



**CLARKSVILLE-MONTGOMERY COUNTY**  
**PUBLIC LIBRARY**  
*Where Books Are Just The Beginning*

## RFP – RFID Identification/Security Gates

### North Branch Library

Release Date: February 14, 2025

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Montgomery County Government.

Bid #2025-0207

**RFP INVITATION INSTRUCTIONS  
(READ CAREFULLY)**

**(1) ALTERATIONS-** Any alterations, additions or omissions of required information, changes of the specifications or RFP schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

**(2) PROPOSALS-** All proposals must be typed or written legibly in ink. **Vendors, verify bids before submission. No proposal may be withdrawn or changed after the official opening.**

**(3) DELIVERIES-** Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

**(4) RESPONSIBLE VENDORS-** Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

**(5) PROPOSING FIRM-** The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly, in order to influence award of this RFP.

**(6) IMPORTANT- To be acceptable,** all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, **350 Pageant Lane, Suite 101-E, Clarksville, TN 37040**, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "RFP – RFID Gates – CMCPL North Branch Library. Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. *Electronic is an acceptable submission method via email to [mocobids@mcgtn.net](mailto:mocobids@mcgtn.net)*

**All vendors, awarded contracts, agree to the terms and conditions herein set forth.**

The Purchasing Director reserves the right to reject any or all bids.

**Elizabeth L. Black**  
**Purchasing Director**  
**Telephone: (931) 648-5720**  
[elblack@mcgtn.net](mailto:elblack@mcgtn.net)

# REQUEST FOR PROPOSAL

## RFID GATES (2) for Clarksville-Montgomery County Public Library

### System: North Branch Library

#### 1. PURPOSE:

The Clarksville-Montgomery County Public Library (LIBRARY) is governed by an appointed nine-member board of trustees. The LIBRARY is soliciting proposals from qualified vendors (VENDOR) to provide the hardware, software and support services necessary to install and operate two RFID gates for the North Branch Library that is currently under construction.

#### 2. TIMELINE:

**Release of RFP** – Friday, February 14, 2025

**Deadline for Questions** – Thursday, February 20, 2025, at 2 p.m. CST All questions must be submitted in writing to Elizabeth Black, Purchasing Director at [mocobids@mcgtn.net](mailto:mocobids@mcgtn.net).

**Answers Provided** – Tuesday, February 25, 2025

**RFP Deadline/Bid Opening** – **Friday, February 28, 2025, at 8 a.m. CST** Bid opening will take place in the Purchasing Office, 350 Pageant Lane, Suite 101-E, Clarksville, TN.

Proposals submitted after the deadline will not be opened. Proposals must be sealed and may be mailed or hand delivered to the Montgomery County Purchasing Department, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. All proposals should include all necessary documents and have the name of the proposer and the words “RFID Gates – CMCPL North Branch Library” on the outside of the envelope. Proposals may also be submitted by email and can be sent to [mocobids@mcgtn.net](mailto:mocobids@mcgtn.net). If submitting by email, allow plenty of time for delivery as proposals must be received by the deadline. Make sure to put “RFID Gates – CMCPL North Branch Library” in the subject of the email.

Vendors must guarantee that all information included in the proposal will remain valid for a period of at least 90 days from the date of the RFP opening to allow for evaluation of all proposals. Proposals may be withdrawn at any time up until the opening time. A withdrawn RFP may be resubmitted up to the time designated for the receipt of RFPs provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the RFP process. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal. Montgomery County does reserve the right to reject any and all bids.

VENDOR shall not contact any member of the LIBRARY Board of Trustees or any employee regarding this RFP until such time as the contract is awarded.

All inquiries pertaining to this Request for Proposal must be directed in writing as noted above.

All information submitted will become part of the Project file and, unless otherwise exempt or confidential in accordance with Tennessee law, will become a public record. All proposals and accompanying documentation will become the property of Montgomery County and will not be returned.

**Addendum Acknowledgement** – The bidder acknowledges that they have received the following Addendum. The modifications to the Bid documents noted therein have been considered and all costs thereto are included in the bid.

- A. Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_
- B. Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_
- C. Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

**3. BACKGROUND:**

The LIBRARY serves a community of over 239,000 people with 1 physical location (one additional location on the way).

The LIBRARY is budgeted for approximately 47 employees

The LIBRARY offers a variety of diverse educational programs dedicated to customers of all ages and backgrounds.

The LIBRARY is opening a new branch location on 435 Jordan Road Clarksville, TN.

The LIBRARY - North Branch will be a 16,000 sq.ft. building. It will include a small outdoor performance space to host special events, performers and programs for all ages.

The LIBRARY offers a variety of library services, physical and digital materials, public computers, meeting room spaces, and events for the community to learn, grow, and connect. Events and classes are for people of all ages and backgrounds covering topics like early literacy, STEM, live performances, fiber arts, technology, storytelling, adult education, career services, and much more. The North Branch will offer all LIBRARY services, but the branch will also specialize in offering special collaborations with Montgomery County Animal Care and Control, located on the same site.

The children’s area will be themed with flora, fauna, and community scenes with play spaces that pay respect to our farming and military community members. The children’s area will have

interactive features such as sensory/experience walls that will encourage creativity, play, and learning opportunities.

The branch will have two multipurpose training rooms, one Maker space and one programming room.

### **Mission, Vision, Value Statement**

#### ***Mission:***

**The Library connects people to resources and technology to bring knowledge, discovery and inspiration to our community. We transform lives.**

#### ***Vision:***

**The Library will serve all residents through a comprehensive system of facilities and services, digital access and community outreach.**

#### ***Value Statement:***

**Our shared values are:**

**We offer superior service**

**We are inclusive and welcoming to all**

**We encourage learning and discovery**

**We cultivate collaboration and innovation**

**We believe in the freedom to know**

**We are wise stewards of resources**

#### ***Brand Promise:***

**Knowledge - Technology - Community**

## **4. SOLICITATION CANCELLATIONS:**

The LIBRARY reserves the right to accept or to reject all proposals and to re-advertise the RFP or elect not to proceed with the PROJECT at any time. The LIBRARY also reserves the right to reject the proposal of any VENDOR who has previously failed in the proper performance of an award or to deliver contracts of a similar nature on time or who, in the LIBRARY'S opinion, is not in a position to perform properly under this award. The LIBRARY reserves the right to inspect all

facilities and equipment of VENDOR in order to make a determination as to the foregoing. The LIBRARY reserves the right to waive any irregularities and technicalities and may, at its discretion, reissue the RFP.

The LIBRARY reserves the right to request clarification of information submitted and to request additional information of one or more VENDORS after the deadline for receipt of responses to this RFP.

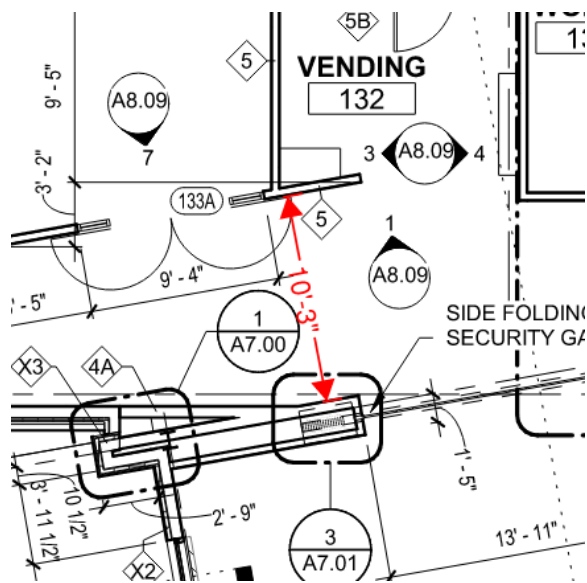
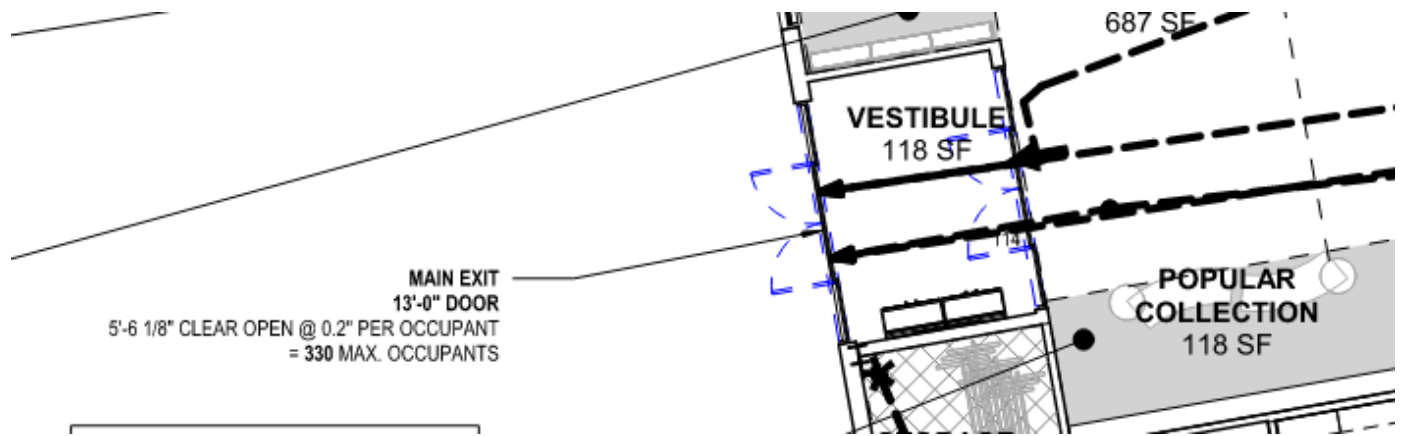
The LIBRARY reserves the right to cancel a solicitation at any time prior to approval of the award by LIBRARY'S Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest.

#### **5. SCOPE OF WORK:**

The LIBRARY is requesting proposals from qualified vendors to provide two (2) RFID gates to secure materials, installation and training, which must work with the library integrated library system (ILS), Library Solution (TLC) at the CMCPL North Branch library. The LIBRARY needs the exact specs required for installation within this bid proposal. We may need the awarded VENDOR to ensure storing and delivery of materials can be met in a timely nature due to the building being completed in late summer or early Fall of 2025. Bidder shall install the system as specified in the RFP, by manufacturer trained technicians subject to exceptions made in the response and agreed upon in writing. The North Branch Library requires a collection of approximately 30,000 items for adults (36%- majority being Fiction materials), young adults (8%), and children (15% juvenile, 35% easy/early readers). A small percentage of materials (6%) will be allocated for Audio-visual materials (DVDs and audio books). The gates are meant to prevent theft of this much needed collection of traditional and in the future unconventional items as well.

The front entry doors will open to a max dimension of 5.5' (5'-6").

The hallway opening adjacent to the vending space where the second gate goes is 10'-3" wide. Both images are shown below for location reference.



**Our library uses the LS2 ILS supported by TLC.**

**Requirements and specifications for Electromagnetic (EM) Detection System**

1. The LIBRARY needs the exact specs required for installation within this bid proposal. We may need the awarded VENDOR to ensure storing and delivery of materials can be met in a timely nature due to the building being completed in late summer or early Fall of 2025.
2. Bidder shall install the system as specified in the RFP, by manufacturer trained technicians subject to exceptions made in the response and agreed upon in writing.
2. One exit aisle shall be formed by a minimum of two (2) sensing antennas, with exiting between the antennas. Aisle width must be ADA-compliant.
3. EM detection system must employ DSP (digital signal processing) technology.

4. Both visual and audible security alarm settings must be completely configurable by the library.
5. The EM detection system must provide corridor-specific alarming.
6. The EM detection system must be able to be supported remotely with central management software so that issues can be fixed without the need for an onsite technician.
7. May include on-board bi-directional people counter that accurately counts the number of people entering and leaving the library.
8. Vendor should offer options for system with Panels that are transparent if available.
9. Provide reports on a mutually agreed upon schedule (at least monthly) during the project to allow the LIBRARY to determine the progress of the contract and includes a plan to adjust the schedule in the event of an unforeseen construction delay that impacts the projected opening date.

#### **6. MINIMUM QUALIFICATIONS TO SUBMIT BID:**

VENDORS desiring to submit a proposal in response to this RFP for the Project, as described herein, shall have the following Minimum Qualifications:

1. VENDOR must be licensed to do business in the State of Tennessee for at least the last five (5) years.
2. VENDOR must have provided a minimum of three (3) RFID gate projects (preferably for libraries) in the last ten (10) years.
3. VENDOR must have no unresolved litigation against the LIBRARY.
4. VENDOR must submit three (3) references from owners of other similar projects as described in the Scope of Work section listed above.
5. VENDOR must identify and appoint an experienced and capable Project Manager for the Project.
6. VENDOR must have no conflicts of interest with the LIBRARY.

#### **7. PROPOSAL SUBMITTAL INSTRUCTIONS:**

##### **Content Requirements:**

##### 1. Introduction

- a. Cover letter with name, address, email, and phone number of key contact person signed by a company representative with authorizing authority to bind the VENDOR to the contents of the proposal.
- b. A concise written statement to demonstrate the vendor's understanding of the project and scope of services being sought by the LIBRARY.



- c. Description of the general approach to the planning process and implementation of the project.
- d. Proposed completion date and a timeline for the project.
- e. Execution of the LIBRARY's provided Vendor Acknowledgements form.

## 2. Company History

- a. Number of years in business.
- b. Type of ownership, name(s) of owner(s).
- c. Type of organization.
- d. Geographical area of operations and location of nearest service rep.
- e. Professional affiliations.

## 3. Personnel

- a. List the principals in your organization.
- b. Describe the size and composition of your organization.
- c. Identify and provide description of experience of the project manager and key personnel who would be assigned to this project, including an organizational chart.

## 4. Experience and References

- a. Identify and describe three (3) RFID Gate projects that the vendor has completed within the past ten (10) years.
  - i. Name and address of client.
  - ii. Name, telephone number, and email address of contact person.
  - iii. Summary of project, including year completed and cost.
- b. Please include any other pertinent information that you feel makes you the best qualified for the proposed project.

## 5. Other Documentation

- A detailed schedule of costs that includes the delivery, installation and training and other costs associated with the project. The LIBRARY relies on the vendor to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the LIBRARY.

## **8. SELECTION CRITERIA:**

All proposals meeting the RFP requirements will be evaluated and scored using the following criteria. Scores will be determined by at least three (3) LIBRARY staff members with knowledge and expertise with the scope of work and who will individually score the proposals. LIBRARY staff cannot meet to rank the proposals unless staff members are meeting in a publicly noticed and scheduled meeting. A ranking will be established by totaling the sum of the scores. The LIBRARY

may request additional material, information, references, oral interviews, or presentations from some or all the vendors submitting proposals.

Staff may ask for clarification regarding responses and/or ask specific questions from proposers.

Proposals will be evaluated using the following criteria:

1. Scope of Work - Up to 50 points  
Demonstrated ability to understand the scope, meet specifications, and perform the services described in the RFP. This is demonstrated via the responsiveness and completeness of the Proposal.
2. Qualifications & Experience - Up to 20 points  
The qualifications, experience and expertise of the VENDOR, key staff, and any subcontractor(s) assigned to meet specifications, and perform the services described in the RFP. This is demonstrated via VENDOR's key staff resumes, company reputation, and company years in business. This is demonstrated via subcontractor(s) company reputation(s), company(ies) years in business, and references.
3. Review of References - Up to 15 points  
This is demonstrated via the quality, timeliness, and satisfaction of a minimum of three (3) references from recently completed opening day collections by the VENDOR.
4. Project Schedule - Up to 5 points  
This is demonstrated via the timeliness of work as verified by examples or references.
5. Cost & Fees- Up to 10 points  
Cost and fees relative to the scope of the service.

The selection criteria for the "ranking" is listed directly above and shall be the basis for an award or the determination for the VENDORS to be short-listed for an Oral presentation/interview and/or demonstration or basis for award on the ranking.

If interviews are conducted, the scores from the "ranking" and "oral interviews" shall be added together for a cumulative total and final ranking of the best qualified VENDOR. If interviews are not conducted, the scores from the "rankings" shall be the final ranking of the best qualified VENDOR.

## **9. LATE DELIVERY AND INSPECTION:**

Late delivery, as determined by the LIBRARY to be thirty (30) days after the agreed upon Delivery Deadline, shall be cause for liquidated damages of \$150 per calendar day.

Exceptions shall be considered for delays caused by: strike, work stoppage, act of God, or sole act or acts of third parties over which the successful respondent has no control or authority.

**RFP Standards:**

- LIBRARY reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
- No LIBRARY Board or staff member shall have a financial interest in the proposal.
- In cases of disputes over differences of opinion as to the services in the proposal, the decision of the LIBRARY shall be final.
- LIBRARY reserves the right to: ask for clarification in the proposal if the need arises; select a VENDOR based directly on the proposal; negotiate further with one or more respondents.

# RFID Gates for CMCPL North Branch Library

## For the Clarksville-Montgomery County Public Library

### VENDOR'S ACKNOWLEDGEMENTS

By submitting a proposal to the RFP, the VENDOR:

- a) Acknowledges he/she has received, reviewed, and understood the Specifications.
- b) Acknowledges that all prices and delivery dates stated are firm.
- c) Acknowledges that the LIBRARY is not subject to Tennessee state or local sales, use or excise taxes and no such taxes are included in the prices submitted.
- d) Acknowledges that all other taxes are included in the prices submitted.
- e) Acknowledges that the VENDOR's proposal shall be considered accepted only when the LIBRARY executes a contract.
- f) Acknowledges that the contract will incorporate all terms and conditions contained in the Specifications and this RFP.
- g) Acknowledges the proposal is binding for 90 calendar days.
- h) Is aware that comparison of proposals is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties.

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Vendor's printed name and title

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Vendor's signature and date



# Montgomery County Government

## Purchasing

350 Pageant Lane  
Suite 101-E  
Clarksville, Tennessee 37041

Elizabeth L Black  
Purchasing Director

Phone: (931) 648-5720  
elblack@mcgtn.net

### **IRAN DIVESTMENT ACT Certification of Non-inclusion**

**NOTICE:** Pursuant to Divestment Act, Tenn. Code Ann. 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in 12-12-105. Inclusion on this list makes a person ineligible to contract with the State of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106,%20Iran%20Divestment%20Act-July.pdf)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
<i>Printed Name and Title of Person Signing</i>	



*Montgomery County Government*

**Purchasing**

350 Pageant Lane  
Suite 101-E  
Clarksville, Tennessee 37041

Elizabeth L. Black  
Purchasing Director

Phone: (931) 648-5720  
elblack@mcgtn.net

**Non-Boycott of Israel Act  
TCA 12-4-1**

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, it is certified by each supplier and each person signing on behalf of any supplier. In the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. **Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.**

The undersigned hereby acknowledges receipt of these affidavits and certifies that submittal in response to this solicitation is in full compliance with the listed requirements. Failure to give proper acknowledge to issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

\_\_\_\_\_  
Organization Representative/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone



*Montgomery County Government*

**Purchasing**

350 Pageant Lane  
Suite 101-E  
Clarksville, Tennessee 37041

Elizabeth L. Black  
Purchasing Agent

Phone: (931) 648-5720  
elblack@mcgtn.net

\_\_\_\_\_  
**Contract Number**

**TITLE VI CONTRACT ASSURANCE**

It is the policy of Montgomery County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices; or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please Print:

\_\_\_\_\_  
**Contractor's Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip Code**

\_\_\_\_\_  
**Contractor's Phone Number**

I, \_\_\_\_\_, hereby agree to

abide by the Title VI Regulations.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

For Title VI compliance, we ask for voluntary disclosure of the following information:

Ownership Type (please check all that apply):

- \_\_\_ African American Owned Business
- \_\_\_ Women Minority Owned Business
- \_\_\_ Female Owned Business
- \_\_\_ Native American Owned Business
- \_\_\_ Hispanic Owned Business
- \_\_\_ Asian Owned Business
- \_\_\_ Disabled Owned Business
- \_\_\_ All Others