REQUEST FOR PROPOSAL (RFP)
LIBRARY SELF-CHECKOUT SYSTEMS
FOR THE CITY OF STOCKTON, CALIFORNIA
(PUR 23-006)

ADDENDUM No. 1   DATE: 12/13/2022

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING QUESTIONS/ANSWERS/CHANGES TO (PUR 23-006). THE CITY'S RESPONSES TO QUESTIONS SUBMITTED ARE IN BLUE

Solicitation Changes

1. Section 2.10 Optional Items for Consideration: Additional language added.

   2.10.4 May offer independent cash machine options to give change to customers.

Questions & Answers

1. Please clarify the quantities required by the Library or an estimate.

   It is estimated approximately 23 self-checkouts.

2. We understand that pricing is submitted under separate cover ("Submit the proposal fee under sealed, separate envelope. Do not include with the technical proposal response.") Can this separate cover be included within the same box/package that is sent to Purchasing or should it be a totally different box?

   Pricing must be kept as a separate sealed envelope. That envelope would be included within the same box/package that is mailed to the Office of the City Clerk (See Section 8.0).

3. Please confirm the sales tax rate to be added to the quote.

   Sales tax is dependent on the location of delivery. It is expected to have the self-checkout systems to be delivered to the following libraries with these sales tax rates:
   - Northeast 9%
   - Chavez 9%

- Fair Oaks 9%
- Troke 9%
- Weston Ranch 9%
- Thornton 7.75%
- Manteca 7.75%
- Lathrop 7.75%
- Tracy 7.75%
- Mountain House 7.75%
- Ripon 7.75%
- Escalon 7.75%
- Linden 7.75%
- Angelou 9%

4. On page 3, it states, "The successful Proponent shall be required to furnish a Labor and Material Bond and a Faithful Performance Bond, each in the sum of one hundred percent (100%) of the contract price." However, the box is not checked on page 2 or noted on page 28. Please confirm.

   There is no performance bond required for solicitation.

5. Are the self-checkouts barcode only (i.e. not RFID)?

   Yes, barcode only.

6. Does the Library currently have card payment at its self-checks? If yes, who is the processor/provider supporting this functionality?

   The Library no longer has PCI compliant card payment. The Library has used Authorize.net in the past, but they are not part of current agreement.

7. What type of media cases are currently in use at the Library? Is the Library using locking media cases? Can you provide brand and model?

   The Library do not currently have locking media cases.

8. Does the Library intend to or desire to utilize any existing PC's barcode scanners or printers in this implementation? If so, could you please elaborate on the model and number of units?

   No existing PC barcode scanners or printers will be utilized.

9. Can the Library please describe what the anticipated equipment would be (ie one desktop, one countertop, one cash machine, two card readers, etc.) per branch, microbranch, and bookmobile? Is there a librarian on staff at the microbranches?

   Standalone self-checkout stations are desired. The Library is open to proposals with additional options such as cash machines. Additional options shall be included in the submitted proposal and labelled as such. Please reference **Solicitation**

10. What is the Library's current payment processor?

    Elavon and Nayax are the current payment processors.

11. Is the Library interested only in all-in-one standalone self-checkouts or in component self-checkouts as well?

    The Library is open to all options.

12. Is training expected at one branch or multiple branches, and, if so, could we please have a list?

    The Library is open to hearing all training scenarios. There are 14 sites total for equipment training (Northeast, Chavez, Fair Oaks, Troke, Weston Ranch, Thornton, Manteca, Lathrop, Tracy, Mountain House, Ripon, Escalon, Linden, Angelou).

13. Is onsite installation expected at all branches or a limited number of branches? Please clarify which branches if not all branches.

    The Library is expecting installation at the 14 sites mentioned in the response to question 12.

14. To confirm; would the City like to see options for credit/debit card payment as well as options for cash/coin payment? Are cash/coin machines required at all branches or select branches?

    Every location has its own unique operations and space. The Library is willing to hear both options to see if options meet those unique needs. Please reference answer to question 9.

15. Relative to section 2.10.3, is the Library currently using MYPC Software solutions for print release, PC reservation, mobile printing access to the library website and meeting room reservation?

    Yes, the Library uses them all except for the meeting room reservation option.

16. Who is responsible for the Library's print release management?

    The Library uses Papercut.

17. For cash and coin, does the Library want change as an option or exact change only?

    The Library is willing to both options. Please reference answer to question 9 and 14.

PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND <u>ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL</u>:

Company Name _____

Contact Person _____

Signature _____

Date _____

<u>Proposals Due</u> – Promptly by 2:00 P.M., Thursday, December 29, 2022 at the City Clerk's Office.

--------------------------------City of Stockton Use Only below this line--------------------------------

Addendum acknowledged and signed?_____(Procurement Specialist's initials)