



June 7, 2022

**ADDENDUM NO. 1
PB22-093 REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM**

The attached constitutes additional information and serves to clarify issues (considered to be part of the City of Victorville "**REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM**" project).

- 1: **QUESTION:** Page 19: Deliverables, notes the Cost Proposal Form is located on pages 19 and 20, can you please confirm the pages numbers are actually 21 and 22?
ANSWER: Yes, it should be pages 21 and 22.
- 2: **QUESTION:** Page 29: Exception Form "...the RFB for Professional Auditing Services..." Is this a typo?
ANSWER: Yes, it should read RFP for Remote Library Kiosk or Book Vending System.
- 3: **QUESTION:** Page 16: Scope of Work, notes "The Kiosk or Book Vending System should generally meet the following requirements." However, on page 19, Method and Criteria for Selection, it notes "Failure to meet the essential requirements for this RFP may be cause for rejection of the proposal." Can you please clarify which requirements are "essential"?
ANSWER: Essential items include in the Bid Proposal, Section I – ILS System.
- 4: **QUESTION:** Page 18: "Option 2: Two smaller kiosk options..." Can you please clarify your definition for a quantity of "two"?
ANSWER: Two units. For example, one large kiosk or library vending system that holds a minimum 200 items (or more) or two smaller type units that provides smaller item capacity but equates to a minimum 200 items.
- 5: **QUESTION:** Page 18: Notes "Smaller Kiosk need not conform to minimum capacity limits as listed in section III." Are you referring to Section II, where it notes a "Minimum Capacity should be at least 200 items"?
ANSWER: Yes.
- 6: **QUESTION:** Page 21: Cost Proposal Form. Can you please clarify if Line Item 1 and Line Item 2 refer to Option 1 and Option 2, as noted on page 18?
ANSWER: The proposer may offer a solution to either or both options, and the City will evaluate all solutions submitted.

7: **QUESTION:** Should we include taxes in our quote? If so, please confirm the tax rate and specify if services, such as delivery, software costs, service level agreements, etc. are taxable items

ANSWER: Yes. The City of Victorville's tax rate is 8.75%. Services and delivery are generally not taxable. Software costs are taxable.

8: **QUESTION:** Will the Library allow a virtual presentation prior to bid evaluation?

ANSWER: Yes.

9: **QUESTION:** Is the Library looking for an automated item dispensing/reshelving system or a locked unit where patrons can retrieve items individually from their own locker?

ANSWER: The library's ideal solution is an item dispensing system, it may consider a locker type system as that was also identified by the library master plan.

10: **QUESTION:** We note a 'Minimum Capacity should be at least 200 items.' Is there an ideal/desired capacity amount? A maximum?

ANSWER: The minimum capacity amount is required to be 200 items and there is no maximum amount identified.

11: **QUESTION:** Please confirm/clarify item identification technology. Is it RFID and/or barcode?

ANSWER: We do not currently support RFID options, the solution will need to be barcode or the vendor will need to provide a workaround for RFID.

12: **QUESTION:** Can we provide multiple options for each location?

ANSWER: Yes.

13: **QUESTION:** Can we also provide quotes in our own format.

ANSWER: Yes, you can do it on your own forms, however you must still provide the bid proposal form with see attached and your signature. We must receive all required forms on the Submittal.

Attachments:

- Revised Submission Form (Please use this form in lieu of the form on the bid package)
- Performance Bond
- Guaranty Form
- Pre-bid Sign-in Sheet
- Pre-bid Meeting Agenda

Please confirm receipt of this ADDENDUM #1, PB22-093 by attaching the signed acknowledgment to your bid proposal. Failure to acknowledge receipt of this addendum may result in your proposal being rejected as non-responsive. The undersigned acknowledges receipt of ADDENDUM #1:

Name of Bidder _____

Address _____

Telephone No. _____ Email Address: _____

Signature: _____

Title

Date

Addendum #1 approved by:

 _____

Jenele Davidson, Deputy City Manager, Recreation and Library Department

CITY OF VICTORVILLE
RFP# PB22-093
REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM

SECTION III
SUBMISSION CERTIFICATION

I hereby submit to The City of Victorville the following bid proposal for work outlined in plans and specifications entitled "**RFP# PB22-093 REMOTE LIBRARY KIOSK OR BOOK VENDING SYSTEM**"

All of the following documents (check below) are completed, fully executed, and included in my proposal as required in the RFP document:

- _____ Submission Certification
- _____ Cost Proposal Form
- _____ Proposer Identification
- _____ Worker's Compensation Certificate
- _____ Non-Collusion Declaration
- _____ Customer References
- _____ Debarred Certification Acknowledgement
- _____ Exception Form
- _____ Guaranty Form
- _____ Faithful Performance Bond
- _____ Acknowledgement Pages for all Bid Proposal Addenda

My signature on this Submittal Certification is affirmation that all items listed above are fully completed and executed and are hereby submitted with the proposal as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of my proposal.

Business Name

Authorized Signature

Printed Name and Title

Date Signed

Telephone Number

**CITY OF VICTORVILLE
FAITHFUL PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, _____, hereinafter referred to as "Contractor," as principal, and _____, as Surety, are held and firmly bond unto the CITY OF VICTORVILLE, in the sum of _____ Dollars, (\$ _____), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, jointly and severally, firmly by these presents. The conditions of the foregoing obligation is such that:

WHEREAS, said Contractor has been awarded and is about to enter into the annexed contract with said CITY OF VICTORVILLE for completion of "**PB22-093 REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM**" as specifically set forth in documents entitled of "**PB22-093 REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM**", and is required under the terms of the Contract to give this Bond in connection with the execution of said Contract;

NOW, THEREFORE, if the said Contractor shall well and truly do and perform all of the covenants and obligations of said Contract on his part to be done and performed at the times and in the manner specified herein, then his obligation shall be null and void, otherwise, it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or the material to be furnished, which may be made pursuant to the terms of said Contract, shall not in any way release either the Contractor or the Surety there under, nor shall any extensions of time that be granted under the provision of said Contract release either the Contractor or the Surety, and notice of such alterations or extensions of the Contract is hereby waived by the Surety.

WITNESS our hands this _____ day of _____, _____.

WITNESS our hands this _____ day of _____, _____.

(SEAL) Contractor _____

_____ SURETY By: _____

By: _____ Title: _____

NOTE: Signature of the party executing for the Surety must be properly acknowledged

CITY OF VICTORVILLE

PB22-093 REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM

GUARANTY

TO THE CITY OF VICTORVILLE, CALIFORNIA

The undersigned guarantees the completion of " **PB22-093 REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM**".

Should any of the materials or equipment prove defective or should the work as a whole prove defective, due to faulty workmanship, material furnished, or methods of installation, or should the work or any part thereof fail to operate properly as originally intended and in accordance with the Plans and Specifications and/or manufacturers specifications, due to any of the above causes, all within twelve (12) months after date on which this Contact is accepted by the City, the undersigned agrees to reimburse the City, upon demand, for its expenses incurred in restoring said work to the condition contemplated in said project, including the cost of any such equipment or materials replaced and the cost of removing and replacing any other work necessary to make such replacement or repairs, or, upon demand by the City, to replace any such materials and to repair said work completely without cost to the City so that said work will function successfully as originally contemplated.

The City shall have the unqualified option to make any needed replacements or repairs itself or to have such replacements or repairs done by the undersigned.

In the event the City elects to have said work performed by the undersigned, the undersigned agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within the time limit designated by the City. If the undersigned shall fail or refuse to comply with their obligations under this guaranty, the City shall be entitled to all costs and expenses, including attorney's fees, reasonably incurred by reason of said failure or refusal.

SIGNED: _____
CONTRACTOR

By: _____ Title: _____

Dated this _____ day of _____, _____.

NOTE: This Guaranty shall be executed by the successful bidder in accordance with instructions in the Special Provisions. The bidder may execute the Guaranty on this page at the time of submitting the bid.

MANDATORY PRE-BID MEETING

June 7, 2022 at 10:00 a.m.

PROJECT NAME: REMOTE LIBRARY KIOSK BOOK VENDING SYSTEM**PROJECT #: PB22-093**

COMPANY NAME & REPRESENTATIVE	ADDRESS	PHONE #	FAX #	E-MAIL
City of Victorville – Pearl Bandringa Finance Manager	14343 Civic Dr. Victorville, CA 92392	760-955-5085	760-269-0045	pbandringa@victorvilleca.gov
City of Victorville – Eddie Gleason Facilities Manager	14343 Civic Dr. Victorville, CA 92392	760-955-5256		egleason@victorvilleca.gov
City of Victorville – George Carter City Librarian	14343 Civic Dr. Victorville, CA 92392	760-955-4167		gcarter@victorvilleca.gov
City of Victorville – Celeste Calderon Finance Specialist	14343 Civic Dr. Victorville, CA 92392	760-955-5082	760-269-0045	cmcalderon@victorvilleca.gov
Inga Boudreau International Library Services	8205 Kilean Way Potomac, MD 20854- 2728	301-916-1500 x 256		inga@internationallibraryservices.com
Al Skinner FE Technologies	536 Silicon Dr #100 Southlake, TX 76092	817-659-4708		Al.Skinner@fetechgroup.com
Hilary Paane	403 Hayward Ave N. Oakdale, MN 55128	651-382-5480		h.paane@bibliotheca.com
Mindy Wilson MK Solutions	75 Acco Dr, Ste A-3 York, OA 17402	717-885-6234		Mindy.wilson@mksolutions.com
Ted D'Alessandro Envisionware	1900 Satellite Blvd Ste 4100 Duluth, GA 30097	412-551-7481		Ted.dalessandro@envisionware.com

Mandatory Pre-Bid Meeting
AGENDA

REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM
PROJECT PB22-093

June 7, 2022 at 10:00 a.m. JOB SITE: 12808 Eucalyptus St, Victorville

1. Welcome
2. Introductions
3. Brief overview of Project
4. Bid-Related notes:
 - a. Documents required noted on Submission Certification
 - b. Documents must have original signatures
 - c. Addenda must be acknowledged by signing the addendum page
 - d. Contractor to provide notification when replacing Subcontractor from the original Sublist as submitted (if applicable).
5. Licenses
 - a. City of Victorville Business License – applies to prime and subs
6. State prevailing wage project. Senate Bill 854 applies – All contractors and subcontractors must be registered with DIR to bid on any public works projects (if applicable).
7. Electronic Certified Payroll Reporting (eCPR) Contractors and subcontractors on all public works projects awarded must use this system to furnish certified payroll records to the Labor Commissioner. Contractors and subcontractors who have been submitting PDF copies of their certified payroll records for earlier projects must also begin using the new system. For more information go to www.dir.ca.gov under Labor Law Public Works. City of Victorville will also require getting copies of all certified payrolls along with their invoices (if applicable).
8. Following award, provide:
 - a. Insurance certificates
 - b. Two original signed contract agreement
9. Bonds – (if applicable)
10. Deadline for questions **June 14, 2022 at 12:00 P.M.**
Questions must be written, submitted via email to Pearl Bandringa at pbandringa@victorvilleca.gov.
11. Bids are due by **June 21, 2022 at 2:00 p.m. PST.** Mailed or delivered to City Hall, 14343 Civic Drive, 2nd Floor, Victorville, CA 92392 Attn: Celeste Calderon.
12. Q&A – Staff

**CITY OF VICTORVILLE
RFP# PB22-093
REMOTE LIBRARY KIOSK OR A BOOK VENDING SYSTEM**

**SECTION III
SUBMISSION CERTIFICATION**

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My signature on this Submittal Certification is affirmation that all items listed above are fully completed and executed and are hereby submitted with the proposal as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of my proposal.

_____ Business Name

_____ Authorized Signature

_____ Printed Name and Title

_____ Date Signed

_____ Telephone Number