



**DATE:** FEBRUARY 15, 2022  
**SUBJECT:** LETTER OF CLARIFICATION NUMBER 1  
**RE:** RFP NO. 2022-010 RADIO FREQUENCY IDENTIFICATION SYSTEM (RFID):  
CONVERSION AND EQUIPMENT  
**OWNER:** CITY OF EDINBURG  
**TO:** ALL PROSPECTIVE PROPOSERS

**THIS LETTER OF CLARIFICATION IS ISSUED FOR THE FOLLOWING REASON:**

The following questions and City of Edinburg responses are hereby incorporated and made part of the Request for Proposal:

1. Please confirm that bidders are required to submit a bid bond with their submission (per page 9). Is it possible to waive this requirement given the short turnaround?

**A. No, a bid bond is not a requirement of this project.**

2. The RFP mentions in a few locations that Automated Materials Handling is a part of the bid. However, on page 11, it is not included in the Scope of Work list. There are also specifications for AMH beginning on page 28. Please confirm if AMH is a part of the bid. If so, please provide the number of bins required, external/internal returns, and the measurements of the space.

**A. AMH will not be needed as we have the book drop.**

3. The Pricing Table on page 33 is different from the requested solutions on page 11. Please confirm.

**A. I have revised the Pricing Table: for example, I have taken out the different Tags that we do not need. We only need the Square Tags. We have also added the quantities where needed.**

4. Are offerors able to provide additional supplemental information to describe the solution (beyond the format presented on page 12)?

**A. Yes, vendor may submit supplemental information that is within the scope of work.**

5. Should tax be included in the quote? If so, please confirm the tax rate.

**The City is a tax exempt municipality therefore taxes should not be included in your cost proposal.**

6. Should offerors include an electronic copy of their proposals on a USB?

**A. No, we are not requesting a USB Copy.**

7. We noticed several of your Technical Requirements are unique to only one vendor. Is this a competitive bid or is it a sole source?

**A. We apologize if it looks like unique to only one vendor; we certainly are considering all vendors.**

8. Page 16: Technical Requirements. "The entire software including its GUI (graphic user interface) must be 100% web-browser-based." We believe only one vendor can provide a complete patron web-browser based GUI. Is this a requirement? Would you consider vendors who do not provide web-based patron GUIs?

**A. Yes (considering all vendors).**

9. Page 16: Technical Requirements. "The software must run within a web-browser and run on ALL operating systems (Mac, Windows, Linux, Android, etc.)." Can you please clarify what OS the library is currently using?

**A. LS-2.**

10. Page 23: Technical Requirements. "Cover images of each detected item will be shown in the check-out and check-in item list." Is this a requirement? We believe only one vendor can provide this feature. Would you consider vendors who do not provide this feature? \_

**A. Yes (considering all vendors).**

11. Page 25: Technical Requirements. "The portable handheld reader must feature an integrated barcode scanner, and a simple method of inputting information." We believe only one vendor can provide this feature. Would you consider vendors who do not provide this feature?

**A. Yes (considering all vendors).**

12. Page 28: Technical Requirements. "The proposed system must transport items via completely closed conveyor belt systems. Multiple lane conveyors are not accepted." AND "The proposed system must sort items via a gentle sweeper system. Sorting via pop-up roller systems is not accepted." We believe only one vendor can provide this feature. Would you consider vendors who do not provide this feature?

**A. Yes, (considering all vendors). We are taking this item out; we are keeping our book drop and do not need this.**

13. Page 29: Technical Requirements. "Cover images of each detected item will be shown in the check-out and check-in item list". We believe only one vendor can provide this feature. Would you consider vendors who do not provide this feature?

**A. Yes, (considering all vendors).**

14. Do you need more than one bid response to award?

**A. (Not sure if we understand this correctly; please clarify)**

15. Page 11: Scope of Work. This section does not include a Fines and Fees system: Credit Card terminal or Cash and Coin unit. In addition, on page 23, it notes "Please include a payment system option for self-check system. Include pricing for a payment system separately." However, on page 33 it lists these two

systems in the Pricing Table. Are the Fines and Fees systems optional and to be listed separately from the total price?

**A. This is optional and may be listed separately.**

**16.** Page 11: Scope of Work. This section notes a quantity of 13 boxes for RFID Book Tags. However, on page 33 it lists four different tag types: square, rectangle, donut, full coverage. Can you please clarify the type and quantity of tags you want quoted?

**A. We only need the square Tags; please disregard the rest.**

**17.** Page 11: Scope of Work. This section notes a “conduit install” for the RFID premium gate. However, on page 25 it notes “the proposed system must offer a base plate installation to avoid any floor modification”. Can you please clarify the gate installation model you would like?

**A. Base Plate Installation.**

**18.** Page 11: Scope of Work. This section does not include an Automated Materials Handling System. However, on page 33 it lists an “RFID Return Station”. Are you looking for an automated materials handling system, or simply an RFID item return slot and bin?

**A. Will not need AMH System (will keep our bookdrop).**

**19.** Page 12: Submittal Format. Can you please clarify where you would like us to insert our response to the Technical Requirements on pages 16-32?

**A. Please provide responses in the Comment box.**

**20.** Page 18: Technical Requirements. “The vendor must offer a portfolio of tag options and provide samples.” Do you require tag samples to be included in the proposal response package?

**A. No need to provide this as we will only be needing the Square tags.**

**21.** Page 23: Technical Requirements. “The proposed system must provide patron/staff selectable check-out and check-in software feature using a reader pad, not a handheld scanner.” Can you please clarify what you mean by a “reader pad, not a handheld scanner”?

**A. We are currently using a handheld scanner to scan each item (check-in, check-out); we would like to use the reader pad/base to check-in / check-out library materials.**

**22.** Pages 28-29: Technical Requirements. Can you please clarify the number of sortation bins you want this AMH system to include? Can you also please provide drawings and photos for the space where this AMH system will be installed?

**A. No need for this as we will still be using the existing bookdrop.**

**23.** It would be helpful if the products listed on Page 11 under the Scope of Work matched the products listed on page 33 under the Pricing Table. Could you please insert quantities of products you want quoted in the Qty column?

**A. I have made the necessary changes.**

**24.** Please clarify exact quantities of all tags. Square, Credit Card, Donut and Full Coverage.

**A. We only need the Square Tags; 13 boxes.**

**25.** Please clarify exact quantity and type for Selchecks. Built in Desktop or Free Standing or combination.

**A. Two (2) Free Standing Selfcheck.**

**26.** Please clarify what you believe LibSearch will do for you. It appears to be a Discovery layer for and ILS.

**A. Please disregard as our current ILS takes care of this functionality.**

**27.** Please clarify AMH. Do you mean sorters? You talk about what type of conveyance can be used and what cannot, yet no layout, number of bins and induction point.

**A. We will continue using our bookdrop and no longer considering AMH.**

**28.** RFID Return System (Indoor) do you mean an Automated Book Drop/Chute?

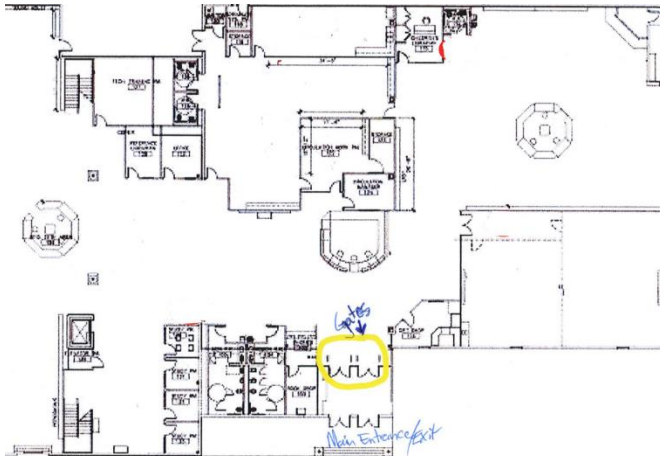
**A. Please disregard the AMHwo (2) Selfcheck**

**29.** Can you provide exact Gate specs? Quantities and type. A premium or wide isle gate has a read range of 63' between columns, a standard RFID gate is 39.5" on center between columns. The pricing table is not clear.

**A. Two of a two Colum gate that accommodates double doors. Below is a picture of what we currently have and would need.**



30. Can you provide drawings of where the gates will go?



31. How will the gates be installed? This is an existing building so will the library want to dig up and install conduit in the floors, or are you open to other less intruding solutions such as above floor install options.

**A. Base Plate, above floor installation.**

32. Handheld Reader. Are you looking for a “live” to the ILS solution? Also, it is listed twice on the pricing table.

**A. Yes; and at least two (2) handheld reader/scanner will be needed for the initial process of getting the collection read for RFID and later for inventory purposes.**

33. It also appears that you have an external bookdrop into the building from photos. Can you please verify, do you have both an internal and an external?

**A. We have both internal and external bookdrop; the internal bookdrop is located at the Circulation Desk and the external is on the South side wall of the Library building.**

**WHEN ISSUED, LETTER(S) OF CLARIFICATIONS SHALL AUTOMATICALLY BECOME A PART OF THE RFP DOCUMENTS AND SHALL SUPERSEDE ANY PREVIOUS SPECIFICATIONS AND/OR PROVISIONS MADE. IT IS THE RESPONSIBILITY OF THE PROPOSERS TO ENSURE THAT THEY HAVE OBTAINED ANY SUCH PREVIOUS LETTERS ASSOCIATED WITH THIS SOLICITATION. IF YOU HAVE ANY QUESTIONS REGARDING FURTHER CLARIFICATIONS FOR THIS SOLICITATION, PLEASE CONTACT ME AT [lfuentes@cityofedinburg.com](mailto:lfuentes@cityofedinburg.com) OR (956) 388-8972.**

SINCERELY,

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