

REQUEST FOR PROPOSAL

LIBRARY SELF-CHECK DESKTOP SYSTEM



Reference Bid: RFP# DA-2217

**Issue Date: April 15, 2011
Proposals Due: May 10, 2011**

Return Proposals To:

If hand-delivered or sent via courier such as FEDEX, the physical location is:

Western Washington University
Purchasing Office
333 32nd Street Ste 140
Bellingham WA 98225-1390
Attn: Dolapo Akinrinade

If delivery is by US mail, the address is:

Western Washington University
Purchasing Office - Mail Stop 1390
516 High Street
Bellingham, WA 98225-1390
Attn: Dolapo Akinrinade

SECTION #1: BIDDERS SUBMITTAL PAGE

The undersigned has carefully examined all instructions and specifications and hereby proposes to furnish the goods and services described herein, in accordance with the bid instructions and specifications. (Note: Signature must be in ink and must be that of an individual authorized to act in such capacity for the firm represented.)

- 1.1 Respondent has responded to all items in Section #5 "Required Responses of all Bidders" _____ (Initial)
- 1.2 The response to this RFP has been prepared independently, without consultation, communication or agreement with others for the purpose of restricting competition. _____ (Initial)
- 1.3 In preparing this RFP, respondent has not been assisted by any current or former employee of Western Washington University or the state of Washington whose duties relate to this bid and who was assisting in other than his or her official capacity. Neither does such a person or any member of his or her immediate family have any financial interest in the outcome of this RFP. _____ (Initial)
- 1.4 Vendors under consideration may be asked to provide current, audited financial statements or the equivalent to include at a minimum: an income statement; statement of cash flows; and a balance sheet. This information is subject to disclosure if it is deemed to be a determining factor in the award decision. Vendor agrees to provide this information upon request by the university. _____ (Initial)
- 1.5 Submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and all general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document. _____ (Initial)
- 1.7 The attached proposal is a firm offer for a period of ninety (90) days following receipt, and it may be accepted by the University without further negotiation (except where required by lack of certainty in key terms) at any time within the 90-day period. _____ (Initial)
- 1.8 Any official correspondence related to this Request For Proposal solicitation shall be directed to the owner, Western Washington University, Purchasing Office, Attn: Dolapo Akinrinade, 516 High Street; MS 1390; Bellingham, WA 98225-1390; and to the respondent as noted below:

Name and Title of Signing Officer (print)

Company Name

Address

City, State, Zip

Telephone

Fax Number

Tax I.D. Number

UBI Number

Signature

Date

E-mail

SECTION #2: GENERAL INFORMATION

2.1 **PURPOSE**

Western Washington University desires to enter into an agreement with a company to supply and install a self-checkout desktop system for the Wilson Library. Depending on prices quoted, the University may purchase one or two desktop systems.

The goal is to have the stations fully installed and functioning by June 25 or as soon as possible after award.

2.2 **BACKGROUND**

The University currently has two 3M Model 6210 Self-Check stations. The security devices, tattle tape, currently used are the DVM series from 3M and from Sentry, C/D tail tags Ds (TSTC-125-06-07).

2.3 **UNIVERSITY BACKGROUND**

Administration: One of six state-funded, four-year institutions of higher education, Western Washington University operates on a September-to-June academic year (quarter system) with a six-and nine-week summer session. Dr. Bruce Shepherd is Western's 13th president.

Campus: Western, with its residential campus, houses roughly a third of its students in 15 residence halls. The 215-acre campus includes the student funded Wade King Recreation Center and the 180-acre Sehome Arboretum, operated jointly with the city of Bellingham. Western's Shannon Point Marine Center, located on a wooded 87-acre campus in Anacortes, provides a base for nationally recognized marine research and instruction. Western also has a 15-acre student/university facility at nearby Lake Whatcom. Woodring College of Education, Huxley College of the Environment and University Extended Education and Summer Programs offer classes and certificate and degree programs in Bremerton, Everett, Port Angeles and Seattle. Work is under way to include WWU in Bellingham's waterfront redevelopment.

Students: Fall 2009 enrollment included 14,575 full- and part-time students. Western has 2,688 new first year students and 788 new undergraduate transfer students. About 84 percent of 2008 freshmen returned for 2009, and about 71 percent of students who start at Western graduate.

Alumni: More than 101,000 graduates live in Washington State and throughout the world. For a map of where WWU alumni live, click [here](#).

2.4 **UNIVERSITY PARKING AND DELIVERY**

Vehicles shall not operate on Western's brick pedestrian areas. Western is primarily a pedestrian campus. In order to protect the safety of pedestrians and to avoid excessive damage to Western's brick surface areas, vehicles operated by the Vendor shall avoid operating or parking on brick surface areas. Delivery vehicles shall remain on the asphalt service and public streets along the perimeter of the campus with goods delivered by hand truck or other means to University buildings. Public/private transportation vehicles shall load and unload on the asphalt service and public streets along the perimeter of the campus as well. Exceptions will be made for the accommodation of disabled or elderly persons or in the event of an emergency.

Please be aware that if you will be on campus in Bellingham, parking regulations apply to all Vendors and visitors. If you are a Vendor that will be making regular deliveries or service calls to campus, you will need to purchase a parking permit unless you are using the loading docks or loading areas for less than fifteen minutes.

To avoid getting a ticket and increasing your overhead costs, be sure to check in at the Campus Security Building (at the end of South Bill McDonald Parkway) or Purchasing/Contract Administration (333 32nd St., behind Sehome Village).

Check the Western web site for a campus map <http://www.wvu.edu/about/map/> and more information about parking requirements. Specific questions should be directed to Parking and Transportation Services at (360) 650-3606.

2.5 **WA STATE BUSINESS LICENSE REQUIREMENT**

Business enterprises, whether an individual, partnership or corporation, must obtain a Washington business license in order to do business in Washington State or provide a commitment to be licensed in the State of Washington within thirty(30) days of being selected as the Apparent Successful Vendor. Application information may be obtained from the Internet site of the Department of Licensing: <http://www.wa.gov/dol/bpd/buslic.htm>

2.6 MINORITY AND WOMEN'S BUSINESS ENTERPRISES

The following voluntary numerical MWBE participation goals have been established for this bid:

8% MBE and 3%WBE for Professional services, purchased goods and purchased services.

These goals are voluntary, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award or completion of the contract work, and bids and proposals will not be rejected or considered non-responsive if they do not include MWBE participation. Bidders may contact OMWBE at 360-753-9693 to obtain information on certified firms for potential subcontracting arrangements.

2.7 OTHER INSTITUTIONS AND AGENCIES ELIGIBLE FOR PURCHASE

This solicitation is being issued by Western Washington University (The Lead Institution) pursuant to the Interlocal Cooperative Act, RCW 39.34, and offers the Vendor an opportunity to make any resulting contract available to members of the Washington Institutions of Public Higher Education purchasing cooperative (WIPHE).

Participants in the Washington Institutions of Public Higher Education (WIPHE) Interlocal agreement may establish an institution specific agreement with the Vendor/Supplier at any time during the term of this Contract. The term of the institution specific agreement may have a term, if mutually agreed upon, which extends beyond the term of the Lead Institution's Contract. In that event all terms and conditions of the Lead Institution's Contract will inure to the participating institution's agreement. In addition to the University, other public agencies and political subdivisions within the State of Washington, pursuant to the Interlocal Cooperative Act, RCW 39.34 may be interested in utilizing the resulting contract(s).

SECTION #3: GENERAL INSTRUCTIONS TO ALL BIDDERS

3.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the University for this procurement. All communication between the vendor and the University upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	Dolapo Akinrinade
Department	Purchasing Office – Mail Stop 1390
Address	333 32 nd Street, Suite 140
City, State, Zip	Bellingham, WA 98225-1390
Phone Number	360.650.2065
E-Mail Address	Dolapo.Akinrinade@wwu.edu

Any other communication will be considered unofficial and non-binding on the University. Vendors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

3.2 SCHEDULE OF PROCUREMENT ACTIVITIES

Request for Proposals issued	April 15, 2011
Last date for Questions regarding RFP	April 21, 2011
Answers to questions summarized and posted as addenda on WEBS	April 27, 2011
Proposals Due	May 10, 2011
Evaluate Proposals	May 10-May 16, 2011
Conduct oral interviews with finalists, if required	May 18, 2011
Announce "Apparent Successful Bidder" and send notification via fax or e-mail to unsuccessful proposers	May 18, 2011

The University reserves the right to revise this schedule.

3.3 QUESTIONS AND COMMUNICATION

All communications and/or questions regarding this request must be in writing. Questions must be submitted electronically by the date indicated in Section 3.2. E-mail questions to Dolapo.Akinrinade@wwu.edu. VERBAL REQUESTS FOR INFORMATION OR CLARIFICATION WILL NOT BE HONORED. Reference the RFP number found on the cover page of this solicitation in your email.

Under no circumstances should respondents contact university personnel outside of the opportunity provided herein. Any other communication will be considered unofficial and non-binding on the University. Vendors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

3.4 AMENDMENTS TO SPECIFICATIONS

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on WEBS, Washington's Electronic Business Solution. URL: <http://www.ga.wa.gov/webs/>. Notice of an addendum should be sent via e-mail by the WEBS system to advise the addendum is available for download. It is the responsibility of Respondent to check for any addendums.

The University also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

3.5 PREPARATION OF RESPONSES

Responses must be prepared on university forms where such forms are provided. Use standard 8.5" x 11" paper and be placed in a binder with tabs or dividers separating each of the required elements. Use of recycled paper and double sided print are encouraged. Responses to the 'Required Responses' section must be formatted to correspond numerically to the requirements listed in Section #5.

The major sections of the proposal are to be submitted in the order noted below:

- Cover Letter
- Bidder Submittal Page
- Required Responses (It is preferred, but not mandatory, to separate out or tab the various sub sections.)
- Cost Proposal; include any supporting documentation.
- WIPHE Participation
- Other (anything you wish to submit)
- CD/DVD/Flash Drive of entire presentation

Proposals must provide information in the same order as presented in this document with the same headings and table format.

3.6 COST OF PREPARATION

University will not pay respondent costs associated with preparing or presenting any response to this request.

3.7 NUMBER OF COPIES

One original must be submitted prior to the time and date stated in Section 3.2. You must also include the entire proposal on CD or flash drive and enclose such with the original copy of the proposal.

3.8 MULTIPLE RESPONSES

Respondents who wish to submit more than one proposal may do so, provided that each proposal stands alone and independently complies with the instructions, conditions and specifications of the request. If multiple responses are submitted, the University reserves the right to select the most advantageous proposal to the university.

3.9 LATE RESPONSES

Any response received after the hour specified will not be reviewed and will be returned unopened.

3.10 SUBMITTING RESPONSES

Quotes must be submitted in the form of a **SEALED BID**. Delivery options are listed below.

If hand-delivered or sent via courier such as FEDEX, the physical location is:

Western Washington University
Purchasing Office
Attention: Dolapo Akinrinade
333 32nd Street Ste 140
Bellingham WA 98225-1390

If delivery is by US mail the address is:

Western Washington University
Purchasing Office - Mail Stop 1390
Attention: Dolapo Akinrinade
516 High Street
Bellingham, WA 98225-1390

When original copies are submitted, an authorized representative must sign quotation in ink. The Vendor is responsible for the means of delivering the quote to the appropriate office on time. Delays due to the methods used to transmit the quote including delay occasioned by the internal mailing system of the campus will be the responsibility of the Vendor. Likewise, delays due to inaccurate directions given, even if by campus staff shall be the responsibility of the Vendor. The quotation must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties of delivery.

3.11 PROPRIETARY INFORMATION

Materials submitted in response to this competitive procurement shall become the property of the University. University and the apparent successful Bidder; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the proposal that the Respondent desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to 42.17.340 must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Respondent is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The University will consider a Respondent's request for exemption from disclosure; however, the University will make a decision predicated upon Chapter 42.17 RCW and Chapter 143-06 of the Washington Administrative Code. Marking the entire proposal exempt from disclosure will not be honored. The Respondent must be reasonable in

designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Respondent has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping, as outlined in RCW 42.17.300. No fee shall be charged for inspection of contract files, but twenty-four (24) hours notice is required. All requests for information should be directed to the University Public Records Officer. See: http://www.library.wvu.edu/info/pubrecords_procedures.html

3.12 PUBLIC OPENING

A formal bid opening will not be held. Bid information, including price sheets, will not be available for public disclosure until after award of the contract.

3.13 MOST FAVORABLE TERMS AND CLARIFICATION OF RESPONSES

The University reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Bidder can propose.

The University does reserve the right to contact a Bidder for clarification of its proposal during the evaluation process. In addition, if the Bidder is selected as the apparent successful Bidder, the University reserves the right to enter into contract negotiations with the apparent successful Bidder, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or the Bidder's entire proposal. The Bidder should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is also understood that the proposal will become part of the official procurement file.

If additional information is required to make a final decision, Respondents may be contacted asking that they submit their "best and final offer," which must include any and all discussed and/or negotiated changes. The University reserves the right to request a "best and final offer," if any, based on price/cost alone.

If contract negotiation is unsuccessful or the highest ranking Vendor fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the University may terminate negotiations and begin negotiations with the next highest ranking Vendor.

3.14 RESERVED RIGHTS

Subject to the provisions of Chapter 69, Laws of 1996 (SSB 6572), the state reserves the right to:

1. Waive any informality as per WAC 236-48-124.
2. Reject any or all proposals, or portions thereof. WAC 236-48-094 allows the state to "accept any portion of the items proposed" unless the bidder stipulates all or nothing on the proposal.
3. Reissue an IFB, RFP, or RFP, or negotiate under provisions outlined under RCW 43.19.1911.
4. Award on an all or none basis, taking into consideration reduction in administrative costs as well as unit proposal prices.

When original copies are submitted, an authorized representative must sign quotation in ink. The Vendor is responsible for the means of delivering the quote to the appropriate office on time. Delays due to the methods used to transmit the quote including delay occasioned by the internal mailing system of the campus will be the responsibility of the Vendor. Likewise, delays due to inaccurate directions given, even if by campus staff shall be the responsibility of the Vendor. The quotation must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties of delivery.

3.15 INSURANCE REQUIREMENTS: Vendor shall comply with Section 18 of WWU's Standard Terms and Conditions.

3.16 WESTERN WASHINGTON UNIVERSITY STANDARD TERMS AND CONDITIONS

[HTTP://WWW.WWU.EDU/FS/PURCHASING/DOCUMENTS/POTERMSCONDITIONS.PDF](http://www.wvu.edu/fs/purchasing/documents/potermconditions.pdf)

SECTION #4 SCOPE AND SPECIFICATIONS

4.1 GENERAL OVERVIEW

Western Washington University desires to enter into an agreement with a company to supply and install a self-checkout desktop system for the Wilson Library. Depending on prices quoted, the University may purchase two desktop systems.

4.2 SYSTEM SOLUTION SPECIFICATIONS

a. REQUIRED SPECIFICATION

- The Library currently uses Innovative Interfaces Millennium Circulation. All proposed system must interface with the current system or interface with any standard library system.
- Must read all standard barcodes.
- Must accommodate a variety of media including DVDs, CDs, video cassettes and audiocassettes.
- Must deactivate various types of tattle tape for books or media. The University currently uses DVM series from 3M and from Sentry, C/D tail tags Ds (TSTC-125-06-07,).
- Must have the capability to detect multiple items; thereby preventing users from checking out more than one item under a single barcode.

b. PREFERRED SYSTEM SPECIFICATION

- Works with OCLC's Web Scale Management system

4.3 TRADE -IN

The Wilson Library wants to trade in existing two self check machines; the units were purchased in 1996 and are in good condition. Vendors are encouraged to consider the trade-in and can request further information if needed.

4.4 INSTALLATION AND TESTING

Vendor will coordinate installation and testing of system with WWU personnel selected by the Wilson Library, to ensure proper interface with current University system- Innovative Interfaces Millennium Circulation.

SECTION #5 REQUIRED RESPONSES OF ALL BIDDERS

NOTE: All respondents must provide the required information requested in this section. Information must be presented in a clear, concise and complete format. Responses are to be formatted to correspond numerically with items listed below. Sections should be tabbed. Failure to respond to all items in this section may be deemed as sufficient reason to disregard any response.

5.1 EXECUTIVE SUMMARY

In the executive summary, the Vendor should provide information regarding the company and services offered. The summary should include information regarding the financial status and current economic conditions of the company, general staffing and experience. Indicate the length of time your company has been in business.

5.2 QUOTATION SPECIFICATIONS

Confirm that the self checkout system proposed meets all specifications listed above. Describe in detail, the system and attach support or sales document(s) including the make and model of self checkout desktop system proposed. It is important that the Bidder provides sufficient detail that reviewers feel confident that the system meets the required specifications.

5.3 WARRANTY AND MAINTENANCE OPTIONS

Provide information on original warranty and extended warranty. Include descriptions of available ongoing maintenance and complete options available to the University. Provide information on location of warranty and support personnel and hours of operation.

5.4 PRICING

Depending on cost, the University is interested in purchasing two systems. Bidders should provide cost proposal to purchase one system and another cost proposal for two systems.

- A. Pricing must include a breakdown of cost of self checkout desktop system, installation, freight charges (FOB destination, prepaid) and travel charges (if any). Approved travel expenses will be reimbursed at the current state travel reimbursement rates, which are posted on the website: <http://www.ofm.wa.gov/policy/10.10.htm>
- B. Provide pricing for annual system maintenance for two years following the warranty.

5.6 REFERENCES

Bidders shall submit three recent customer references of companies you have performed similar work for including the company name, address, contact person, company phone number, and contact phone number.

SECTION #6: EVALUATION AND CONTRACT AWARD

6.1 EVALUATION

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the University, which will determine the ranking of the proposals.

The final selection depends upon both the evaluation criteria and the cost of the proposed solution. The process is designed to award this procurement not necessarily to the Respondent of least cost, but rather to the proposal which best meets the requirements of this RFP. However, Respondents are encouraged to submit proposals that are consistent with State and University efforts to conserve state resources.

6.2 EVALUATION CRITERIA

Evaluation and selection of a vendor will be based on the information submitted in the proposals plus any required oral presentations or demonstrations. Award criteria shall include all factors identified in RCW 43.19.1911 as summarized below and the requirements provided in this RFP. No MWBE preference will be included in the evaluation of bids/proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/proposals will not be rejected or considered non-responsive on that basis.

- A. The ability, capacity and skill of the Bidder to provide the goods and perform installation services required.
- B. The quality of and functionality of the unit proposed.
- C. Compliance with the proposal format requirements set forth in this RFP.

6.3 EVALUATION OF TECHNICAL/FUNCTIONAL RESPONSES

The sections of the proposal that respond to the functional, technical and any management requirements including company information and project or timeline plans will be evaluated. Deviations will be defined as material, which means that a proposal will be disqualified in its entirety, or immaterial, which means the deviation may, at our option, be accepted. The University reserves the right to waive minor deficiencies in a proposal. The decision as to whether a deficiency will be waived or will require rejection of a proposal will be solely within the discretion of the University.

6.4 SCORING OF RESPONSES

Financial- 60 points	
Cost Proposal	40 points
Trade-in value	30 points
Delivery schedule/Timeline	30 points
Quality and Functionality	40 points
References	140 points
Total	140 points