

REQUEST FOR PROPOSAL

SELF CHECKOUT MACHINES

NOTICE OF PROPOSAL

Plymouth District Library is seeking proposals from qualified vendors to supply and install two (2) standing self-checkout machines and one (1) countertop self-checkout machine for use in our public library. These machines will enhance patron service by enabling efficient, user-friendly, and secure self-service checkout options.

CONTACT: Shauna Anderson, Library Director
734-453-0750 ext. 218
sanderson@plymouthlibrary.org

DUE DATE: Monday, December 2 at 10:30am
Electronic submission only
Proposals received after this time will not be considered

NATURE OF SERVICE REQUIRED

SCOPE OF WORK

The scope of this project includes the procurement, delivery, installation, configuration, and training for the self-checkout machines.

1. EQUIPMENT REQUIREMENTS

The proposed self-checkout machines must:

- Be user-friendly with an intuitive interface.
- Support RFID and barcode scanning.
- Accept multiple payment options, including library account payments and credit/debit cards (optional).
- Integrate seamlessly with the library's Integrated Library System (ILS), currently [insert ILS name].
- Feature a customizable design to reflect the library's branding.
- Provide ADA-compliant accessibility features.

2. MACHINE SPECIFICATIONS

Standing Self-Checkout Machines (2 units):

- Sturdy, standalone design.
- Compact footprint for minimal space usage.

Countertop Self-Checkout Machine (1 unit):

- compact design to fit on a standard library desk or counter.

3. ADDITIONAL REQUIREMENTS

- Vendor-provided training for staff on machine usage and troubleshooting.
- Ongoing technical support and maintenance options.
- Warranty coverage for parts and labor (minimum 1 year preferred).

TIME REQUIREMENTS

PROPOSAL CALENDAR

Request for Proposal Issued	Friday, November 22, 2023
Proposals Due	Monday, December 3 at 10:30am
Selected Candidate Notified	Wednesday, December 18, 2025

PROPOSAL REQUIREMENTS

Vendors must include the following in their proposals:

Company Overview

- Company name, address, and primary contact information.
- Brief history and relevant experience with similar projects.

Equipment Details

- Specifications and features of the proposed machines.
- Brochures, diagrams, or product sheets.

Project Plan:

- Detailed timeline for delivery, installation, and training.
- Any anticipated disruption to library operations.

Cost Breakdown

- Itemized pricing for equipment, delivery, installation, training, and ongoing support.
- Any optional features or services.

References

- Contact information for at least three libraries or similar organizations that have used the vendor's self-checkout systems.

Warranty and Support

- Details on warranty terms.
- Maintenance and support options, including response times.

EVALUATION PROCESS

REVIEW OF PROPOSALS

Proposals submitted will be evaluated by Plymouth District Library staff and/or representatives of the Library.

During the proposal evaluation process, Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The library reserves the right to accept or reject any or all proposals.

EVALUATION CRITERIA

Proposals will be evaluated based on:

- Suitability of the equipment for library needs (30%)
- Cost and value of the proposal (30%)
- Vendor experience and references (20%)
- Timeline and implementation plan (20%)