



FLORENCE-LAUDERDALE PUBLIC LIBRARY

350 North Wood Ave
Florence, AL 35630

Library Technology and Automation Project Number 23-6-5 Request for Proposal

1. Statement of Purpose

This Request for Proposal (RFP) is for the installation and development of services to extend the public Wi-Fi coverage of the Florence-Lauderdale Public Library (FLPL).

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

*This project was made possible in part by the Institute of Museum and Library Services
[LS-252411-OLS-22].*

3. Project Summary and Objectives

This project's purpose is to provide 24/7 internet access to all patrons in our community by installing directional access points that will extend the Library's existing indoor-only wireless network to cover the parking lot and front lawn. Currently, patrons can only connect and use our WiFi inside the building and a few feet outside the entrance doors. Providing this outdoor coverage would allow patrons of all ages to come to the Library and connect to the internet to complete homework, apply for jobs, further education, research health conditions, plan healthy meals, and better themselves and their families in every way. 24/7 WiFi access would ensure that no patron is disadvantaged by not having access to free internet simply because that patron has to work or take care of other responsibilities during the Library's open hours.

Expected Project Activity Timeline:

- The selected company will perform a site survey to determine the best placement of all equipment for maximum coverage and cost effectiveness.
- Cabling will be run through and around the Library facility to wireless access points to provide the WiFi network that patrons will use.
- Equipment will be ordered and installed making sure that no interference occurs with other equipment/networks/signals.
- Network testing will be performed to ensure reliability and performance.

The anticipated equipment to be used includes 2 Aruba AP-565 Access Points, 7 Aruba AP-567 Access Points, and 1 Aruba 6000 48 Port Network Switch. (See attached diagram for access point installation).

New Wi-Fi Functionality Requirements:

- 24/7 Coverage Uptime & Accessibility.
- Steady and reliable connection to the current FLPL Public Wi-Fi options.
- Seamless integration with FLPL Public Network.
- Effective advertisement of new service.
- Statistical records to show use of the internet outside of public library hours.
- FLPL to incorporate the maintenance cost of the equipment.

4. Expected Term of Contract

FLPL expects the work for this project to be completed in a 5-month time frame or less, to be finished no later than May 19, 2023. Specific contractual services to be provided include the following installation tasks: running cables from the server room throughout and around the building, the mounting of access points, lift rental, testing and adjusting access points for optimal signal strength, etc. 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

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- 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).
- E) Recent design and development examples from your company's portfolio (at least 3).
- a. Include strategy, execution and results, if applicable.
- F) Describe privacy policies your agency has in place and any completed certifications.
- G) Provide references of previous and/or current customers within the last 5 years.
- H) Provide line-itemed pricing including options for all proposed solutions.
- I) Provide Terms and Conditions.
- J) Complete and Provide the State of Alabama Disclosure Statement (<https://eforms.alacourt.gov/media/aojmu0qb/state-of-alabama-disclosure-statement.pdf>)
- K) Complete and Provide an E-Verify Memorandum of Understanding (<https://www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.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

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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 18, 2022 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: Tuesday November 1, 2022 (RFP packets available online or at the Circulation Desk)
- Site visit to be scheduled by request
- RFP questions & inquires due Friday November 18, 2022 before 5 PM CST
- RFP Responses Due: Friday December 2, 2022 before 5 PM CST
- Public Opening of Proposals: Monday December 5, 2022, 10:00 am in the Library Conference Room
- Winner Selected and Contacted: No Later than Friday December 16, 2022 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 RFP" and "RFP Confidential – Do Not Open" and should clearly indicate the proposer's name.

Proposals may also be submitted in-person. 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.

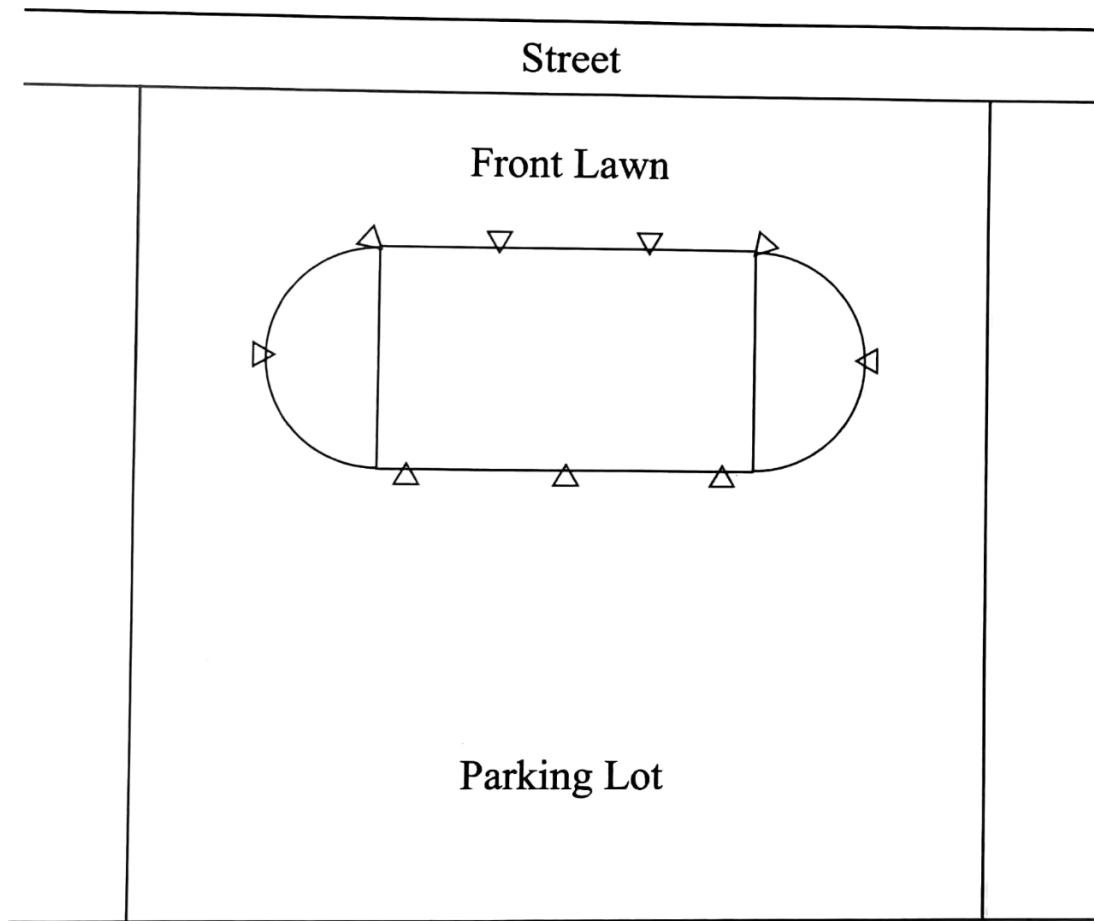
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After a vendor is selected from the proposals and a contract is signed by both parties, the contract must be reviewed by the FLPL Board of Trustees, which meets monthly. The actual date to begin work may be impacted by the timing of the contract submission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

Wilson Park



△ Triangles represent WiFi access points that will be placed.

Four access points are needed to cover the Front Lawn of the library due to its width.

One access point will be placed on each side of the building to cover the future children's outdoor classroom and adult classroom that are beginning development now.

Three access points will cover the Parking Lot because it is so deep.