

PROJECT: BID #1016-1, Library Cards



Queens Library

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**BID #1016-1
Queens Central Library
Date: November 21, 2016**

Library Borrower Smart Cards

Bids must be submitted by:

December 21~~4~~2, 2016 2:00 P.M., to:

**Purchasing Department
Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, New York 11432**

Revised – December 13, 2016

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Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopoulos, Purchasing Coordinator and William Funk, Director of Procurement Management, the authorized Library contact persons at:

Telephone #: 718-990-8684 and 718-990-0782
E-Mail Address: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Bid Due Date and Time and Location:

Date: **December ~~21~~12, 2016**
Time: **2:00PM**
Location: **89-11 Merrick Blvd, Jamaica, NY 11432**

Bid Submissions: Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to Library Borrower Smart Cards. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission. Bids shall be submitted to:

Queens Borough Public Library
Purchasing Department
89-11 Merrick Blvd
Jamaica, NY 11432

E-mailed or faxed bids will not be accepted by the Library.

Bids received at this Location after the Due Date and Time are late and shall not be accepted. Unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

Bid prices must be held for no less than 120 days from date of submission

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I. LIBRARY OVERVIEW

The Queens Borough Public Library (the “Library”) is an independent, autonomous not-for-profit corporation. It is one of the largest and most innovative library systems in the world and one of New York City’s library systems consisting of a Central Library and sixty-two (62) community libraries and community centers located throughout the Borough of Queens, New York. The Library serves 2.2 million residents of Queens, circulates approximately fifteen million (15,000,000) items, offers twenty-five thousand (25,000) programs and services and has fifteen million (15,000,000) visitors annually.

II. SPECIFICATIONS

Provide all labor and materials necessary to supply and ship new Library Borrower Smart Cards (library cards) with RFID chip. The library cards require an RFID chip and bar-coding as per specifications:

1. ~~Each library card shall utilize a Philips SL2 ICS20, 15693 compatible chip with 1024 bits of memory or equal. Each library card to be encoded with its own unique barcode on card. Each chip in the card is to be pre-programmed and encoded with the exact unique barcode numbers as imprinted on the back of each card.~~ Each library card shall utilize an NXP iCode SLI-X, 15693 compliant chip with a minimum of 1024 bits of memory or equal. Each library card to be encoded with its own unique barcode on card. Each chip in the card is to be pre-programmed and encoded with the exact unique barcode numbers as imprinted in the back of card. Card printing will meet current industry standards.
2. ~~Library cards shall be manufactured by printing on 10 Mil Teslin. The RFID inlay shall be embedded between the 10 Mil Teslin on both sides. The library card shall then be over laminated with 10 Mil polyester lamination on each side. The finished card shall be 40-Mil.~~ The card shall be constructed using a 12-mil PVC pre-lam core using a 10-mil PVC on each side. The card shall be over laminated on each side with a 2-mil highly durable PVC over-laminate for extended protection. The finished card shall be 36-mil thick. Card printing shall meet current industry standards.
3. The library card dimensions shall be: 2 1/8” x 3 3/8”. The library card will meet or exceed specifications of dimensions, surface finish, flatness, and flexure as established per ISO/IEC 10536-1. Four color process. Color: Black, Yellow (C 0 / M 19 / Y 89 / K 0 (the QL yellow color as per guideline)) and 60% Yellow (the background under locations).
4. The library card shall be gloss finish on side one and matte finish on side two and shall meet the following requirements:
 - a. The image on side one shall be full-color compatible for any artwork provided by the Library.
 - b. The image on side two shall be full-color compatible for any artwork provided by the library.

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5. The library card will be constructed to provide protection of the printed image from moderate abrasion. The library card will be constructed to provide protection of the printed image and the barcode from moderate abrasion.

~~6. The library card shall be printed with a UV press using UV inks.~~

~~7-6.~~ Each library card shall have signature panel and its own unique barcode to be printed on side two. The location of the signature panel, barcode and other content shall be in conformance with the sample provided.

~~8-7.~~ Bid prices shall include all labor and materials necessary to supply and ship library cards as per the specifications and Bid prices shall remain fixed and firm for the first two (2) years of the contract term. Any rate increase for year three (3) of the contract shall not exceed the lesser of five percent (5%) or the percent annual January increase in the Consumer Price Index for New York, Northern New Jersey, and Long Island, as set forth by the U.S. Department of Labor, Bureau of Labor Statistics for each of the preceding contract years (i.e., the CPI for year 2). The Bidder that is awarded a contract under this Bid shall have the sole responsibility to submit to the Library a service rate adjustment request thirty (30) days prior to the effective date of the price increase, providing a copy of the index and other supporting documentation necessary to substantiate the request. The pricing that is in effect for the library cards shall be determined by the date that the Library issues a purchase order for library cards.

8. The Queens Library shall place order ~~library cards~~ in increments of one-hundred thousand (100,000) library cards per order. The successful bidder shall deliver library cards within eight (8) weeks of receipt of a purchase order from the library. The Library does not guarantee any minimum orders.

9. The library card barcode shall meet the following requirements:

- a. Barcode: Code-128
- b. Start / Stop Character: 'A'
- c. Data: 13 digits
- ~~9-d.No check digit~~

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III. VENDOR QUALIFICATIONS

1. In order to be eligible to bid, bidder must be an entity that is duly formed and in good standing under the laws of the relevant jurisdiction and, to the extent applicable, licensed to provide the products and services for which it seeks to submit a bid. Bidder must demonstrate that it has been in business at least five years and is able to prove demonstrated capability to perform the scope of work with a performance record satisfactory to the Library.
2. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.

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34. Provide the name, title, address, telephone and fax number, and e-mail address of the individual the Library should contact with respect to your bid. Provide details regarding the availability of this individual as the primary contact to the Library throughout the term contemplated under this bid.

43. Provide a summary of your firm's experience and qualifications in meeting the standards of the Vendor Qualification requirements contained in the bid document and with executing the obligations listed in the specifications. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.

54. Describe how you would staff the engagement and be able to respond to the specifications.

65. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a "Reference Client"). Provide the Reference Client's name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work. We have a form that requests 3 references.

76. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm.

87. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.

(a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.

(b) State whether your firm represents any party that is or may be adverse to the Library.

98. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.

109. ——— The Successful Bidder must comply with The Library standard terms and conditions, (Attachment 1).

IV. **CONTRACT TERM**

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It is anticipated that the term of this agreement shall be for a (3) three year period with (2) two one-year options to renew.

V. **BID PROCESS AND GUIDELINES**

1. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #1016-1, Library Borrower Smart Cards**" and endorsed on its face with the name of the person, firm or corporation submitting such bid, with date of mailing / presentation. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission.
2. Following the bid opening, the Library may award to a bidder that adheres to the Library's requirements, is determined by the Library to be the responsive and responsible low bidder and is approved by the Library's Board of Trustees.
3. The Library reserves the right to accept this Bid by item, section or as a whole, or in its discretion, to reject all responses. Also reserved is the right to reject, for cause, any Bid responses in whole or in part, to waive technical defects, qualifications, irregularities and *omissions* if, in its judgment, the best interests of the Library will be served.
4. The Library reserves the right to award the contract to the lowest-priced and responsible low bidder deemed qualified by the Library, split the award between two or more Bidders or project locations, or make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and their conformity with the requirements of the Bid.
5. Following the approval of the Library's Board of Trustees, the Library shall issue a formal contract which shall not be binding unless and until the Library and the Successful Bidder execute a contract.
6. In the event the bidder proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the Bid. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the Bid, or is otherwise deemed not to be an equal to that specified, the Library may reject the bid, or, if award has been made, cancel the contract.
7. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify the Library in writing to William Funk, Director of Procurement Management at Bidcontact@queenslibrary.org of such error and request clarification or modification to the document.
8. Should the Library find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website.

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9. If a Bidder fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

A. Payment

1. Payment will be made by the Library only upon completion of the required work or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval.
2. The Library's payment of any invoice shall not preclude the Library from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.
3. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.

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FORM # 1

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my firm will carry the insurance coverage specified in the Bid.

The undersigned further stipulates that the information in this bid is, to the best of my knowledge and belief, true and accurate.

Name of Firm

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Telephone / Fax #'s

EIN #

Address

e-mail address

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FORM # 4
BID SUBMISSION FORM

Bidder agrees to provide all labor and materials necessary to supply the Queens Library with library cards as per specifications. Bid prices shall include all labor and materials necessary to supply and ship library cards as per the specifications and Bid prices shall remain fixed and firm for the first two (2) years of the contract term. Any rate increase for year three (3) of the contract shall not exceed the lesser of five percent (5%) or the percent annual January increase in the Consumer Price Index for New York, Northern New Jersey, and Long Island, as set forth by the U.S. Department of Labor, Bureau of Labor Statistics for each of the preceding contract years (i.e., the CPI for year 2). The Bidder that is awarded a contract under this Bid shall have the sole responsibility to submit to the Library a service rate adjustment request thirty (30) days prior to the effective date of the price increase, providing a copy of the index and other supporting documentation necessary to substantiate the request. The pricing that is in effect for the library cards shall be determined by the date that the Library issues a purchase order for library cards.

<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
100,000 (Library Cards)	_____	_____

Company Name Date

Name of Bidder Title

Address / Telephone / FAX

Signature of Bidder

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FORM # 5
VENDOR RESPONSIBILITY QUESTIONNAIRE

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

I. Business Characteristics

- a. Business Entity Type: _____
- b. Was the Business Entity Formed in New York State? _____
- c. If no, indicate jurisdiction where Business Entity was formed: _____
- d. Is the Business Entity currently registered to do business in New York State with the Department of State? _____

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- e. If no, explain why the Business Entity is not required to be registered in New York State.

- f. Does the Business Entity have a DUNS Number? If so, please provide: _____
- g. Is the Business Entity's principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? _____
- h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

- i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

- a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
- b. Been suspended, cancelled or terminated for cause on any government contract? _____
- c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
- d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each "yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

IV. Certifications/Licenses

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- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? _____

*** If "yes," provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

- a. Been the subject of a civil complaint? _____
- b. Been the subject of a judgment or conviction for conduct constituting a crime? _____
- c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? _____
- d. Had any New York State Labor Law violation deemed willful? _____

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

- a. A sanction imposed relative to any business or professional permit and/or license? _____
- b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____
- c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? _____
- d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
 - ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?

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FORM # 6
ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID: Trade: Library Borrower Smart Cards	PIN: 1016-1
Instructions: Prospective Bidder is to fill in Trade and PIN number (above), check / complete Part I or Part II of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Bidder's acknowledgement of the receipt of Attachments to this Bid which may have been issued by the Library prior to the bid due date and time.	
___ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this BID. Addendum # 1, dated _____ Addendum # 2, dated _____ Addendum # 3, dated _____ Addendum # 4, dated _____ Addendum # 5, dated _____	
___ Part 2 – No Addendum(s) were received in connection with this BID.	
Prospective Bidder's Authorized Representative: Name: _____ Title: _____ Signature: _____ Date: _____	