

**DeKalb County Public Library
Request for Proposal-Self Check
February 24, 2025**

Questions:

Jacqueline Kimbro

KimbrowJ@dekalblibrary.org by March 17, 2025

Deadline: April 1, 2025

Proposals submitted to

Jacqueline Kimbro

DeKalb County Public Library - Darro C. Willey Administrative Center

3560 Kensington Rd

Decatur, GA 30032

No fax or emailed proposals will be accepted. Proposals must be physically delivered in person or by mail, FedEx, UPS or other delivery services.



GENERAL STATEMENT

DeKalb County Public Library (hereinafter referred to as DCPL) is requesting a proposal for self checks at 22 library locations with options of a minimum of 19 and a maximum of 24 self check kiosks. DCPL plans to replace existing self check machines at these locations.

Appendix A - Locations, Number and type of Kiosk

DCPL invites respondents to submit a proposal in accordance with the terms and conditions listed. A detailed response from all prospective respondents, including pricing and service descriptions are required to be in a specified format. Any questions should be submitted via email to Jacqueline Kimbro at Kimbroj@dekalblibrary.org by [March 17, 2025](#). Responses will be posted to the website dekalblibrary.org/selfchecks by March 19, 2025

A total of nine (9) physical documents (one (1) original and eight (8) copies) of the proposal, including all equipment, services, and installation timeline. In a separate sealed envelope a quote for the proposed services and equipment. The sealed quote shall include all ongoing charges and mandatory fees, plus any equipment, installation, licensing and service fees. Proposal copies and the separate sealed envelope with the pricing quote must be provided by mail or delivered to Jacqueline Kimbro, DeKalb County Public Library Administrative Center, 3560 Kensington Rd., Decatur, GA 30032.

If an optional proposal is provided that includes Comprise printing credit card payment options for patrons, those costs for equipment and licensing must be included in the separate sealed envelope containing the costs for equipment and service proposal.

Appendix B - Requirements

DCPL uses barcodes and the ILS Polaris system. No RFID or tattletap security features are needed.

Both desktop and standing kiosks will be considered.

A full list of requirements DCPL for the proposal are listed in Appendix B

Appendix C- Optional Services

Optional services DCPL will consider and their requirements are listed in Appendix C.

Term of Service

At a minimum, the term of the services provided shall cover 3 years beginning between June 1, 2025 and ending May 31, 2028 with options for renewal. DCPL will also consider a 5 year term starting June 1, 2025 and ending May 31, 2030 with options to renew.

DEFINITIONS: Definitions as used in this Agreement, the following capitalized terms have the meanings given below:

1. "Project Plan" is defined as the detailed tasks constructed by the Provider for implementation of the System and de-installation of the existing system.
2. "Services" means each of the rights and responsibilities performed by the Provider or caused to be performed on its behalf.
3. "System" is defined as the hardware and software and any peripherals such as, but not limited to, Kiosk, tablets or computers, scanners, printers, credit card payment devices, patron apps, dashboards, and licensing.

Proposal Procedures

Evaluation of the proposals will be performed by a Selection and Evaluation Committee. The committee will review all information submitted, and will select, at the DeKalb County Public Library's sole and absolute discretion, the respondent(s) that the DeKalb County Public Library believes have the qualifications and experience necessary to provide self check equipment and services specified. Respondents shall include a project plan for implementing the project described. The plan shall be comprehensive enough in scope and detail to convey the respondent's ability to manage this project. All proposals will undergo evaluation to determine if basic administrative and technical requirements have been met. Proposals may be eliminated from further consideration for such deficiencies as no physical copies, being late or, incomplete, or inadequately prepared proposals. The plan shall include project tasks, and dates (start and finish).

Proposal Format

The signed proposal shall be identified as follows:

- Company Name
- Name of Respondent and eMail
- eMail Address and Phone Number of Respondent
- Proposal Title
- Due Date and Time
- Company address including street, city, state, Zip Code, and PO Box number is applicable

If mailed, the envelope shall be addressed to:

**DeKalb County Public Library
C/O Jacqueline Kimbro
3560 Kensington Road
Decatur, GA 30032**

With contents enclosed in an inner sealed envelope.

Contained within the envelope shall be

- A completed, signed copy of this proposal Request,
- All information necessary for the technical proposal **(One (1) original and eight (8) copies)**,
- A separate sealed envelope containing the cost information, specifically labeled "For Cost Phase Only".

Proposals must be physically delivered to the address above by 5 p.m. April 1, 2025. No faxed or emailed proposals will be accepted.

Proposals shall include:

Contents

- Company Information:
 - o Company name and address
 - o Contact name, area code and phone number, email address
 - o Name and signature of person authorizing proposal

- A description of the services and equipment to be provided based on the Library's specifications.
- Three (3) references of comparable size and scope with summary of service provided.
- Respondent's qualifications, professional reputation, financial stability, and industry experience.
- Nine (9) copies of the response to the proposal with one (1) original and eight (8) copies.
- If the proposal differs in any way from the DCPL specifications, the respondent must list the differences on the proposal form explaining exactly where and how the proposal deviates from specifications. If no exceptions are listed, it will be presumed the respondent's proposal meets the specifications and if awarded, performance on this basis will be required.
- Completed E-Verify form (Contractor Affidavit page 12.)
- **A separate sealed envelope should contain the cost information (quote), specifically labeled "For Cost Phase Only".**
- If the respondent selected is new to DCPL, the selected respondent will have to complete the DCPL New Vendor forms including E-verification.

Cost Contents

With contents enclosed in an inner sealed envelope. **The Cost proposal should be in a separate sealed envelope.**

- A detailed list of equipment
 - o Licensing costs for services including all mandatory fees and charges.
 - o One-time costs including any kiosks, tablets or other computers, printers, installation and supplies needed for installation, activation, initial configuration, programming, turn-up or service charges.
 - o Three or five year outlay of costs depending broken down by year

Although cost is a significant factor, it will not be the dominant factor. Cost will be given more importance when all the other evaluation criteria are relatively equal. The general approach is to first identify all qualified, responsive respondents and then to award the service to the lowest cost respondent in that group.

If there is reason to believe that an unreasonably low proposal has been made, it will be rejected. One method of measuring reasonableness is to divide the cost by a reasonable average hourly rate to show hours of effort that might be expected.

Evaluation

Proposals shall be evaluated according to the following:

- Total costs to DeKalb County Public Library for equipment and services including installation and ongoing.
- DeKalb County Public Library's prior experience working with the respondent.
- Prior experience of respondent in providing and supporting self check services

Evaluation Criteria	Weight
Total Cost of Services	35%
DCPL prior experience with respondent	10%
Experience/References	20%
Services and equipment provided including support	35%
Total	100%

Questions

Any questions about this request should be sent via email to Jacqueline Kimbro at Kimbroj@dekalblibrary.org by **March 17, 2025** responses will be posted at dekalblibrary.org/selfchecks by March 19, 2025

No verbal instructions or information to respondents will be binding.

The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness thereof.

General Requirements

The DeKalb County Public Library may make such investigation as they deem necessary to determine the ability of the respondent to perform the work. DeKalb County Public Library reserves the right to reject any proposal if investigation of such respondent fails to satisfy DeKalb County Public Library that such respondent is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein.

All respondents must be prepared to present suitable evidence of their financial stability.

DeKalb County Public Library has the right to reject any and all proposals from any respondent that is in or contemplates bankruptcy of any chapter or nature. Said respondent must notify the DeKalb County Public Library in writing of any existing condition or knowledge of the same.

The submission of a proposal will be considered as conclusive evidence of complete examination by a respondent of all instructions, specifications, and addenda.

DeKalb County Public Library reserves the right to declare as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information is provided.

DeKalb County Public Library reserves the right to terminate services if funding is not approved or is reduced during the specified period.

Proposals, modifications or corrections to proposals received after the oral or virtual presentation will not be considered.

No electronic mail, telephone, or facsimile of proposals will be accepted.

Proposals must be complete and in accordance with the requirements for format and content of proposals below, and in compliance with the terms, conditions, provisions, and specifications.

The information requested, format, and the manner of submission are essential for prompt evaluation.

Proposals will not be accepted after the presentation date unless the proposals received on time are considered inadequate.

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.

Equipment and/or material to be furnished shall meet the approval of DeKalb County Public Library's Automation Coordinator or designated representative.

All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material condemned by DeKalb County Public Library's Automation Department as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

The respondent shall ensure their employees comply with Library regulations while at work sites. Employees of the successful respondent shall refrain from eating, drinking or smoking except in designated areas and at all times when on DeKalb County Public Library property.

Employees of the successful respondent shall wear name badges and a form of identification that is clearly discernible (example: T-shirts bearing name of the company) at all times when on DeKalb County Public Library property.

Applicable Law and Courts

This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. Respondent shall obey all Federal, State, County, and City laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required. (a) That in the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify Form.

Ethics in Public Contracting

By submitting a proposal, all respondents certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any DeKalb County Public Library employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Respondents specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

Debarment Status

By submitting their proposal, all respondents certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

Indemnification

The respondent agrees to indemnify, defend and hold harmless the government entity, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the respondent, any services of any kind or nature

furnished by the respondent, provided that such liability is not attributable to the sole negligence of any government entity employee or to failure of government entity employees to use the materials, goods, or equipment in the manner described by the respondent on the materials, goods, or equipment delivered.

Mandatory Use of Terms and Conditions

Return of the complete document is required. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, DeKalb County Public Library reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

Default

In case of failure to deliver goods or services in accordance with the contract terms and conditions, DeKalb County Public Library, after due notice, may procure them from other sources and hold the respondent responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which DeKalb County Public Library may have.

Exemption from Georgia Sales Taxes

DeKalb County Public Library is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Respondents shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of the DeKalb County Public Library. Following a contract award, an exemption certificate will be furnished by DeKalb County Public Library.

Eligibility

Respondents must have been in continuous business for a minimum of five (5) years. Respondents must have customer service presence in the Metro-Atlanta area to ensure prompt service.

Award

DeKalb County Public Library reserves the right to accept or reject any or all proposals and to enter into discussion and/or negotiations with one or more qualified respondents at the same time, if such actions are in the best interest of the DeKalb County Public Library. DeKalb County Public Library reserves the right to award this proposal in whole or in part to one (1) or several respondents thereof, as deemed to be in the best interest of the DeKalb County Public Library. Failure to observe any of the instructions or conditions in this invitation to proposal may constitute grounds for rejection of proposal.

Expenses of Preparing Responses to this RFP

Costs incurred to prepare a proposal are solely those of the respondent. Nothing contained within this request is indicative of intent by DeKalb County Public Library to reimburse the respondent, in whole or in part, for any costs associated with preparation, submission, or presentation of the proposal.

Form of Contract

The successful respondent will be required to execute a written contract with DeKalb County Public Library within four (4) weeks after acceptance of proposal. It is expressly understood and agreed by the respondent that the contractual obligations of DeKalb County Public Library to the respondent are effective after the execution of a contract or contracts signed by all parties.

Assignment of Contract

A contract shall not be assignable by the respondent(s) in whole or in part without the written consent of DeKalb County Public Library.

Contract Changes and Amendments

DeKalb County Public Library may order changes within the general scope of the contract at any time by written notice to the respondent. Changes within the scope of the contract include, but are not limited to, things such as the place of delivery. The respondent shall comply with the notice upon receipt. The respondent shall be compensated for any additional costs incurred as the result of such order and shall give DeKalb County Public Library a credit for any savings. Said compensation shall be determined by mutual agreement between the DeKalb County Public Library and the respondent in writing.

Cancellation of Contract

DeKalb County Public Library reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the respondent. Any contract cancellation notice shall not relieve the respondent of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation. In the event of termination by mutual agreement, the respondent shall be compensated for all hours worked at the specified contractual rate.

If, through any cause other than acts of god, floods, fires, storms, strikes, lockouts, riot, insurrection, acts of the public enemy, war, or other like restrictions beyond the control of the parties rendering performance under the contract impossible, the respondent fails to fulfill in a timely and proper manner obligations under the contract, DeKalb County Public Library shall

have the right to terminate the contract on written notice to the respondent specifying the effective date of termination.

DeKalb County Public Library reserves the right to terminate service with respondent for non-performance. Nonperformance includes, but not limited to, failure to supply good quality service, insufficient billing and customer services, and failure to maintain status as an authorized representative of services.

The respondent shall not be relieved of liability to DeKalb County Public Library for damages sustained by virtue of any breach of the contract by the respondent. DeKalb County Public Library may withhold, or require to be withheld, any payment to the respondent for the purpose of setoff until such time as the exact amount of damages is agreed upon or is otherwise determined.

In the event of termination for whatever reason all property and finished or unfinished documents, data, studies, and reports prepared by the respondent shall become the property of DeKalb County Public Library. Nothing contained herein shall prevent the respondent from preparing and maintaining a complete set of work papers relating to the respondent.

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DeKalb County Public Library has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, ____, 202__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF
_____, 202__.

NOTARY PUBLIC

My Commission Expires: _____

Appendix A DeKalb County Public Libraries, Number of Self checks

Library	Self check
Brookhaven Library 1242 N. Druid Hills Rd., NE Brookhaven, GA 30319	1 TBD *
Chamblee Library 4115 Clairmont Road Chamblee, GA 30341	1
Clarkston Library 951 N. Indian Creek Drive Clarkston, GA 30021	1
County Line-Ellenwood Library 4331 River Road Ellenwood, GA 30294	1
Covington Library 3500 Covington Highway Decatur, GA 30032	1
Decatur Library 215 Sycamore Street Decatur, GA 30030	2
Dunwoody Library 5339 Chamblee-Dunwoody Road Dunwoody, GA 30338	1
Doraville Library 3748 Central Av Doraville, GA 30340	1 TBD*
Embry Hills Library 3733 Chamblee-Tucker Road Chamblee, GA 30341	1
Flat Shoals Library 4022 Flat Shoals Pkwy. Decatur, GA 30034	1
Gresham Library 2418 Gresham Road SE Atlanta, GA 30316	1 TBD*
Hairston Crossing Library 4911 Redan Road Stone Mountain, GA 30088	1

Lithonia-Davidson Library 6821 Church Street Lithonia, GA 30058	1 TBD*
Northlake-Barbara Loar Library 3772 LaVista Road Tucker, GA 30084	1
Redan-Trotti Library 1569 Wellborn Road Lithonia, GA 30058	1
Salem-Panola Library 5137 Salem Road Stonecrest, GA 30038	1
Scott Candler Library 1917 Candler Road Decatur, GA 30032	1
Scottdale-Tobie Grant Homework Center 593 Parkdale Drive Scottdale, GA 30079	1 TBD*
Stone Mountain-Sue Kellogg Library 952 Leon Street Stone Mountain, GA 30083	1
Stonecrest Library 3123 Klondike Road Stonecrest, GA 30038	1

Toco Hill-Avis G. Williams Library 1282 McConnell Drive Decatur, GA 30033	1
Tucker-Reid H. Cofer Library 5234 LaVista Road Tucker, GA 30084	1
Wesley Chapel-William C. Brown Library 2861 Wesley Chapel Road Decatur, GA 30034	1

TBD * -indicates DCPL may choose not to pace a self check at this location

Appendix B Requirements

If both equipment and software are purchased from the respondent, support for both equipment and software with a single dashboard for reporting software and equipment issues. Proposal respondents will be responsible for maintenance and service responses.

If software is the only product provided by the respondent, support for the software with a dashboard for reporting software issues. Proposal respondents will be responsible for maintenance and service responses.

Response time of less than 2 hours for reported issues

Security to protect against system and network breaches and fraud

Backup software

Cloud hosting

Provide training for kiosk use and dashboard

Integration with the ILS Polaris system

Barcode scanning

At a minimum, languages available for use by patrons should include English, Spanish and French

3 to 5 Year price guarantee licensing agreement

Dashboard or other service that allows gathering of use statistics

Ability to customize receipts

DCPL will consider floor kiosks and table top kiosks.

If the vendor only provides a self check software, their product must be usable on any android or windows based tablet or computer

Appendix C Services DCPL would consider

Will be considered but not a requirement is the ability to take credit card payment preferably with DCPL current print vendor Comprise. Other options may be considered.

Prefer availability of a patron phone app for self checkout.

If providing a quote for optional services, Cost Proposal should reflect costs with and without the optional services.