____

Signed by Bidder

4. **SECTION 7: EXPERIENCE FORM**

Enclosed _____

Make sure DELIVERY of your completed documents is made to the City Clerk, 455 North Rexford Drive, Room 190, Beverly Hills, CA 90210, prior to Bid Opening time. It is YOUR responsibility to mail your bid sufficiently early or deliver it in person.

APPENDIX A: FORM OF CONTRACT

FORM OF CONTRACT

This contract ("Contract") is entered into by and between the City of Beverly Hills ("City"), a California municipal corporation, and _____ ("Contractor"), a _____, whose address is _____.

In consideration of the agreements herein contained, the parties agree as follows:

1. **WORK TO BE PERFORMED.** Contractor shall furnish at Contractor's own expense all labor, materials, supplies, equipment, tools, transportation and other items of expense necessary to complete in a workmanlike manner all Work in accordance with the terms and conditions of the Contract, except for the labor, materials, supplies, equipment, tools, transportation and other items of expense as may be required to be furnished by the City. The Work is defined in detail in the Contract Documents, which govern the interpretation and performance of this Contract, but may be generally described as follows:

2. **CONTRACT DOCUMENTS.** This contract consists of this Form of Contract and the following Contract Documents, including all exhibits, appendices, addenda, drawings, specifications and documents therein and attachments thereto, all of which are by this reference incorporated herein and made a part of this Contract:

- SECTION 1: NOTICE INVITING BIDS
- SECTION 2: INSTRUCTIONS TO BIDDERS
- SECTION 3: SPECIAL CITY REQUIREMENTS
- SECTION 4: GENERAL SPECIFICATIONS
- SECTION 7: ADDITIONAL FORMS

as contained in City's Bid Document for Bid No. _____ dated _____, and

- SECTION 5: APPENDIX D: BID FORM
- SECTION 6: SIGNATURE PAGE AND LEGAL STATUS

of Contractor's Bid in response thereto, all of which are incorporated herein by reference, and all of which shall comprise the Contract Documents for this Contract. If any item of the Scope of Work, Payment Schedule, or any other item of the Bid Package is modified by either of the parties or arrived at by negotiation between the parties, that item as finally agreed upon by the parties shall also become a Contract Document, it shall supersede the corresponding item of the Bid Package, if any, and it shall be subject to all terms and conditions of the Contract.

3. **PERFORMANCE PERIOD.** Contractor shall commence Work after execution of the Contract, and shall complete all Work in 30 calendar days from the date of Notice To Proceed as set forth in the Contract Documents.

4. PAYMENT. City shall pay Contractor as full consideration for the satisfactory performance by Contractor of all Work required under this Contract the sum of _____ Dollars (\$_____), payable as provided in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the date stated below.

DATED: _____

DATED: _____

CITY OF BEVERLY HILLS
"City"

"Contractor"

(Incumbent's name)
Mayor

By: _____

Title: _____

ATTEST:

By: _____

Title: _____

BYRON POPE
City Clerk

APPROVED TO FORM:

APPROVED AS TO CONTENT:

LAURENCE WIENER
City Attorney

JEFF KOLIN
City Manager

FUNDS AVAILABLE:

SCOTT G. MILLER
Chief Financial Officer

NAME
POSITION

NAME
POSITION

APPENDIX B: SCOPE OF WORK

SCOPE OF WORK

1) GENERAL REQUIREMENTS

The Beverly Hills Public Library (BHPL) is seeking proposals for the furnishing and installation of a turnkey automated materials handling (AMHS) and RFID system for library materials in the main library located at 444 North Rexford Drive, Beverly Hills, CA. The scope of work will include provision of computer equipment; operating systems; RFID tags, readers and antennas; material sorting equipment; self-check equipment; customer check in stations; customer and staff inlets; and supplies; as well as, coordination of interface with the library's automated library system using SIP2; installation; staff training; system testing; maintenance; and any additional services required to implement a turnkey system. Qualified suppliers are invited to submit proposals for the project as set forth in the following Request for Proposal document.

The resultant contract with the successful Proposer(s) will be to furnish the AMHS unit in BHPL Library and to maintain AMHS for an initial period of three (3) years with the option to extend the contract(s) for two (2) additional years, after the initial three (3) year term.

A qualified supplier, for purposes of this Request for Proposal (RFP), must be an authorized and certified distributor/ reseller, business partner of the manufacturer or the original equipment manufacturer (OEM).

2) BACKGROUND

With decreased funding available, Library Administration has pointed to improving operational efficiencies as a necessity to maintaining a high level of service. As a consequence of decreased funding and staff and operating hour reductions, BHPL will undertake a program to integrate AMHS and RFID technologies to facilitate cost effective movement of materials within the system and inventory management of collections held at BHPL.

3) OVERVIEW OF SCOPE

The AMHS project encompasses the full range of AMHS and RFID services including all of the following:

- a) RFID
 - i) RFID tags for BHPL collections
 - ii) RFID readers and antennas and related equipment for conversion and ongoing collection management operations
 - iii) RFID equipment for staff workstations and customer self-service stations including check in, check out, and personal payment system.
 - iv) RFID interface software to link RFID tags, ILS, self-service equipment, staff workstations, inventory control equipment, sorting equipment, and servers.
- b) AMHS
 - i) Automated Materials Handling System for user friendly, convenient drop-off of materials returned to the library by customers and a fast and accurate discharge and sorting of these materials.
 - ii) AMHS reduction of manual labor associated with check in and sorting of returned materials of

- a minimum of 75%.
 - iii) AMHS will include sorting, conveyance equipment and related software and hardware for BHPL.
 - iv) Proposal will include installation, training, consultation, ongoing maintenance and support, and assistance with implementation schedule.
 - v) AMHS must be able to check-in and sort materials into multiple categories including, but not limited to:
 - 1. Returned materials destined to be re-shelved at the library and sorted at a minimum into two or more categories: adult and children's materials or comparable (first floor/second floor, etc.) designations,
 - 2. Media and periodicals destined to be re-shelved at that library.
 - 3. Returned materials that are trapped to fill holds
 - 4. Returned materials owned by other libraries,
 - vi) The AMHS must be sized to handle a minimum of 1,000 check-ins per hour and/or 90-95% of the check-in of returned materials.
 - vii) The AMHS must be sized to handle returns coming from an external book drop and an interior staff induction unit.
 - viii) The AMHS must be sized to fit the floor plan for the proposed location
- c) Integration
- i) Full integration of RFID and AMHS technologies with existing ILS in a turnkey operation.

4) SPECIFICATIONS

a) Technical Requirements: RFID Tags

- i) RFID tags shall be read-write 13.45 MHz passive tags that conform to ISO18000-3 and ISO 15693-2
- ii) RFID tags will have a minimum memory of 256 bits.
- iii) RFID tags will have a read range of 8" to 20"
- iv) RFID tags will have a lockable field into which permanent item identification number may be encoded
- v) RFID tags will include a theft or security bit that can be turned on and off, and that triggers an immediate alarm if an item not charged is read by the exit sensors
- vi) RFID tags shall work with all material formats, including print, audiotape, videotape, CD, and DVD.
- vii) Tag dimensions shall not exceed 2.0 by 3.0 inches.
- viii) It must be possible to print a barcode or library logo on the tags or on a cover label.
- ix) The proposed tag system must be guaranteed for the life of the item on which it is originally affixed.

b) Conversion Workstations

- i) The system shall include conversion-programming workstations that can read barcodes; and read, program, and reprogram RFID tags.
- ii) The workstations shall be able to print a barcode or library logo on the RFID label or label cover (Indicate which.)
- iii) In addition to being able to read barcodes directly, the workstation shall interface with the automated library system to download barcode numbers for conversion to RFID tags.
- iv) The system shall include mobile conversion/programming units for use in the stacks.
- v) The workstations shall also be usable as staff workstations for charge and discharge of library materials.

c) Technical Requirements: Staff Workstations

- i) Staff workstations shall be able to read tags and display the information thereon
- ii) It shall be possible to charge and discharge materials on the same unit.
- iii) Staff workstations shall have a short read range of no more than 14 inches so that nearby tags are not read unintentionally.
- iv) It shall be possible to read multiple tags presented in a stack of items. (Indicate the maximum number of items or maximum height of the stack.)
- v) The workstations shall read the barcodes on patron cards, but shall be capable of reading RFID tags or smart cards should the library convert to one of those for patron identification.
- vi) The workstations shall read the barcodes on items that do not yet have RFID tags.
- vii) The staff workstations shall interface with the library's automated library system using SIP2
- viii) It shall be possible to place the workstations on a countertop or to recess them in a countertop.

d) Patron Self-check Stations

- i) The patron self-checking stations shall be menu-based with customizable prompts.
- ii) A Farsi-language user interface shall be available to station users. (Other languages should also be available on an optional basis.)
- iii) The proposed system should have the ability to be built into circulation desks with touch screen monitors that display instructions for use.
- iv) It shall be possible to place the workstations on a countertop or recess them in a countertop.
- v) At the option of the library, the stations shall accept a patron card with a barcode, RFID tag, or smart card.
- vi) The patron shall be able to process one item at a time or a stack of items. (Indicate the maximum number of items or the maximum height of the stack.)
- vii) The stations shall accommodate all materials types. Indicate if additional steps are required for media.
- viii) The screen shall display the inventory control information on the tag(s) and the due date(s).
- ix) The patron shall be alerted when an item has not been read.
- x) Each station shall have a receipt printer with the ability to print out all information for a patron transaction on a single receipt. Such receipt should be customizable to incorporate library identity or other information.
- xi) The stations shall interface with the library's automated library system using SIP2.

e) Exit Sensors

- i) Dual exit sensors shall be configured per existing conditions.
- ii) The exit sensors shall provide a count of the number of exiting persons.
- iii) Tags with theft or security bits that are on shall trigger an immediate alarm.
- iv) The alarm shall be both audible and visual.
- v) The system shall record the item identification number that has set off the alarm.
- vi) The exit sensors shall operate without interference from any equipment in operation in BHPL and be shielded from external interference from light fixtures, elevator motors, etc.
- vii) The exit sensors shall not interfere with the operation of the automated library system clients or PCs that may be nearby.

f) Portable Inventory Readers

- i) The portable inventory readers shall be wireless.

- ii) The portable inventory readers shall interface with the automated library system using SIP2.
- iii) The portable inventory readers shall not only be usable for inventory, but also for specific item searches and reading of shelves for proper shelving order.
- iv) It shall be possible to read the tags at distances up to 12 inches. (Indicate the maximum distance if less.)
- v) Indicate the maximum number of tags that can be read per hour when inventorying.
- vi) The portable reader must incorporate an ergonomic design to be relatively non-stressful to the wrist, arm, shoulder, and elbow. (Indicate the weight of the reader.)

g) Technical Requirements: Public Check-in Units & Chutes

- i) Receive material from customers and feed items into the sorting system.
- ii) Provide security against introduction of potentially hazardous foreign materials.
- iii) Include chutes designed for various materials formats.
- iv) Include disabled accessible chutes
- v) Include manual chute for non-compliant items
- vi) Check-in all formats and various sizes and weights of materials including hardcover books, paperback books, audio books, DVDs, videos, CD-ROMs, CDs and magazines.
- vii) Enable returned items to be identified in the ILS as having been returned and update the customer account in real time.
- viii) Print and deliver receipt after library customer has finished transaction from external public check-in units.
- ix) Compatibility with Codabar with MOD10 barcodes.
- x) Compatibility with RFID technology.
- xi) Compatibility **Innovative Interfaces, Inc ILS**
- xii) Be able to operate concurrently with barcode and RFID tagged items in a mixed load.
- xiii) Ability to process library materials without danger of damaging or erasing magnetic media such as CDs and DVDs.
- xiv) Provide "Instructions for Use" to the library customer in alternative languages in a minimum of English and Farsi with additional languages available on BHPL self-check units.
- xv) Provide "store and forward" capability that will capture information when the ILS is down for relay after service has been restored.
- xvi) Provide customer interface indicating system overload or emergency shut down
- xvii) Capability to provide statistical reports of items checked in.

h) Technical Requirements: Sorting System

- i) Capability of distributing returned items into separate bins, totes, trolleys or trucks according to criteria established by the library.
- ii) Sort items destined for re-shelving or delivery to alternate location(s).
- iii) Place items for delivery to alternate location(s) into shipment bins or totes.
- iv) Have ergonomically sized and maneuverable book trucks, trolleys, or book bins.
- v) Sort items destined for other locations into existing shipment totes.
- vi) Not utilize a compressor.
- vii) Require no more than one staff member to operate the AMHS.
- viii) Operate at a sound level within OSHA requirements.
- ix) Require that all electrical system or machines requiring 100-120 volt service be equipped with 3-wire electrical cord which is an integral part of the cord.
- x) Provide continuous automated check-in without an operator and without jamming for 24 hours a day, 365 days per year.
- xi) Include staff induction unit(s) to accommodate other returned items or to implement different sorting configurations .
- xii) Be easily reconfigured for additional or modified sorting arrangement

i) Service Requirements: Installation

- i) The Proposer shall provide a detailed installation plan including:
 - (a) Illustration, dimensions, equipment detail, shop drawings, and capacity of proposed AMHS equipment as required for specific installations. Location sort consisting of a blend of bins, totes, trolleys, and book trucks for a Seven bin sort system with one staff and one customer induction station
 - (b) Timeline

- ii) The Proposer will provide BHPL with consultation related to the following:
 - (a) Ability to provide system requirements in available space
 - (b) Power and data requirements for system
 - (c) Air conditioning and dust or particulate filtration requirements
 - (d) Support for any modifications required to space
 - (e) Shop drawings for installation of sorting equipment

- iii) The Proposer shall designate a Project Manager.

- iv) The Proposer Project Manager will meet on a mutually agreed upon schedule with the BHPL Project Manager to review project status and to identify and resolve any pending issues or problems.

j) Warranty and Maintenance

Warranty will be for a minimum of one year and will include all service including labor, parts, materials, and preventive maintenance for operational hours. For the purposes of warranty and maintenance, operational hours shall be defined as Monday-Friday, 8 a.m. to 8 p.m.; Saturday-Sunday, 9 a.m. to 6 p.m. Warranty is defined as Proposer fully absorbing the cost of parts, labor, travel and/or transportation to repair or replacement of any defective part(s) in the system, including all hardware, software, cables, etc. and maintaining the system in an operating condition for a minimum of one year. Warranty shall include preventive maintenance visits per year as recommended by manufacturer. Preventive maintenance shall include checking for mechanical and electrical safety, lubrication, functional testing and adjusting for optimal performance. The service representative shall observe and record all operating parameters in complete service reports signed by the department representative. Copies of all service reports shall be provided to BHPL staff upon completion of all service calls.

Also included during warranty is full documentation provided in a format acceptable to the Library of all service activities including, but not limited to, corrective and preventative maintenance during the warranty period.

- i) Manufacturer warranties for equipment and software shall pass through to BHPL at no additional cost to BHPL

- ii) Proposer must also indicate in their proposal any manufacturer and/or vendor warranty options and their associated costs to BHPL.

- iii) Vendors must in their proposal outline options and associated costs for maintenance and support ongoing after implementation. These options should include manufacturer

maintenance options as well as any potential vendor provided maintenance and/or ongoing support. These options should be on both time and material, as well as fixed cost basis.

- iv) The Library shall elect the maintenance option it feels is most appropriate for its needs.
- v) The system shall be covered by a warranty for a least one year from the date of system acceptance.
- vi) Physical maintenance support (parts and labor) shall be available from not more than ninety (90) minutes away. The Proposer shall respond with the office locations of this support. Service personnel residences do not need to meet this requirement.
- vii) Proposer warrants that it will maintain continue to maintain for at least (10) ten years after award of contract, full-time qualified maintenance personnel and an inventory of all replacement parts for system all located within the United States.

k) Performance Requirements

- i) Vendor will agree to provide service from the latest manufacturer's software version and notify customer at least thirty days prior to any software upgrades.
- ii) All software upgrades, which impact system performance, must be done during period when the library is not open to the public to minimize service interruption to customers and staff.
- iii) Vendor will warrant for the term of the agreement that the system furnished will be free from defects and capable of performing in accordance with manufacturer's specifications and the requirements of this RFP.
- iv) Uptime is defined as the ability to handle 90% of returned materials site. The uptime guarantee should be based on the operational hours as determined by the terms of the warranty or service contract.
- v) Downtime is defined as the time between the notification to the Proposer of the system being inoperable for its intended use and the time the service report is signed by a responsible departmental employee noting the unit is fully functional. Downtime does not include times that service is requested and the system remains functional. Downtime does not include shut-down for scheduled preventive maintenance.
- vi) During the warranty period, failure to meet the uptime requirement during any one calendar month will be cause for an extension of the warranty for the period of one month.
- vii) During the service contract period for each library AMHS installation, failure to meet the uptime requirement during any one calendar month will result in Contractor crediting Library's invoice for the equivalent of one month's service cost.

l) Scalability

The AMHS must be sized to handle 10% annual circulation growth in the next five years

m) Training

- i) Proposer must provide training, manuals and operator guides for the check-in units and the sorting system.
- ii) Proposer must provide on-site training with equipment installed.

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

- iii) Proposer shall provide system administration and technical training to BHPL designated Library staff during and after installation.

APPENDIX C: SUBMITTAL DOCUMENTATION

Proposer must present and complete all of the items stated in this section. Adherence to these rules will help ensure a fair and objective analysis of all proposals.

Answers to questions in this section must be completed in sequential order and the answers for each section should be clearly demarcated from the preceding and following sections. It is required that the question number and question should be referenced in providing answers. The proposal shall include the following at a minimum:

1) Proposer Information

- a) Proposer's complete name, business address, including headquarters and all local office telephone numbers. The name, mailing address, and telephone number of person the Library should contact regarding the proposal.
- b) Indicate any offices or facility locations within the Los Angeles area that substantially and directly enhance the firm's ability to perform the proposed contract.
- c) A description of the Proposer's organization(s), including names of principals, numbers of employees, longevity, areas of specialization and expertise and any other pertinent information that will assist in formulating an opinion about the stability and financial strength of this organization. Also, state how long the organization has been in the business of providing the requested services.
- d) The jurisdiction in which the Proposer is organized and the date of such organization.
- e) A complete disclosure if Proposer has defaulted in its performance on a contract during the past five years which has led the other party to terminate the contract, and if so, the identity of the parties involved and the circumstances of the default of the termination.
- f) A list of any lawsuits filed against the Proposer, its subsidiaries, parent, other corporate affiliates, or subcontractors in the past five years and the outcome of these lawsuits.
- g) Copies of the Proposer's last two audited annual financial statements.

2) Executive Summary

Provide a brief synopsis of the highlights of the proposal and its overall benefits to BHPL, the Proposer's qualifications and experience, and a description of the capabilities of the Proposer that pertain to the RFP. This section should provide information on the Proposer's understanding of the overall project and a summary of the system being proposed. Proposer should indicate their current installed customer base of the proposed equipment.

3) Qualifications, Service and Experience of Key Personnel

- a) Provide a complete list of names, resumes and references for all key personnel associated with the proposal. The list must include all key personnel who will provide maintenance and support services, project management, implementation services and technical support.
- b) For each person on the list, the following information must be included: relationship with the Proposer, including job title and years of employment with the Proposer; role to be played in connection with the proposal; address; vendor certifications; relevant experience, other certificates or other relevant achievements.

- c) Provide specifics on the number of certified local technicians.
- d) Describe depth of experience installing and providing support on AMHS.
- e) Discuss business relationship with the manufacturers whose products are being sourced to fulfill the requirements of this RFP.

4) **References**

Complete reference information in Exhibit A – Proposer’s References for a minimum of three (3) institutions or agencies (active client references) for which the Proposer provides or has provided comparable materials and services that are similar in size and complexity as described in this RFP.

5) **Description of Proposed System**

Proposer must describe the proposed design of AMHS including all hardware and software components. Proposer must provide the following in their description:

- a) Describe specific AMHS solutions. Solutions must be provided in context of the floor plan of the library.
- b) Describe the building and site modifications and all associated costs required for the implementation of the AMHS. (Reference Attachment 1)

6) **Technical Requirements**

Proposer is required to address and provide answers to their capability and extent of being able to meet each of the technical requirements stated in Appendix B: Specifications and Tehcnial Requirements. The responses should follow the numbering of the items listed below. Response can include narrative description, sample if requested, illustration, cut sheet, photograph, or physical object if appropriate.

If the Proposer is unable to meet any specific requirements, it should be clearly stated. If product development is underway Proposer should indicate this and any progress toward implementation.

Check in Units

- a.01 Describe or illustrate the public interface of the external public check-in units including the receipt function, instructions, and the language capabilities.
- a.02 Provide a list of standard instructional screen messages for customer information (i.e., ready to use, item rejected, item received, thank you, etc.) Can these messages be modified?
- a.03 Provide samples of customized receipts.
- a.04 Provide evidence that check in units meet Americans with Disabilities Act requirements.
- a.05 Indicate how personal payment system can be integrated into the check-in unit.

Chutes

- b.01 Describe external chute requirements including dimensions above finished floor, thickness of wall, required cut out, and power and data requirements.
- b.02 Describe any available methods of controlling access to the chute by lock out, limitation, etc.

- b.03 Describe how customer library card activates the chute and system compatibility with bar codes and magnetic strips on customer library cards if applicable.
- b.04 Describe system response in event of sorting system malfunction, overload, or jam.
- b.05 Describe any safety features designed to prevent personal injury.
- b.06 Can customer return and check-in continue if the sorting system is not operating?
- b.07 Include one manual chute for use of unreadable items or customers without library cards.

Sorting System

- c.01 Describe or illustrate the sorting and materials conveyance equipment including the book trucks, trolleys, totes and book bins. Provide dimensions, ceiling height, and floor load requirements.
- c.02 Provide a basic schematic illustration of a 7 bin sort unit with one staff and one external customer induction station.
- c.03 Describe how the mechanical system is powered.
- c.04 Provide detailed product information on all sorting bins, carts, and trolleys, including size, weight, maneuverability, and item count capacity.
- c.05 Provide evidence that the system can process 1,000 returns per hour.
- c.06 Provide detailed statistics on the reduction in manual labor associated with check-ins.
- c.07 Describe how materials are physically moved forward and diverted along the conveyance equipment.
- c.08 Describe the electrical power requirements for each AMHS.
- c.09 List the testing entities that have given approval ratings to the electrically powered portions of the AMHS.
- c.10 Describe how the AMHS handles materials that do not belong to BHPL.
- c.11 Describe how the AMHS handles materials that are trapped to fill a reserve.
- c.12 Describe the AMHS backup system when there is an electrical power failure.
- c.13 Describe the backup system if the ILS system is down.
- c.14 Include information on requirements for back up batteries and UPS devices as well as recommendations for additional battery stock.
- c.15 Describe the emergency procedure for shut down if the system malfunctions, is overloaded or is jammed. Describe the required operator intervention in an emergency. Describe the emergency procedure when no operator is present.
- c.16 Prove that the sound level produced by the mechanical conveyance system falls within

OSHA requirements within open staff working areas.

- c.17 Describe the level of technical expertise required to change the sorting criteria. Can BHPL personnel program multiple sorting options and can these be stored in the system memory?
- c.18 Can additional sorting locations (bins) be added if required in the future? Will the modularity of the system permit adding sort locations without replacement of existing equipment?
- c.19 Indicate any specific HVAC requirements generated by the use of this equipment.
- c.20 Describe any particulate filtration requirements generated by the use of this equipment.
- c.21 How do the bins, totes, trolleys, and carts connect to the sorting system?
- c.22 Provide detail on the number of staff required and the level of staff involvement for a 7 bin sorting systems.

RFID Tags

- d.01 Describe the RFID tags proposed including storage capacity, maximum distance from reader, number of simultaneous items read, and other performance standards relevant to this proposal.
- d.02 Physically describe the tags for books and the tag for media items and strategies or application methods that protect them from removal or vandalism.
- d.03 Do tags have a warranty?
- d.04 How are defective tags handled?
- d.05 Do tags have a shelf life?
- d.06 Does the number of "reads" shorten the life of a tag?

Conversion Station

- e.01 Describe or illustrate the proposed conversion stations.
- e.02 Include the estimated number of items that can be processed per hour.
- e.03 Does vendor offer mobile conversion stations that can be rented/leased?
- e.04 Describe the software and hardware required to convert existing staff workstations to RFID conversion stations.

Self-Check Stations

- f.01 Provide a description of self-check stations including any software required and power and data requirements.
- f.02 Document the percentage of anticipated successful customer transactions.
- f.03 Provide evidence that these units will meet Americans with Disabilities Act requirements.

- f.04 Indicate the number of RFID tagged items that can be handled simultaneously in a single transaction.
- f.05 Indicate how the self-check will handle a mixed load containing RFID and bar-coded items.
- f.06 Indicate how a personal payment system can be integrated into the self-check unit.
- f.07 Can user help be provided in multiple languages?
- f.08 Provide samples of the receipt that the self-check will provide the customer. Can the Library customize this receipt?

Collection Management

- g.01 Describe the portable hardware available for use in collection management, shelf reading and inventory function. Provide information on range of portable reader and reach of physical hardware. Include unit costs for these in Exhibit B.

Inventory Control Security Gates

- h.01 Please indicate how items from other locations that are protected by 3M EM strips will be protected from theft. Will double inventory control systems be required?
- h.02 Describe and provide illustration of RFID security monitors and application recommended for each of the two libraries including necessary clearances, power and data requirements and documented percentage of accuracy.
- h.03 How are the security gates connected to the ILS? Can they identify the customer and/or the item which is not checked out?
- h.04 Indicate if proposed RFID security system includes people counter.

Systems Integration

- i.01 Describe the AMHS integration/interface with the ILS. Address any potential licensing issues relating to use of ILS.
- i.02 Describe the network protocols equipment uses.
- i.03 Describe the interface between the self-check equipment, RFID readers and the ILS requirements.
- i.04 Describe and demonstrate how the AMHS reads Codabar with MOD 10 barcodes.
- i.05 Describe how the AMHS will work concurrently with RFID tags and Codabar with MOD 10 barcodes including mixed loads.
- i.07 Turnkey operation requires full integration of functionality between AMHS, ILS, RFID Technology, and Self-check equipment. Please describe any hardware, software or installation services which BHPL will be required to purchase directly from any other vendor to complete this project.

Statistical Reporting

- j.01 Describe the statistical reporting capabilities of the AMHS.

- j.02 Provide a list of basic reports available.
- j.03 Provide sample reports.
- j.04 What level of technical expertise is required to customize reports?

Customer Notification

- k.01 Can the system notify a customer when an item on hold has been checked in?

Training

- l.01 Describe the training program, content, documentation, and any recommended on-going training.

Testing and Validation

- m.01 Provide a detailed functionality checklist for each component of the system: customer check-in, ILS interface, checkout, inventory control, conversion, sorting machine, and statistical reporting.
- m.02 Describe procedures, retest options, and length of time required to verify full functionality of the system.

7) Service Requirements – Installation

Provide a narrative statement that defines the implementation methodology the Proposer intends to use to provide on-site installation of the AMHS (Refer to Points under Appendix B: Section 4 Specifications Technical Requirements – Service Requirements – Installation.)

- a) Define a project completion plan. Include the following details:
 - i) Project role for the Proposer and Library, including skills required;
 - ii) Project phases and tasks to be performed;
 - iii) Deliverables from the project and who is responsible for the deliverable;
 - iv) Project timeline and phases, include tasks and deliverables and Proposer's capacity to implement the project;
 - v) Assignment of roles to tasks, including estimated time;
- b) Describe the management plan the Proposer intends to employ for the project and an explanation of how it will support the project requirements and logically lead to the required deliverables. The description must include the organization of the project team, including accountability and lines of authority.
- c) Describe how the relationship between the Library and Proposer will be managed from an account and technical support perspective.
- d) Describe what is required of the Library to ensure the successful implementation of the system.
- e) State delivery date in terms of calendar days after receipt of order (ARO).

8) Service Requirements – Warranty

- a) Describe in detail the warranties provided by you or the manufacturer, for both hardware and software for the proposed AMHS.
- b) Provide information on the coverage times, warranty period, covered services and replacement requirements, etc.
- c) Provide a detailed description of the useful life of the AMHS and its various components.

9) Service Requirements – Maintenance and Support

- a) Describe the processes needed to support the ongoing running and operation of AMHS.
- b) State the level and operational and staffing support needed to operate and maintain the solution.
- c) Describe what processes can be done by City IT staff and which need to be performed by certified technicians.
- d) State that the cost of the first-year full warranty including maintenance service and parts is included in this proposal.
- e) Provide a price proposal for turn-key maintenance as shown in Exhibit B.
- f) Provide the schedule of your on-call support services and any associated price including:
 - i) Current hourly rate for after-hours emergency service Monday through Friday 6:01 p.m. – 7:59 a.m.
 - ii) Current hourly rate for after-hours emergency service on Saturdays
 - iii) Current hourly rate for after-hours emergency service on Sundays
 - iv) Current hourly rate for after-hours emergency service on Proposer-observed holidays
 - v) State current minimum hours charged for after-hours service
 - vi) Current hourly travel charge for after-hours service
 - vii) State current minimum travel charge for after hours service
- g) Describe the response time of your support services if the system is not functional (“hard down”). The Library requires a confirmation of event report within one hour and response from Contractor within 8 hours.
- h) Describe the response time of your support services if the system is still functional (“soft down”), but requires service.
- i) State the names, city of residence and years experience with the proposed system for up to three (3) service engineers likely to service the BHPL account.
- j) List the replacement parts inventory that should be kept on-site to maintain the system.
- k) Provide quantities and unit prices for the parts inventory.

- l) State the storage location of the additional replacement parts to be provided under maintenance and define the estimated delivery time to the BHPL facilities (if required).
- m) Describe how software upgrades/patches are done.
- n) State the number of preventive maintenance visits recommended by the manufacturer.
- o) State the number of hours required to perform each preventive maintenance visit.
- p) The Library requires availability of replacement parts for a minimum of 10 years. State in years after acquisition the availability of replacement parts for the system you are proposing.
- q) The Library requires a minimum system life expectancy of 10 years. State in years the expected life of the proposed system; i.e., number of years before major refurbishment or replacement is required.

10) Service Requirements – Performance Requirements

- a) State your uptime guarantee.

11) Service Requirements – Training

- a) Fully describe the training to be provided regarding proper operation and use of the system (for how many persons, for what length of time).
- b) Describe your capabilities of providing on-site operator training including the number of staff who can be accommodated at each class, future training availability and the experience of staff that will provide the training.
- c) Provide an outline of the operator training and a description of the training materials that you will provide.
- d) Describe any costs associated with this training. Also specify the cost in the Proposal Price Summary.

12) Service Requirements – Documentation

- a) Provide a detailed inventory of all design, implementation, operational and training documentation to be delivered.

13) Costs

Proposer must complete Exhibit B – Proposal Cost Summary, of this RFP.

Proposer may choose to provide optional configurations (Exhibit C - Configuration Options) by completing and printing the configuration worksheet of the Excel workbook provided. In submitting optional configurations, Proposers are asked to reproduce the form and clearly indicate on the form and on the Excel worksheet the applicable option number. Clearly identify each option and clearly distinguish between optional proposals. Sign and date.

14) Statistical Reporting

- a) Provide a sample of the wide range of statistical reports as requested by the Library with the ability to customize individual reports.

APPENDIX D: BID FORM

BID FORM

NOTE: Any Alteration or Addition to the Bid Form May Invalidate the Bid

TO: THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF BEVERLY HILLS

The undersigned, having carefully examined the site conditions and the Contract Documents for

HEREBY PROPOSES AND AGREES to commence the Work per the Agreement; to furnish all labor, materials, equipment, transportation, service, sales taxes, and other costs necessary to complete the Work in 30 calendar days from the date of Notice To Proceed, in strict conformity with the Contract Documents, at prices indicated below.

1.0 TOTAL LUMP SUM BASE BID:

Dollars \$ _____

2.0 SUBCONTRACTORS

Each bid shall have listed on the form provided herewith the name and location of the place of business of each subcontractor (and the subcontractor's State Contractor's License Number) who will perform work or labor or render service to the bidder in or about the construction of the work or improvement, or subcontractor licensed by the State of California who under subcontract to the bidder, will specially fabricate and install portions of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of 1/2 of 1 percent of the bidder's total bid. Each bid shall also have listed on the form the portion of work which will be done by each such subcontractor. The bidder shall list only one subcontractor for each such portion of work which will be done by each subcontractor as defined by the bidder in his bid.

.....
NOTICE: Penalties for violations of the Subletting and Subcontracting Fair Practices Act will be enforced by the Owner for failure to list subcontractors as provided by that act.

.....
Subcontractor's name, mailing
address and telephone number and
State Contractor's License Number.

Description of work to be
subcontracted.

Respectively submitted,

APPENDIX E: PAYMENT PROCEDURES

- 1.1 Based upon Applications for Payment submitted to the City, the City shall make progress payments on account of the Contract Sum to the Contractor as provided below.
- 1.2 The period covered by each Application for Payment shall be one calendar month.
- 1.3 City shall make payment to the Contractor within thirty (30) days after receipt of a proper Application for Payment.
- 1.4 Each Application for Payment shall be based upon the approved Schedule of Values submitted by the Contractor. The Schedule of Values shall allocate the entire Contract Sum among the Various portions of the Work and be prepared in such form and supported by such data to substantiate its accuracy as may be required.
- 1.5 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for payment.
- 1.6 The amount of each progress payment shall be computed as follows:
 - 1.6.1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the total Contract Sum allocated to that portion of the Work in the Schedule of Values, less retention of ten percent (10%).
 - 1.6.2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the City, suitably stored off the site at a location agreed upon in writing), less retention of ten percent (10%).
 - 1.6.3 Subtract the aggregate of previous payments made by the City.
- 1.7 Reduction or limitation of retainage, if any, shall be upon written request by the Contractor. The City, at its discretion, may reduce the total retention withheld or release retention for a specific item of work where extended withholding of retention is not warranted.
- 1.8 Securities may be provided in lieu of retainage as follows:
 - 1.8.1 At the request and expense of the Contractor, upon execution of a proper escrow agreement, securities equivalent to the amount withheld shall be deposited with the public agency as the escrow agent, or with a state or federally chartered bank as the escrow agent, and the public agency shall then pay such monies to the Contractor.
 - 1.8.2 Upon satisfactory completion of the contract, the securities shall be returned to the Contractor.

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

1.8.3 Securities eligible for investment under this section shall include those listed in Section 16430 of Government Code, bank or savings and loan certificates of deposit, interest bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by the Contractor and the City.

1.8.4 The Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

1.8.5 The escrow agreement to be used hereunder is attached hereto.

2.0 FINAL PAYMENT

2.1 Final Payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the City to the Contractor when (1) the Contract has been fully performed by the Contractor except for the Contractor's responsibility to correct nonconforming Work as agreed to between the City and the Contractor; and (2) a final Certificate for Payment has been submitted by the Contractor and approved by the City; and (3) the work has been accepted by the City Council of the City of Beverly Hills; and (4) a Notice of Completion has been filed. Final payment shall be made by the City not more than forty (40) days after completion of the above, but only to the extent that no stop notices or other requirements to withhold funds are then in effect.

ESCROW AGREEMENT FOR SECURITY DEPOSITS
IN LIEU OF RETENTION

This Escrow Agreement is made and entered into by and between _____
whose address is _____ (hereinafter called "City"),
_____ whose address is _____
(hereinafter called "Contractor"), and _____ whose address is
_____, (hereinafter called "Escrow Agent").

For consideration as hereinafter set forth, Owner, Contractor, and Escrow Agent agree as follows:

(1) Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by City pursuant to the Construction Contract entered into between City and Contractor for _____ in the amount of _____, dated (hereinafter referred to as the "Contract"). When Contractor deposits the securities as a substitute for Contract earnings, the Escrow agent shall notify City within ten days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Contract between City and Contractor. Securities shall be held in the name of _____, and shall designate Contractor as the beneficial owner.

(2) City shall make progress payments to Contractor for such funds which otherwise would be withheld from progress payment pursuant to the Contract provisions, provided that Escrow Agent holds securities in the form and amount specified above.

(3) Alternatively, City may make payments directly to Escrow Agent in the amount of retention for the benefit of Owner until such time as the escrow created hereunder is terminated.

(4) Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the escrow account. These expenses and payment terms shall be determined by Contractor and Escrow Agent.

(5) Interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to City.

(6) Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from City to Escrow Agent that City consents to the withdrawal of the amount sought to be withdrawn by Contractor.

(7) City shall have the right to draw upon the securities in the event of default by Contractor. Upon seven days' written notice to Escrow Agent from City of the default, Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by City.

(8) Upon receipt of written notification from City certifying that the Contract is final and complete, and that Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees

and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all monies and securities on deposit and payments of fees and charges.

(9) Escrow Agent shall rely on the written notifications from City and Contractor pursuant to Sections (4) to (6), inclusive, of this agreement and City and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.

(10) The names of the persons who are authorized to give written notice or to receive written notice on behalf of City, Contractor, and Escrow Agent in connection with the foregoing, and exemplars of their respective signatures are as follows:

City:

Contractor:

Escrow Agent:

At the time the Escrow Account is opened, City and Contractor shall deliver to Escrow Agent a fully executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Escrow Agreement by the proper officers on the date first set forth above.

City:

Contractor:

Escrow Agent:

ATTACHMENT 1: DRAWINGS

Attachment 1, Library Floor Plan, are separate PDF Documents to which Proposers should refer.

ATTACHMENT 2: LIBRARY STATISTICS

LIBRARY CHECK IN STATISTICS

Annual Check in Report FY 2010 - 2011

Location	Check In	Check Out	Renewals	TOTAL
BHPL	565,197	570,209	105,480	1,250,875

Non-Owned (from other libraries) Items Borrowed/Lent FY 2010 - 2011

Location	Borrowed	Lent	TOTAL
BHPL	264	1,272	1,536

LIBRARY STATISTICS:

Address, Square Footage, Staffing, Hours Open, Items Owned, and Annual Circulation

Library	Address	Sq. Feet	Hours Open Weekly	Items Owned	Annual Circulation	Non-Print as % of Total Circ.
BHPL	444 N. Rexford Dr. Beverly Hills, CA 90210	72,000	61	257,101	600,000	15%

LIBRARY OPEN HOURS BY LOCATION

	Open	Open	Open	Open	Open	Open	Open
	Mon.	Tues.	Wed.	Th.	Fri.	Sat.	Sun.
BHPL	10-8	10-8	10-8	10-8	10-6	10-6	12-5

LANGUAGES AVAILABLE ON BHPL SELF-CHECK UNITS

Languages Required on BHPL Self-Check Units

- English
- Farsi
- Korean
- Spanish (North American)
- French

ATTACHMENT 3: LIBRARY EQUIPMENT REQUIREMENTS

1) Library AMHS/RFID Equipment Requirements

Library	External Auto Returns	Internal Auto Returns	Bypass Return Chute	Staff Wkstations Requiring RFID software	Conversion Equipment	Library PDA Shelf readers
BHPL	1	0	1 External	8	2	1

Library	RFID Tags (ODC)	Staff Induction Stations	Self-Checks	Security Gates/ Exits	Sorting Locations Bins	
BHPL	300,000	1	6	3	7	

2) TIME OF PERFORMANCE

The work for this bid package is specified to be completed in 150 calendar days from the date of Notice To Proceed. All new _____ work shall be completed within 15 days after _____.

3) GUARANTEE / PRODUCT WARRANTY

Furnish the City a manufacturer's written guarantee against all material defects for a period of ten (10) years from the date of final acceptance. Warranty shall cover against _____.

4) PREVENTIVE MAINTENANCE PROGRAM

Contractor shall perform two (2) inspections of the _____ per year and submit a written report of the condition of the _____ for the duration of the guarantee/product warranty period. The cost for the inspection service shall be included in the bidders base bid and shown as a separate cost item. Payment for this service shall be made when service is rendered.

EXHIBIT A: FORM FOR PROPOSER'S REFERENCES

Provide a list of public library AMHS and RFID installations made in the last five years in the United States including:

- a. Library name and location
- b. Contact information for project manager of the RFID AMHS project
- c. Library's ILS System
- d. Annual circulation for one full year
- e. Number of sorting locations
- f. Number of self check units in operation at location
- g. Manufacturer and model of self check stations
- h. Library's ILS

Provide at least three (3) customer references. Include institution, contact person, contact person title, address and phone number. These references should be similar in size and scope of service to BHPL, must be willing to be contacted by us, and should have at least six months go-live experience on a system that includes the components proposed for BHPL. At least one should be a potential site visit, ideally within a one-day trip from Los Angeles.

1. ACCOUNT NAME: _____
ADDRESS: _____
KEY CONTACT PERSON: _____
TELEPHONE NUMBER: _____
INSTALLATION DATE _____

2. ACCOUNT NAME: _____
ADDRESS: _____
KEY CONTACT PERSON: _____
TELEPHONE NUMBER: _____
INSTALLATION DATE _____

3. ACCOUNT NAME: _____

ADDRESS: _____

KEY CONTACT PERSON: _____

TELEPHONE NUMBER: _____

INSTALLATION DATE _____

EXHIBIT B: PROPOSAL COST SUMMARY

- 1) The proposal price summary must detail the complete costs associated with the entire project. If the payment schedule includes payments prior to completion of services, payments must be tied to milestones and deliverables. The proposal must :
 - a) Specify total system cost of AMHS/RFID system
 - b) Include cost estimates of the building and site modifications that BHPL will need to make to accommodate each AMHS
 - c) Include itemized costs for major system components such as the public check-in units, staff induction units, conveyance machinery, totes, trolleys, book trucks and book bins.
 - d) Include the cost of all hardware, software, implementation services, training, warranties, installation, vendor consulting services, and maintenance fees.

- 2) Unit quantities for security gates (both two gate and three gate systems), RFID tags, staff workstations requiring conversion to RFID technology, Self-check stations, internal customer returns, external customer returns, PDA shelf-readers, manual customer returns, conversion stations, and minimum number of sorting locations are provided in Attachment 3.

Cost Table 1 – AMHS, Building/Site Modification, Check-in Unit, Conveyance Machinery Price

Library	Price of Building/Site Modifications	External Public Check-in Units	Staff Induction-Units	Conveyance System	Installation	Sorting Equipment	Vendor Consulting Services
BHPL		1	1	1	1	1	1
Total							

Cost Table 2 – Book Truck and Book Bin Price

Library	Book Trucks	Book Truck Unit Price	Trolleys	Trolley Unit Price	Book Bins	Book Bin Unit Price
BHPL	7		7		7	
Total						

Cost Table 3 – Self check units, Conversion stations, RFID Shelf readers

Library	Self-check Stations	Unit Price	Conversion Stations	Unit Price	PDA – Shelf readers*	Unit Price	Installation
BHPL	6		2		1		
Total							

Cost Table 4 – AMHS Implementation Costs

Library	AMHS Software Price	AMHS Implementation Price	Interface Equipment for ILS, RFID, AMHS	RFID Implementation
BHPL	1	1	1	1
Total				

RFID & AUTOMATED MATERIAL HANDLING SYSTEM PROJECT BID NO: 12-30

Cost Table 6 – AMHS/RFID Implementation Costs

Library	Training	Warranty	Testing
BHPL	1	1	1
Total			

Cost Table 8 – RFID Consumable goods, workstation upgrades, gates and hardware

Library	RFID Tags*	Unit Cost	RFID Staff Station Equipment	Unit Cost	RFID Security Gate/Readers**	Unit Cost
BHPL	300,000		8		3	
Total						

Cost Table 9 – RFID Consumable goods, workstation upgrades, gates and implementation

Library	EMT Gates	Unit Cost	Back Up Batteries	Unit Cost	Other RFID Hardware	Stock of Spare Parts
BHPL	0					
Total						

Cost Table 10 – AMHS Maintenance Fee Price

Library Location	Number of Days/Hours Per Week	Year 1	Year 2	Year 3	Year 4 (optional)	Year 5 (optional)
BHPL	7 days, 7 a.m. to 6 p.m.					
BHPL	6 days, 7 a.m. to 6 p.m.					
BHPL	5 days, 8 a.m. to 5 p.m.					
BHPL	7 days, 24 hours					
BHPL	Other					

* Price should include RFID tags imprinted with library information and optional barcodes.

** See Attachment 3 for detailed information on number of security gates.