



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE
Winner 2000- 2007 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



September 20, 2007

Re: Bid# 07ITB57654B-BR
Self-Check Machines for the Library

Dear bidders:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced bid.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Sincerely,

Brian Richmond
Assistant Purchasing Agent

Bid# 07ITB57654B-BR, Self-Check Machines for the Library
Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and answers questions asked by interested vendors and makes a change in the specifications:

1. Question: Where are the Checkpoint security tags located on your various items? (Books, Audiocassettes, Videocassettes, DVDs, CDs)
Answer: The checkpoint security tags are located: the back bottom right corner under the jacket or case for non-book items and under the pocket on the back inside cover of books
2. Question: In part 26 General Bid Requirements Item #31 With regards to bid evaluation, will requirements A,B & C be weighted equally or will one of these 3 factors be more important than another? If so what is the order of importance and weight of each requirement?
Answer: No, it is not weighted and these factors are not considered separately. Each factor is of equal importance. Bidder must meet all specifications and the lowest price as determined by total cost entered on pricing form in Section 8 shall determine successful bidder.
3. Question: Is the library currently accepting credit cards or will this be introduced along with the self-checkout installation?
Answer: The library is not currently accepting credit cards and this will not be introduced along with self-checkout machine installation. Self-checkout machine must be capable of accepting payment of fines by cash, debit card or credit card as stated in bid document specifications.
4. Question: Do all self-checkouts need to have payment options included in the bid price or should payment options be shown as separate costs?
Answer: Payment options are not necessary, as vendor should compete Section 8 – Pricing Form. Only one pricing form per bid should be submitted.
5. Question: Is the library using AV security locking cases of any kind? If so, what brand?
Answer: Yes the library uses AV security locking cases. The brand name is Alpha S 3 AV Security Case.
6. Question: Would the library be interested in a self-checkout system that allows patrons to unlock security cases during self-checkout?
Answer: No, we are not interesting in a machine that allows patrons to unlock security cases during self-checkout.
7. Question: Has the library implemented RFID? If so, which system did they implement?
Answer: The library has not implemented RFID.
8. Question: Does the library have self-check units installed now? If so, which company installed the units?
Answer: 3 of the branch libraries have Checkpoint units which are currently disconnected.

9. Question: Is the library asking that software be quoted to enable self-service fines payment at the self-check units? If so, will they want to implement payment by credit card right away?
Answer: **The library will not be implementing payment by credit card right away. The self check station must be capable of accepting payment of fines by cash, debit card, or credit card as stated in the bid document.**
10. Question: Please clarify if the system quoted must include RFID or just have the ability to be upgraded to RFID in the future. In other words would you like the price of the stations to include this feature or can it be listed separately.
Answer: **The system must be capable of adaptation to RFID technology in the future**
11. Question: When using RFI please clarify whether the library will be using standard ISO tags or proprietary tags/software from the selected RFI provider.
Answer: **The Library has not identified a RFI tag at this time**
12. Question: Please clarify if the system quoted must include the Payments by Cash/Credit Feature or just the ability to be upgraded in the future. In other words would you like the price of the stations to include this feature or can it be listed separately.
Answer: **The system must be capable of accepting payment by cash, debit card or credit card.**
13. Question: There are 11 units requested for 8 branches, could we have a list of the branches and the number of units you would like to install at each location?

<u>Branch</u>	<u># of Units</u>
Alpharetta	1
Central	1
Ocee/Robert E. Fulton	2
East Atlanta	1
Northeast/Spruill Oaks	2
Roswell	2
South Fulton	1
Southwest	1

14. Question: Installations: What is the Libraries preferred timing for installations? Will all branches be installed at the same time?
Answer: **The Library is interested in a timely installation of all units**
15. Question: Why do you feel you need Omni Directional bar-code scanners? We can provide it but our experience has been that linear scanners provide a larger range for reading item bar-codes.
Answer: **AFPLS item barcodes vary greatly in quality. The Library System has found that overall, the Omni-Directional bar-code scanners seem to provide a good scan of those labels in a majority of our locations.**

16. Question: What is the location of the bar-codes on the various Library items?
Could you provide photocopies/scanned images of patron cards and several library books, CDs, DVDs etc showing the barcode location.

Answer: The location of the bar-code for the requested formats is as follows:

1. **Books** – label is placed on the left top edge of the front cover of the book, as close to the edge and spine as possible
2. **Spoken CDs/Cassettes** – label is placed on the top left corner of the container, beneath the plastic cover
3. **Music CDs** – label is placed on the top right corner of the jewel container
4. **DVDs** – label is placed on the top left corner, under the plastic cover of the container

Please see pages 7 through 11 of this addendum for scanned images.

17. Question: Does the library need a security component (RF tags detuning paper) on the self-check stations?

Answer: The Library would like the option of using Detuning paper on the self-check units.

18. Question: Does the library want to be able to print one receipt at the end of the check-out transaction or one receipt per item? Will the library want to use the receipts per item to detune the RF tag in the item?

Answer: The library would like to be able to choose whether to print one receipt per checkout, or one receipt per item. If the option of one receipt per item is chosen, the library wishes to use the receipt per item to detuning the item.

19. Warranty and Maintenance Agreement:

a. Question: Please clarify if the minimum Warranty period required is 1 or 3 years. Is the maintenance agreement required for the same initial Warranty period or in addition to the Warranty period? In other words, does the Library wish to know the cost of an additional 3 years Warranty (maintenance agreement)?

Answer: The Warranty agreement period is 3 years. The maintenance agreement is for the same as the initial warranty period of 3 years. No, we do not wish to know the cost of an additional 3 year.

b. Question: Please explain the difference between the Warranty and the Maintenance Agreement? For us generally a maintenance agreement is an extension of the Warranty.

Answer: The warranty is the standard manufactory agreement to cover the cost of repairs or replace equipment or software if the system does not perform as advertised. Whereas Maintenance Agreement covers the cost of manufactory suggested maintenance and software updates or diagnostic

testing, and routine repairs.

20. Question: What type of system configuration will the library wish to implement: Kiosk (stand-alone self-check with furniture/cabinet), desk-top (on-counter), or built-in stations that can be installed into existing library furniture?

Answer: We are looking at desk-top stations at this time

21. Question: Reference: Page 5, Scope of Work Summary:
Selected respondent will successfully install a total of eleven (11) self-check machines at eight (8) Atlanta-Fulton Public Library locations and provide a minimum of 8 hours of staff training and Reference: Section 7, General Conditions, Page 8, Training:
Training and training materials must be made available on site for library and technical support staff members. Handouts and posters to be used to introduce and explain the service to library patrons must be provided. Minimum of eight hours of training for staff on usage of equipment. Training must be provided before the installation is considered complete or go-live."

For the eight (8) hours of training, is the 8 hours of training for total training not 8 hours per branch or site?

Answer: 8 hours total training, not 8 hours per branch or site.

22. Question: Reference: Section 7, General Conditions, Page 8, Warranty:
Basic: 3 years/Unlimited on all equipment and software.

and

Reference: Section 7, General Conditions, Page 8, Maintenance Agreement:
Respondent must include cost of 3 year maintenance agreement which consists of coverage of software updates and routine preventative repairs to hardware equipment.

We would like clarification on these 2 items. Does this mean the you would be pricing 3 years of warranty up front and then a Maintenance Agreement for an additional 3 years (Years 4, 5, 6) or are you expecting to purchase standard warranty and 3 years of maintenance for years 1,2 and 3?

Answer: Expect to purchase standard warranty and maintenance agreement for years 1,2 and 3 up front.

23. Question: Reference: Section 1, Instructions to Bidders, Page 9, Item 18, Determination of Successful Bidder.
Is there a point system or other weighted factors that determine the successful bidder?

Answer: No, the bid will be awarded to the vendor that meets all of the specifications and has the lowest price.

Note to vendors: Please disregard any reference to bid bonds in the specifications. No bid bond of any kind is required for this procurement.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time of Tuesday, September 25, 2007 by 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2007.

Legal Name of Bidder

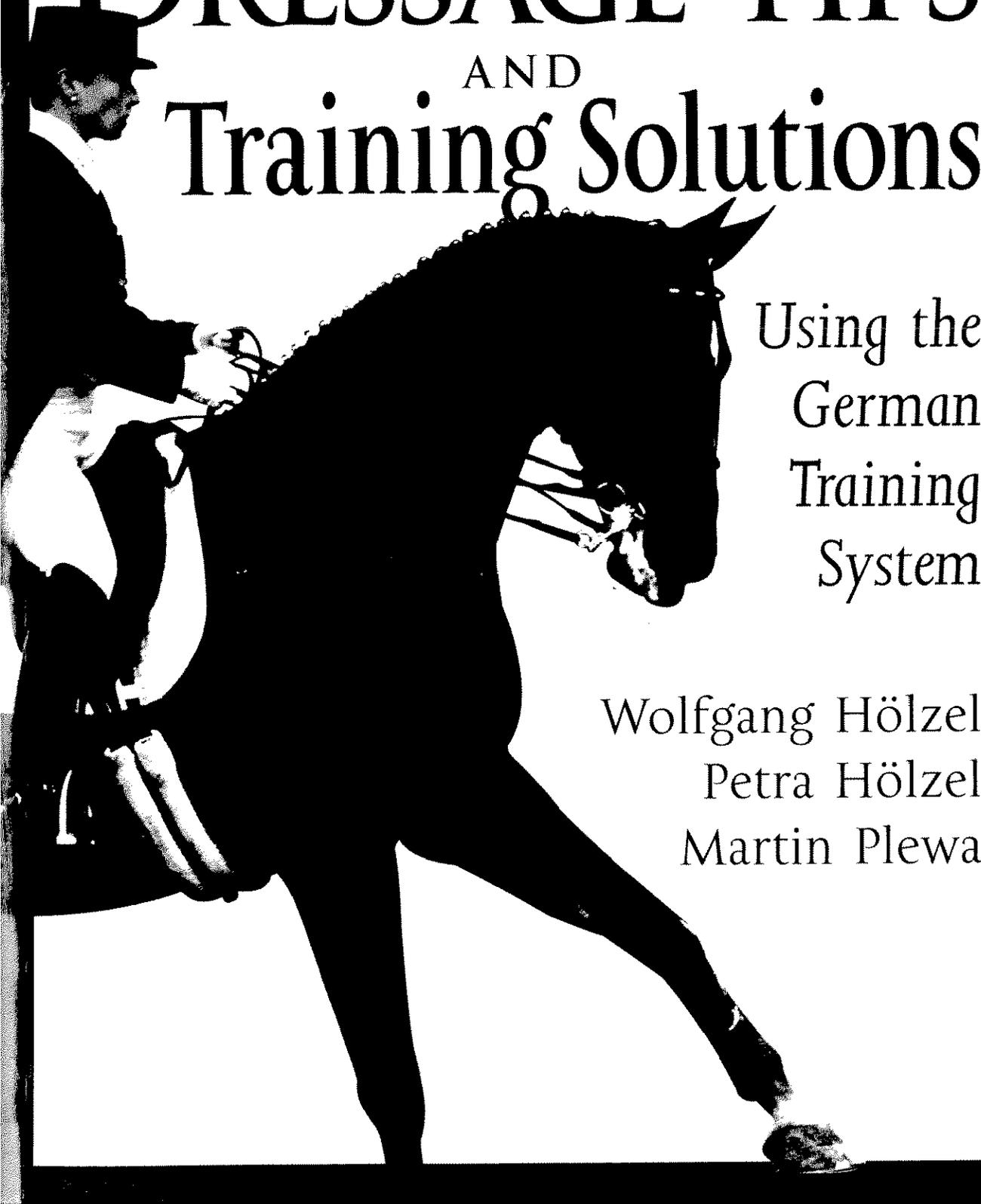
Signature of Authorized Representative

Title

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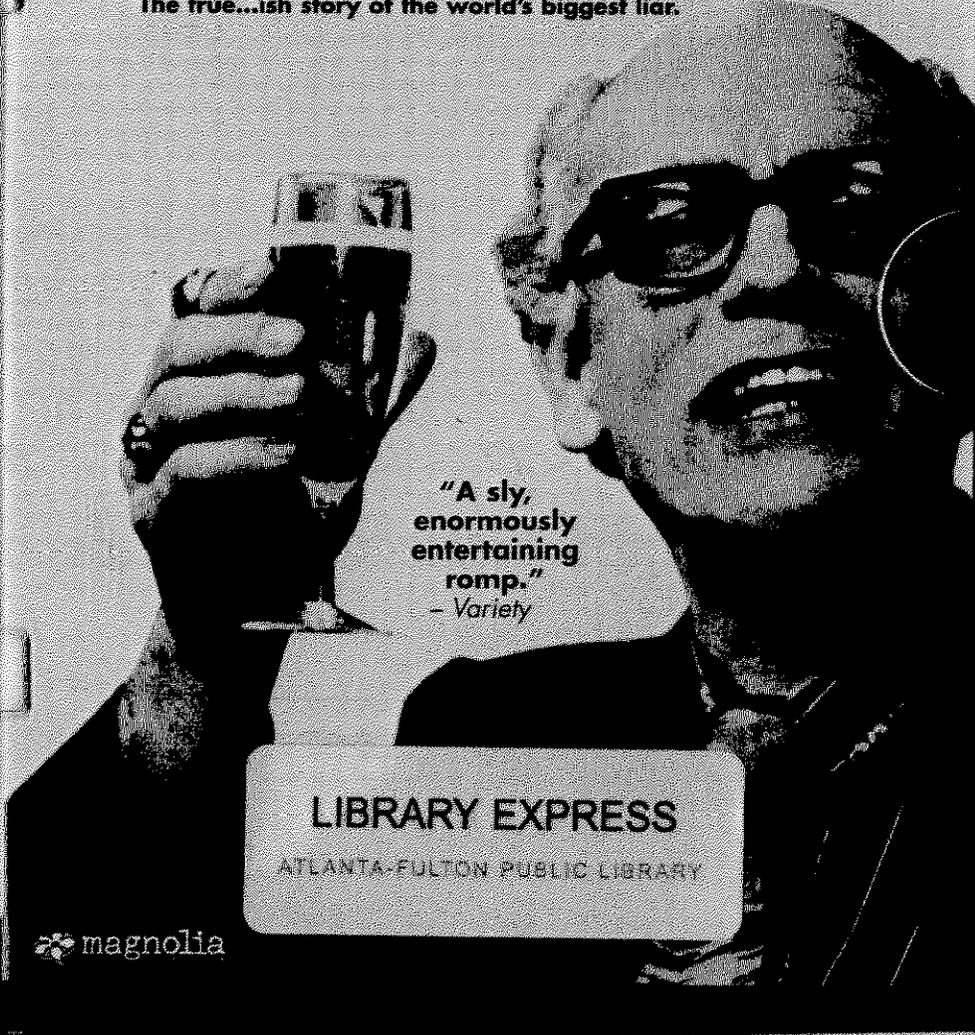


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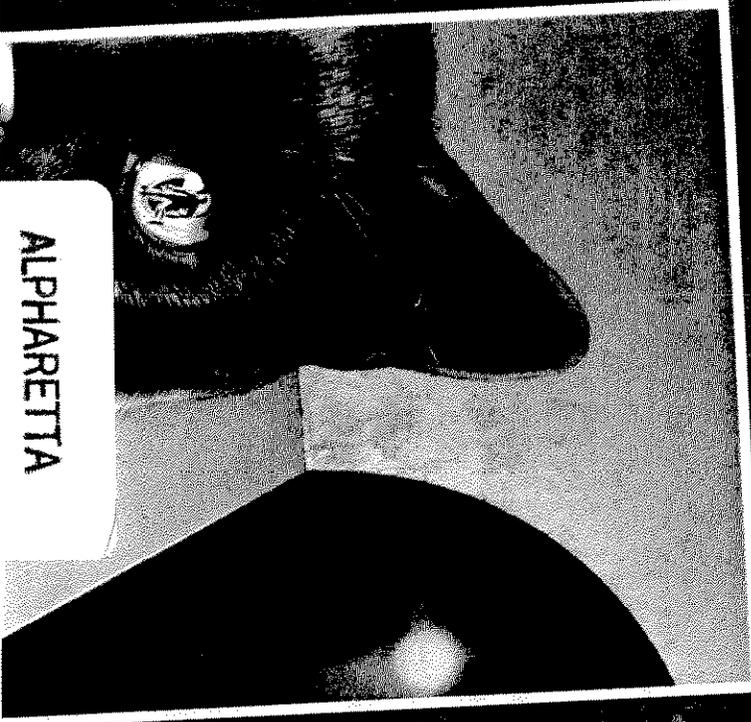
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D0136 85144

- Present this card every time you check out materials.
- This card is non-transferable.
- Report any change of address promptly.
- Report a lost card immediately.

X

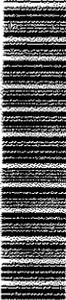
I accept responsibility for all library materials charged on this card.

X

I accept responsibility for all library materials charged on this card.

- Present this card every time you check out materials.
- This card is non-transferable.
- Report any change of address promptly.
- Report a lost card immediately.


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www.atfpweb.com