



FLORENCE-LAUDERDALE PUBLIC LIBRARY

350 North Wood Ave
Florence, AL 35630

Library Technology and Automation Project Number LS-253612-OLS-23 Request for Proposal

1. Statement of Purpose

This Request for Proposal (RFP) is for the installation and upgrade of the audiovisual equipment of the Florence-Lauderdale Public Library's (FLPL) Board and Conference rooms.

2. Florence-Lauderdale Public Library Overview

FLPL Mission:

Florence-Lauderdale Public Library (FLPL) strives to be indispensable to community success by providing every citizen with a reason to use the library. FLPL is a gathering place for new ideas, a technology hub, and a center of learning, creation, and diversity.

FLPL Values:

- Patrons First: We want to make the patron experience as seamless and usable as possible by removing barriers and by training our staff to make customer service their first priority.
- Innovation: Staff are encouraged to try new programs, modify services, and change with the future.
- Diversity: Staff seek to engage diverse populations through outreach and programming.
- Staff Opportunities: We want to equip staff with the necessary skills to provide innovative service to patrons through professional development and internal engagement.

FLPL Strategic Plan Objectives:

Strategy 1: Maximize accessibility and availability of special collections.

Strategy 2: Expand the reach of the Library.

Strategy 3: Effectively use Library physical and digital spaces.

Strategy 4: Advance Library resources.

Strategy 5: Effectively communicate the Library's programs and services to the community.

FLPL Targeted Audience:

Local populace of Lauderdale County
Estimated total of 90,000 people

3. Project Summary and Objectives

This project's purpose is to enhance the audiovisual capabilities of the FLPL's Conference and Board rooms. The current equipment is outdated and is unable to support modern presentations, meetings, and community events effectively. By upgrading the audiovisual equipment, FLPL can create a versatile and technologically advanced space that would allow for a variety of activities, including presentations, workshops, lectures, and other community driven events. This upgrade will enhance the overall ability for FLPL to accommodate the community's and library's needs.

Expected Project Activity Timeline:

- Select company for procurement and installation of state-of-the-art audiovisual equipment.
- Complete a facility walk-through to identify project needs and spaces to be upgraded.
- Ensure compatibility, seamless integration, and reliability through rigorous testing.
- Proper and thorough training of FLPL Staff to guarantee proper use of equipment.

The anticipated equipment to be used for the Conference Room includes:

- AMX DVX-2265 All-In-One Presentation Switcher
- JBL 26C Ceiling Speakers
- AKG - DMS100 Wireless Mic
- Sony VPLPHZ50 Projector
- Dell Latitude 5530
- Tongveo Video Conference Camera
- Tongveo Bluetooth Speakerphone

*Please note that alternate equipment may also be acceptable as long as it ensures adequate compatibility and functionality with the existing systems.

The anticipated equipment for the Board Room includes:

- Samsung LH65WMBWBGXZA Smart Board
- Sony VPLPHZ50 Projector
- Dell Latitude 5530
- Tongveo Video Conference Camera
- Tongveo Bluetooth Speakerphone
- TP-Link EAP660 HD AP

*Please note that alternate equipment may also be acceptable as long as it ensures adequate compatibility and functionality with the existing systems.

Meeting Room Equipment Functionality Requirements:

- Seamless compatibility and connectivity with various applications and program setups.
- Steady and reliable integration with the current FLPL Network.
- Effective training for FLPL Staff.
- Statistical records of improved use and satisfaction by patrons.
- FLPL to incorporate the maintenance cost of equipment.

4. Expected Term of Contract

FLPL expects the work for this project to be completed in a 3-month time frame or less, to be finished no later than April 19, 2024. Specific contractual services to be provided include the following installation tasks:

- Installation and integration of projectors, speakers, wall plates, microphones, smartboards, and switchers.
- Running necessary cable and wiring in walls and ceilings.
- Testing and adjusting all equipment for quality performance.
- Training FLPL Staff to set up, use, and maintain equipment.

The vendor acknowledges and understands that this contract is not effective until it has received all requisite state government approvals and the vendor shall not begin performing work under this contract until notified to do so by FLPL. The vendor is entitled to no compensation for work performed prior to the effective date of this contract.

5. Proposal Requirements

Please include the following in your proposal response:

- A. Overview of your company
 - a. Years in business
 - b. Headquarters address and other offices, if applicable
 - c. Ownership
 - d. Company leadership w/ bios
 - e. Number of employees
 - f. Insurance coverage: Evidence of liability and workers compensation insurance should be provided with the bid.
- B. Overview of how your company will meet our objectives and whether work will be performed in-house or whether work is outsourced and to whom.
- C. Explanation of your proposed equipment solution and why you believe it will be the best option.
- D. Details about your team:
 - a. Are there local representatives?
 - b. Include any experience working with non-profit organizations or public libraries (especially those in the state of Alabama).
 - c. Recent design and development examples from your company's portfolio (at least 3).
 - a. Include strategy, execution, and results, if applicable.
- E. Describe privacy policies your agency has in place and any completed certifications.
- F. Provide references of previous and/or current customers within the last 5 years.
- G. Provide line-itemed pricing including options for all proposed solutions.
- H. Provide Terms and Conditions.
- I. Complete and Provide the State of Alabama Disclosure Statement

<https://eforms.alacourt.gov/media/aojmu0qb/state-of-alabama-disclosure-statement.pdf>)

- J. Complete and Provide an E-Verify Memorandum of Understanding (<https://www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf>)
- K. Complete and Provide a Certificate of Compliance with the Beason-Hammon Act: <https://adeca.alabama.gov/wp-content/uploads/Certificate-of-Compliance-with-the-Beason-Hammon-Act.pdf>
- L. Complete and Provide a W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- M. Please provide detailed pricing information including all hardware, software, installation, and shipping. Prices must be guaranteed for 90 days following the proposal due date.
- N. The vendor shall provide a comprehensive project implementation plan. This plan will include:
 - a. Project management and technical support personnel, with a brief description of each person's qualifications and experience.
 - b. Project implementation timeline for each major part of the implementation.
 - c. Details of any materials that the Library will be expected to provide which are outside the provisions of the vendor's proposal.
 - d. Describe the warranty on the proposed equipment solution.

6. Evaluation and Selection

Responses to RFP will be used to evaluate your company on the following criteria:

- A. Experience
- B. Examples of Work
- C. Ingenuity
- D. Strategy
- E. Cost

Cost will not be the sole determining factor in the decision-making process. All 5 factors will be weighed in making the decision. FLPL's desire is to select and work with the vendor who we determine will best provide the desired outcome of the RFP.

7. Vendor or Contractor Inquiries

Inquiries concerning this RFP should be submitted to:
Thomas Barnett, FLPL Systems Administrator
thomas@flpl.org
256-764-6564 ext. 138

Questions should be submitted prior to 5 PM on Friday, November 17, 2023 and should be submitted via the provided email address. All questions will be answered by email to all bidders.

8. RFP and Project Timeline Details / Instructions for Submitting a Proposal

RFP posted: Monday November 6, 2023

- Site visit to be scheduled by request
- RFP questions & inquires due November 17, 2023 before 5 PM CST
- Responses Due: Friday December 8, 2023 before 5 PM CST
- Public Opening of Proposals: Monday December 11, 2023, 10:00 am in the Library Conference Room
- Winner Selected and Contacted: No Later than Friday December 15, 2023 by 5 PM CST

All proposals must be received by FLPL by 5 PM CST on the date specified. It is solely the responsibility of the proposer to ensure timely delivery of the proposal. Late proposals will not be considered. Proposers should submit one proposal with any and all attachments.

Send proposal via courier, USPS, FedEx, UPS, etc... to:

Thomas Barnett, Systems Administrator
Florence-Lauderdale Public Library
350 North Wood Ave
Florence, AL 35630

Package should be sealed and labeled “Response to Library Technology and Automation Project: LS-253612-OLS-23 RFP” and “RFP Confidential – Do Not Open” and should clearly indicate the proposer’s name.

Faxed or emailed submissions are not acceptable.

Please respond to all questions and provide all information in the order requested. Proposals with missing information will not be considered.

Number all pages of the proposal.

After a vendor is selected from the proposals and a contract is signed by both parties, the contract must be reviewed by the FLPL Board of Trustees, which meets monthly. The actual date to begin work may be impacted by the timing of the contract submission to the committee for review and/or by action of the committee itself.

While the Florence-Lauderdale Public Library has every intention to award a contract as a result of this RFP, issuance of this RFP in no way constitutes a commitment by FLPL to award a contract. FLPL reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP.

Thank you for your interest in responding to the RFP with a proposal for our technological advancement. We look forward to your response.