



Release Date: January 31, 2024

Invitation to Bid

Library Vending Machines (3), Bid #20240131TPL

The Tuscaloosa Public Library invites responses to the attached proposal to provide three (3) self-service Library Book Vending Machines. This Invitation to Bid will include, but is not limited to, three self-service remote library machines, each with a door that opens, providing physical browsing as well as checkout and return features. Respondents must meet qualifications to provide and train on the system as described in the Project Specifications and agree to Contract Provisions as stated. Bids must follow Instructions and Conditions and be submitted on the Bid Form supplied.

Deliver signed and sealed bids no later than:
11:00 AM CDT, Wednesday, February 14, 2024,
at which time they will be publicly opened and read aloud.

Address Bids To:
Jennifer Pearson, Executive Director
Library Vending Machines
Bid #20240130TPL

1801 Jack Warner Parkway
Tuscaloosa, Alabama 35401

Address Questions To:
Jennifer Pearson, Executive Director
205-345-5820
jpearson@tuscaloosa-library.org

PART I: Instructions and Requirements for Bid #20240130TPL Library Vending Machines (3)

Bids must be submitted on the Bid Form (Part II, Section IV) and signed by an officer of the bidder's firm. Obligations assumed by such signature must be fulfilled.

Submit two copies of the completed Bid Form with attachments to Jennifer Pearson, Executive Director, Bid #20240130TPL, Tuscaloosa Public Library, 1801 Jack Warner Parkway, Tuscaloosa, Alabama 35401. Bids must be received in hard copy, no later than 11:00 AM CDT, Wednesday, February 14, 2024.

1. Any request for interpretation of the specifications or other pre-bid documents are to be in writing, telephone communication, or e-mail and addressed to Jennifer Pearson, Tuscaloosa Public Library (jpearson@tuscaloosa-library.org, 205-345-5820). Any resulting interpretations and supplemental instructions will be in the form of written addenda issued to all prospective bidders.
2. Any unauthorized changes in, or additions to, the Bid Form will be considered sufficient grounds for rejection. However, additional lines added to further explain the bid are acceptable.
3. Bidders are expected to prepare their bid to include the costs of all applicable material, labor, bonds, permits, overhead, profit, taxes, insurance, costs, etc. It is not the obligation of the Tuscaloosa Public Library to bring mistakes or omissions in the bid to the bidder's attention.
4. All document samples submitted by the vendor shall become the property of the Tuscaloosa Public Library and will not be returned.
5. Any contracts resulting from this Invitation to Bid shall not be assignable without prior written consent of the Tuscaloosa Public Library. Under no conditions shall the contract be assigned to an unsuccessful bidder whose bid was rejected as non-responsive and/or non-responsible.
6. All quotations must be verified before submission, as they cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
7. Because the Tuscaloosa Public Library is not a legal entity separate from the county and cities that created it but is an agency or instrumentality of the county and cities, the Library is exempt from State, County, and City sales and use taxes.
8. Any person or firm whom the contractor intends to use as a subcontractor shall be identified in the bid. The contractor shall retain full responsibility for the actions and for the failure of any subcontractor to perform.
9. Sealed bids will be opened at 11:00 AM CDT on Wednesday, February 14, 2024, in the Tuscaloosa Public Library Administrative Offices, 1801 Jack Warner Parkway, Tuscaloosa, Alabama 35401. Bids received after this time will be discarded unopened.

10. An evaluation of the bids and preliminary award and notification will be made within three days after opening the bids.
11. Failure to observe all instructions and conditions will constitute grounds for rejection of your bid.
12. The right is reserved to reject any or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the Tuscaloosa Public Library.
13. This bid will be awarded based on the lowest qualified bidder.
14. If bid results are desired, enclose a self-addressed and stamped envelope with your bid.
15. The Tuscaloosa Public Library, without invalidating the contract, may order extra work or make changes by altering, adding to, or deducting from the work, the contract sum being adjusted accordingly. All such work shall be executed under the original contract except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. No changes in the work shall be made without having prior consent of the Tuscaloosa Public Library or its designated representative and acceptance by the contractor of the terms and conditions of the change. All change orders shall be in writing.

Part II: Bid Specifications and Bid Forms

Section I – Project Summary

The Tuscaloosa Public Library invites responses to the attached proposal to provide three new self-service remote library machines, each with a door that opens, providing physical browsing as well as checkout and return features.

Section II - Bid Preparation and Submission

- A. Bid Form – Bids must be submitted on the Bid Form supplied and signed by an officer of the bidder’s firm. Obligations assumed by such signature must be fulfilled. Additional information must be attached to the Bid Form and labeled: **Library Vending Machines (3), Bid #20240130TPL.**
1. Unauthorized changes in, or additions to, the Bid Form will be considered sufficient grounds for rejection. However, additional lines added to further explain the bid are acceptable.
 2. Submit two copies of the completed Bid Form with attachments and samples to Jennifer Pearson, Executive Director, Library Vending Machines (3), Bid #20240130TPL, 1801 Jack Warner Parkway, Tuscaloosa, Alabama 35401. Bids must be received in hard copy, no later than 11:00 AM CDT, Wednesday, February 14, 2024.
- B. Pricing
1. Pricing is requested for three new, fully integrated self-service library vending machines, each with a door that opens, providing physical browsing as well as checkout and return features. The machines must be compatible with the Library's integrated library system (Innovative Interfaces, Inc., Sierra). The bid should also include freight charges, necessary staff training, and warranty.
 2. Because the Tuscaloosa Public Library is not a legal entity separate from the county and cities that created it but is a agency or instrumentality of the county and cities, the Library is exempt from State, County, and City sales and use taxes.
 3. Verify quotation before submitting, as bids cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the “unit price” will govern.

Section III – Scope of Work

- A. The Library is searching for three new, fully integrated self-service vending machines, each with a door that opens, providing physical browsing as well as checkout and return features.
- B. Each machine must be compatible with the Library's integrated library system (Innovative Interfaces, Inc., Sierra) and connect with SIP2 technology.
- C. Each machine must include customizable printed paper receipt and barcode scanning functions.
- D. Each machine should be no larger than 20"(D) x 55" (W) x 80"(H).
- E. Each machine must be able to hold up to 200 items.
- F. Each machine must have touch screen interface or similar technology.
- G. The bidder may provide a warranty on the entire system for all work and craftsmanship, in conjunction with the manufacturer's warranties on the different components of the system.
- H. The bidder may also propose an annual maintenance agreement of the system upon warranty expiration.

Section IV– Bid Form

**Please submit two (2) signed and completed copies of this bid form and specifications.
All bids are due no later than 11:00 AM CDT, Wednesday, February 14, 2024.**

Library Vending Machines (3), Bid #20240130TPL

**RETURN TWO (2) SIGNED COPIES OF THIS QUOTATION FORM
AND ANY ADDITIONAL INFORMATION.**

Total for 3 NEW Library Vending Machines, as described:

\$ _____

Estimated Delivery: _____

Please supply all technical information, specifications, drawings, layouts, etc., with this bid form, including but not limited to copies of any additional information relevant to the system, company, etc.

Firm Name: _____

Firm Address: _____

Telephone Number: _____

E-Mail Address: _____

Authorized Signature: _____

Print Name: _____

Print Title: _____

Date: _____

The sealed bid package with all required information and attachments is due no later than 11:00 AM CDT, Wednesday, February 14, 2024. If you have any questions, please call Jennifer Pearson at 205-345-5820.