

Park City Municipal Corporation (“PCMC” or “City”)

REQUEST FOR PROPOSALS (RFP) (NON-BID) FOR

***Automated Materials Handling (AMH) System & Security
Gates***

Respondents or their agents are instructed not to contact City employees, agents or contractors of the City, selection committee members, the Mayor’s office or staff, members of the City Council, or attempt to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFP to the date of execution of the agreement resulting from this solicitation. City, in its sole discretion, may disqualify a Respondent for violation of this provision.

REQUEST FOR PROPOSALS (NON-BID)

Park City Municipal via The Park City Library is inviting proposals from qualified persons or firms (Respondents) to provide an automated materials handling (AMH) system, security gates, and related installation, training, and support services for both.

PROPOSALS DUE: By Monday, June 24th, 2024, at 5:00pm Mountain Daylight Time. Submit proposals electronically to Christine.roh@parkcity.org. The proposals will be opened after the submission deadline.

RFP AVAILABLE: The RFP will be available on Monday, June 10th, 2024 at the Utah Public Procurement Place (U3P). Any modifications to the RFP or responses to questions submitted will be added as an addendum to the RFP posted. It is the responsibility of Respondents to regularly check for addenda.

QUESTIONS: All questions regarding this RFP must be submitted through U3P by Wednesday, June 18th, 2024 by 3:00 pm. **Please do not submit the same question multiple times.**

PROJECT LOCATION: Park City Library

PROJECT DESCRIPTION (brief): AMH System & Security Gates

OWNER: Park City Municipal Corporation
P.O. Box 1480
Park City, UT 84060

CONTACT: *Christine Roh, IT/Circulation Manager*
Christine.roh@parkcity.org

Proposals will remain valid for 90 days after submission. PCMC reserves the right to reject any or all proposals received for any reason. Furthermore, PCMC reserves the right to change dates or deadlines related to this RFP. PCMC also reserves the right to waive any informality or technicality in proposals received when in the best interest of PCMC.

I. Introduction.

Park City Library is proud to serve the residents of Park City, Utah as a one branch system. The Library has been in the current facility for 9 years and has reached over 200,000 visitors in the last two years.

II. Scope of Project.

Park City Library currently uses The Library Corporation (TLC) as the integrated library system (ILS). TechLogic is our current vendor for security gates, self-checkout machines, and RFID services.

The current TechLogic security gates need to be replaced. The Park City Library has three separate entrances, each with a set of gates. Two sets are dual aisles, and one set is a triple aisle. Specific requirements for the security gates include:

- Three sets of security gates: two sets of dual aisles, and one triple aisle.
- A door counter included on all three sets.
- Interoperability with The Library Corporation, Ls2, and SIP2

The Park City Library would like to add a five-bin AMH system to improve workflow and streamline check-in processes. The space for this system is in the Circulation Workroom and is approximately 7' x 12'. Specific requirements for the AMH system include:

- Interoperability with The Library Corporation, Ls2, and SIP2.
- Automated printing and application of hold and transit slips.
- Allows staff to choose between two or more sorting strategies, depending on need.
- Automated de-stacking of materials.
- System's operation and function must be monitored, and problems identified via web-based application from all staff workstations.
- System must provide one staff induction station.

Additionally, maintenance, installation, and support agreements are requested with all proposal submissions. The operating system and other applications included in the Respondent's solution are expected to be kept up to date at no cost to Park City Library. The selected Respondent will warrant that each hardware product and all equipment proposed and delivered according to any purchase agreement between the selected Respondent and the City will be new equipment and warranted as new equipment. The selected proposer will provide training for Park City Library staff in the use of the proposed equipment, including training of Park City Library staff in local support of the components.

III. Budget

The City has a budget of \$99,999 for the AMH system. The budget for the security gates is \$40,000.

IV. Contents of Proposal and Evaluation Criteria.

Provide the following information:

- Respondent's full company or corporate name
- Respondent's office location responsible for performance under a contract with the City
- The URL for the Respondent's website

Describe and illustrate the products and systems comprising the Respondent's proposed AMH system and security gates, specifically addressing how the products and systems meet the requirements outlined in Section II.

Describe the timeline for installation. This project will need to be approved by the Park City Council or City Manager, and we would like installation of the new products and systems to occur within 3–6 months of that approval.

Cost

- On separate page please list the itemized and total cost

Proposals will be evaluated on the criteria listed below. Proposals are limited to 12 pages. Respondents may be required to supply additional information upon request, or to make additional submissions under secondary selection criteria, if necessary.

If Respondent proposes to use a third party (subcontractor, subconsultant, etc.) for completing all or a portion of the scope of work requirements, state the name and identify the portion of the scope of work to be completed by a third party.

Proposals will be scored using the following criteria:

1. AMH System interoperability and functionality - 100 Points
2. Flexibility of workflow and station – 50 points
3. Updates and maintenance – 50 points
4. Security gate interoperability and functionality – 50 points
5. Timeline – 20 points

Vendors must score above 65% percent of the total technical points to move onto the Cost stage.

Cost:

Cost will be worth 50 Points and will be scored using the following formula. The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of

the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. The formula to compute the points is: Cost Points x (Lowest Proposed Price/Proposed Price).

The selection committee will consider all documents, the presentation/interview if applicable, the response to the RFP, information gained while evaluating responses, and any other relevant information to make its determination. The committee will select the Respondent which, in the committee's sole judgment, is best able to provide the AMH system and Security Gates.

NOTE: Price may not be the sole deciding factor.

PCMC reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. The award of a contract may be subject to approval by City Council.

V. Government Records Access and Management Act.

PCMC will maintain a nonpublic process for the duration of this solicitation in accordance with Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code ("GRAMA"). Pursuant to Utah Code § 63G-2-305(6), all records related to this RFP, including but not limited to proposals, evaluation, and selection procedures, and any records created during the evaluation and selection process will remain nonpublic records during the procurement process. After execution of a contract, all submittals will be treated as public records in accordance with the requirements of GRAMA unless otherwise claimed by the Respondent as exempt from disclosure pursuant to Utah Code § 63G-2-309, as amended. The burden of claiming an exemption shall rest solely with each Respondent. Respondent shall submit any materials for which Respondent claims an exemption from disclosure marked as "Confidential" and accompanied by a statement from Respondent supporting the exemption claim. PCMC shall make reasonable efforts to notify Respondent of any GRAMA requests for documents submitted under an exemption claim. Respondent waives any claims against PCMC related to disclosure of any materials pursuant to GRAMA. Please note the following:

- a. Respondent must not stamp all materials confidential. Only those materials for which a claim of confidentiality can be made under GRAMA, such as trade secrets, pricing, non-public financial information, etc., should be stamped.
- b. Respondent must submit a letter stating the reasons for the claim of confidentiality for every type of information that is stamped "Confidential." Generally, GRAMA only protects against the disclosure of trade secrets or

commercial information that could reasonably be expected to result in unfair competitive injury. Failure to timely submit a written basis for a claim of “Confidential” may result in a waiver of an exemption from disclosure under GRAMA.

- c. For convenience, a Business Confidentiality Request Form (“BCR Form”) is attached to this RFP as ***Attachment 1***. Respondent must submit a completed BCR Form at the time of submission of any proposal.

VI. Ethics.

By submission of a proposal, Respondent represents and agrees to the following ethical standards:

REPRESENTATION REGARDING ETHICAL STANDARDS: Respondent represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees of bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in Title 3, Chapter 1 of the Park City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in Title 3, Chapter 1 of the Park City Code.

VII. Selection Process.

Proposals will be evaluated on the criteria listed in Section IV, Contents of Proposal and Evaluation Criteria, above.

The selection process will proceed on the following anticipated schedule June 25th-August 30th, 2024.

- a. A selection committee comprised of qualified persons, which may include City staff or representatives from other public and private stakeholders, will open, review and evaluate all proposals.
- b. The selection committee may conduct interviews with the highest ranked Respondents. If applicable, interview requirements will be provided to those Respondents selected for further consideration.

- c. Final selection of the top-ranked proposal and preparation of contract.
- d. All contracts with an aggregate cost over the term that exceeds \$100,000 require approval of the City Council.
- e. Contract execution.

Following completion of the evaluation and establishment of the ranking, negotiations for contract purposes may be initiated with the top ranked Respondent. In the event that an agreement is not reached, PCMC may enter into negotiations with the next highest-ranked Respondent.

VIII. PCMC Standard Agreement Required.

- a. The successful Respondent will be required to enter into PCMC's standard *Professional Services Agreement*. A form of the standard agreement is attached to this RFP as **Exhibit A**.
- b. **ANY REQUEST FOR CHANGES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PCMC'S STANDARD AGREEMENT MUST BE SUBMITTED NO LATER THAN THE PROPOSAL/SUBMITTAL DEADLINE. ANY REQUESTED CHANGES TO PCMC'S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS MAY BE APPROVED IN THE SOLE DISCRETION OF PCMC.**
- c. Respondent must be authorized to do business in Utah at the time of contract execution. If Respondent's address is within the 84060 zip code, a valid PCMC business license is required.

IX. General Provisions.

- a. No Representations or Warranty. It is the responsibility of each Respondent to carefully examine this RFP and evaluate all of the instructions, circumstances and conditions which may affect any proposal. Failure to examine and review the RFP and other relevant documents or information will not relieve Respondent from complying fully with the requirements of this RFP. Respondent's use of the information contained in the RFP is at Respondent's own risk and no representation or warranty is made by PCMC regarding the materials in the RFP.
- b. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Respondent. PCMC assumes no liability for any costs incurred by Respondents throughout the entire selection process.

- c. Equal Opportunity. PCMC is committed to ensuring equitable and uniform treatment of all Respondents throughout the advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same fundamental information.
- d. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., will be retained as property of PCMC and will not be returned to the Respondent.
- e. Modification of RFP. PCMC reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding the contract execution. PCMC will provide written notice to Respondents of any cancellation and/or modification.
- f. Financial Responsibility. No proposal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to PCMC, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the PCMC, or that may be deemed irresponsible or unreliable by PCMC. Respondents may be required to submit satisfactory evidence demonstrating the necessary financial resources to perform and complete the work outlined in this RFP.
- g. Local Businesses. PCMC's policy is to make reasonable attempts to promote local businesses by procuring goods and services from local vendors and service providers, in compliance with Federal, State, and local procurement laws.

X. Exhibits

Exhibit A - PCMC's Standard Professional Services Agreement
Attachment 1 - Business Confidentiality Request Form

Attachment 1

REQUEST FOR PROTECTED STATUS

(Business Confidentiality Claims under Utah's Government Records Access and Management Act ("GRAMA"), Utah Code § 63G-2-309)

I request that the described portion of the record provided to Park City Municipal Corporation be considered confidential and given protected status as defined in GRAMA.

Name: _____

Address: _____

Description of the portion of the record provided to Park City Municipal Corporation that you believe qualifies for protected status under GRAMA (identify these portions with as much specificity as possible) (attach additional sheets if necessary): _____

The claim of business confidentiality is supported by (please check the box/boxes that apply):

- () The described portion of the record is a trade secret as defined in Utah Code § 13-24-2.
- () The described portion of the record is commercial or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the provider of the information or would impair the ability of the governmental entity to obtain the necessary information in the future and the interest of the claimant in prohibiting access to the information is greater than the interest of the public in obtaining access.
- () The described portion of the record would cause commercial injury to, or confer a competitive advantage upon a potential or actual competitor of, a commercial project entity as defined in Utah Code § 11-13-103(4).

REQUIRED: Written statement of reasons supporting a business confidentiality claim as required by Utah Code § 63G-2-305 (1) –(2) (attach additional sheets if necessary):

NOTE: Claimant shall be notified if the portion of the record claimed to be protected is classified as public or if the determination is made that the portion of the record should be disclosed because the interests favoring access outweigh the interests favoring restriction of access. Records claimed to be protected under this business confidentiality claim may not be disclosed until the period in which to bring the appeal expires or the end of the appeals process, including judicial appeal, **unless the claimant, after notice, has waived the claim by not appealing the classification within thirty (30) calendar days.** Utah Code § 63G-2-309(2).

Signature of Claimant: _____

Date: _____