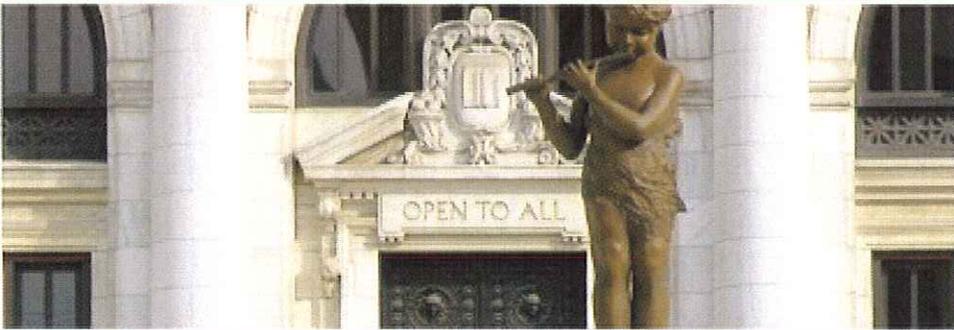


May 21, 2012



## REQUEST FOR PROPOSAL

Directional People Counter  
RFP # CML 12-015

For Columbus Metropolitan  
Library (the Library)

**Issued by:**

Procurement Division  
96 S. Grant Ave.  
Columbus, OH 43215

**Deadline for Submittal:**

**June 15, 2012**

No later than 12:00 P.M. EST

## **PURPOSE**

This is a Request for Proposal (RFP) to solicit sealed proposals for a directional people counter. This RFP provides details on what is required to submit a Proposal for Work, how the Library will evaluate the proposals and what will be required by the vendor performing the work. If a suitable offer is made in response to the RFP, the Library may enter into a contract to have the selected vendor perform all or part of the project.

## **INTRODUCTION**

The Columbus Metropolitan Library (The Library) is a county district library established in accordance with § 3375.20 of the Ohio Revised code. The Library, which is a separate legal entity, is financially, managerially and operationally independent from both Franklin County and the City of Columbus. The Library is a fully funded political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes.

The Library consists of a Main Library located in downtown Columbus (where the Library administrative offices are located) and 20 branch libraries throughout Franklin County. Additionally, the Library has an Operations Center located in Gahanna, Ohio that houses our Information Technology, Property Management, Digital Services, Outreach, and Technical Services Departments.

The Library also services the two locations of the Southwest Public Library System, located in Franklin County.

## **BACKGROUND**

The Library currently uses non-networked, non-directional counters at the entrances of each of its twenty-one (21) public service locations. These counters are checked and reset manually each day. The count that registers each day is divided by two (2), which is assumed to be a reasonable estimate of the number of people who enter each building on a daily basis. These counters are installed on interior and exterior vestibule doors.

All locations are architecturally different. With the exception of one location, we have a vestibule with interior and exterior doors, public restrooms and a meeting room entrance that are typically located off the vestibule. One smaller location has no vestibule.

The Main Library has multiple public entrances, including an underground garage with an elevator access. A qualified vendor will be able to serve in an advisory capacity to optimize installation in this more complicated building.

## **SCOPE OF WORK**

The Library would like to incorporate a more robust people counter technology system. A decision of a wired or wireless system has not been determined at this point. Once responses are gathered a team will determine which system would be most advantageous for the library.

The selected system will serve as a pilot program for a possible system-wide installation in the future. Our goal is to install people counters for up to four (4) of our 21 branches. We are looking for an integrated directional counter solution that will allow us to accurately identify the number of people in the building throughout the day. Reporting must be real-time occupancy for each building in hourly (or smaller) increments. This system must be able to produce "on-demand" reports.

The Library prefers integration with our existing automated logic Building Automation System and our preferred format is SQL server 2008 or later.

Please forward separate pricing for both a **wired and wireless** system for **four (4)** pilot locations. Note that the Main Library will not be included in the pilot project:

- Cost of hardware
- Cost of software
- Cost of installation
- Cost of annual support
- Total cost per location
  
- Please supply additional pricing for total system (21 locations) in a separate cost sheet.

### **QUALIFIED APPLICANTS**

Vendors will be assessed on their strength of proposal based on cost, support offerings, strength in the market and responsiveness of their bid. The vendor must demonstrate prior successful implementation of all products and services outlined in their bid. Additional criteria may be identified at a later time by the Library.

### **PROJECT MILESTONES**

The Library anticipates the following milestone dates:

**May 21, 2012** – Publication of RFP

**May 25, 2012** – Deadline to submit questions

**May 31, 2012** – Library response to all questions

**June 15, 2012** – Deadline for submission of proposals

**June 18-29** – Review of proposals

**July 02, 2012** – Notification of award

**July 16, 2012** – Approximate commencement of work

*\*Note - All dates are subject to change and the Library reserves the right to terminate all or part of the project, without cause, with a 30 day written notice to the vendor.*

### **PROPOSAL SUBMITTAL**

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Each page of the proposal should state the name of the vendor, the RFP number (CML 12-015), and the page number.

To facilitate comparison of proposals, vendors must submit proposals in a format that corresponds to the following:

RFP Cover Sheet – signed by an officer of your company

Section 1: Introduction and general information about the Vendor

Section 2: Qualifications, relevant experience

Section 3: References – list 3 references including a contact name. Please include major urban libraries if applicable.

Section 4: Recommendations to meet the Library's expectations for this RFP.

Each Vendor must submit a proposal clearly marked **Directional People Counter RFP# CML 12-015**. One (1) original, completed and signed in blue ink, and three (3) copies are required. Proposals are due no later than June 15, 2012, at 12:00 noon EST. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

Columbus Metropolitan Library  
Procurement Division – **CML 12-015**  
96 South Grant Avenue  
Columbus, OH 43215

CML will reject any proposals that are received after the June 15, 2012 deadline.

#### **CONTRACT AWARD:**

The Library's evaluation team, consisting of select members of various work units, will evaluate responses to the RFP based on the following criteria:

- The vendors understanding of the work, how well the proposed scope of work addresses the project requirements
- Experience both in terms of past efforts in this type of work and the level of completeness to the project
- The cost or pricing structure of the proposal

The final decision will be based on the overall RFP response that is deemed most advantageous to the Library. An award will be made only to a responsible vendor that possesses the ability to perform successfully under the agreed terms and requirements.

Every effort has been made to include enough information within this RFP to enable vendors to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in a timely manner.

Submit all RFP questions and inquiries via email to:

Wanda Dixon, Procurement Administrator  
Deb Czycalla, Finance Coordinator  
**Email address: [Purchasing@columbuslibrary.org](mailto:Purchasing@columbuslibrary.org)**

To avoid future conflicts of interest or unfair competitive advantage over competing vendors/vendors on future projects, the Library will share the detailed results of any and all research along with conclusions and recommendations made by the selected vendor with anyone interested in working with the Library on future projects and as public records laws require.