REQUEST FOR PROPOSAL (RFP)
PEOPLE COUNTER AND TRAFFIC MEASUREMENT UPGRADE PROJECT

LOUDONVILLE PUBLIC LIBRARY
122 E MAIN ST
LOUDONVILLE, OH 44842

AUGUST 28, 2017

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND

    Loudonville Public Library is seeking a vendor to provide and install a traffic monitoring system. Loudonville Public Library's current people counters were installed with the most recent building expansion in 1999/2000. It has been determined that it is now time to investigate updating and replacing them.

    The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Loudonville Public Library wishes to go.

    Loudonville Public Library is a School District Public Library (as defined by the Ohio Revised Code) that was founded in 1905 with a mission to select, make available and maintain resources, in a variety of formats, meeting the educational, informational, and recreational needs of our community and to stimulate ideas and learning, and to enhance the quality of life for those we serve. We primarily serve patrons within the Loudonville-Perrysville Exempted Village School District, but more broadly we provide service to all Ohio Residents and to the tourists visiting the community.

    Loudonville Public Library has one location in Loudonville, Ohio.

    Our services include:
    *   Materials collections in a variety of formats, covering the broadest practical spectrum of subjects and interests, and age groups;
    *   Programming for adult, teenage, and juvenile patrons;
    *   reference services;
    *   Technology Training and access to Public Internet Workstations and wireless internet access;
    *   Support for the public school students and teachers.

2. PROPOSAL GUIDELINES

    This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 6pm EST September 28, 2017. Proposals received after this date and time cannot be considered.

    If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

    All costs must be itemized to include an explanation of all fees and costs.

    Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by

Loudonville Public Library's administration and legal counsel as necessary and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION
The purpose of this project is as follows:
Loudonville Public Library's current people counters were installed with the most recent building expansion in 1999/2000. They remain functional, but due to the nature and age of the technology, there is cause to doubt their accuracy. In addition, the current people counters are only deployed to count entry into the building, giving us only the most basic data regarding traffic in the building. The library director has determined that there is a need to upgrade the current system.

Project Description:
Loudonville Public Library is seeking a vendor to provide and install a traffic monitoring system. The Library's primary requirements are that the system be low-maintenance, cost-effective, and accurate.

Beyond this basic need, the Library is highly interested in a system that can be deployed to analyze traffic in and out of our public meeting/programming spaces (specifically, our two community rooms and the children's programming room) in order to provide data on use/attendance.

Photos of the entries to the Library and to our meeting rooms have been included in as appendices at the end of this proposal.

In addition it would be highly desirable that the system include data access and analysis tools that would allow the Library to do more with the data collected. A cloud-based system is preferred over one that requires a local server.

Our local area network is not Power over Ethernet capable, and a POE system would require POE adapters. We our data and power networks are sufficient to handle most situations.

The library has no other requirements regarding technologies utilized or approaches taken provided that the system respect the privacy of our patrons and be scaled appropriately to the Library's needs and budget.

4. PROJECT SCOPE
The scope of this project includes all system design, hardware costs, any necessary site visits & consultation, and the installation on the system.

The following minimum criteria must be met to achieve a successful project:
- Accurate data collection.
- A user-friendly cloud-based data access.
  - Provisions to ensure data collection is not interrupted by internet access outages.
- A project completed on budget.

The following criteria must be met for a highly successful project:
- The ability to monitor use of the Library's community rooms and children's programming room.
- A data analysis tool that maximizes the utility of the data gathered. Capabilities might include:
  - The ability to analyze traffic in the building and the designated spaces by time of day and day of the week.
  - The ability to exclude traffic from periods the Library is closed.

5. **REQUEST FOR PROPOSAL AND PROJECT TIMELINE**
Request for Proposal Timeline:
All proposals in response to this RFP are due no later than 6pm EST September 28, 2017.

Evaluation of proposals will be conducted from September 29, 2017 until October 13, 2017. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 20, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by October 27, 2017.

Notifications to bidders who were not selected will be completed by November 3, 2017.

Project Timeline:
Design, sourcing of hardware and installation of the system will be completed by Friday, January 19, 2018

6. **BUDGET**
All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing for non-intrinsic features or capabilities of hardware and software beyond the minimum requirements of the project must be priced separately in a clear and concise fashion in a manner that accounts for all costs associated with those features (labor, hardware, etc)

The Library's available financial resources are limited. In addition, the Library is not familiar with the state of the market for people counters and traffic measurement technology and cannot intelligently provide a maximum budget for this project. Therefore bidders should be advised that one possible outcome of this project is that none of the proposals received will be accepted regardless of their quality or the competitiveness of their pricing.

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- General Information about the company
- Testimonials from past clients
- Description of hardware, software, and services included in the proposal
- Timeframe for completion of the project

8. PROPOSAL EVALUATION CRITERIA

Loudonville Public Library will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on how the quality of their work was judged by past customers/clients
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Each bidder must submit 5 copies of their proposal to the address below 6pm EST September 28, 2017:

Loudonville Public Library
Attn Michael Thornton, Director
122 E Main St
Loudonville, OH 44842

Alternately bidders may submit a PDF copy of the proposal to:

thorntmi@loudonvillelibrary.org

9.   APPENDIX A: LIBRARY ENTRY PHOTOS

Photo 1- South (Main) Entry Exterior Closeup

Photo 3- South (Main) Entry Exterior

Photo 2-South (Main) Entry Interior

Photo 4-West Entry Exterior

Photo 5-West Entry Interior

Photo 6-West Entry Interior Alternate

10. APPENDIX B: COMMUNITY ROOM ENTRY PHOTOS

Photo 7-Community Room B Entry

Photo 9-Community Room B Alternate View (Note that the entry on the far right is nearly always locked)

Photo 8-Community Room A Entry (wall to left can be removed to connect rooms A & B)