



West Georgia Regional Library System

REQUEST FOR PROPOSAL WGRLS REMOTE HOLDS LOCKERS Carrollton, Georgia

The West Georgia Regional Library System Board of Trustees is soliciting sealed proposals for remote holds lockers. Proposals will be received by the West Georgia Regional Library System Board of Trustees in the upstairs conference room, located at the West Georgia Regional Library System Administrative Building at 124 W. Chandler Street, Carrollton, Georgia 30117, until 11:00 a.m., local time, on Tuesday, October 28, 2025 and then at said office publicly opened and the proposal price read aloud.

Background of WGRLS: WGRLS is a 19 branch public library which began in 1944. We serve approximately 510,000 taxpayers in Carroll, Douglas, Haralson, Heard, and Paulding Counties. Annual revenues are between \$3 million and \$4 million per year, and the organization employs 50 people. The organization has a June 30 fiscal year end, with a requirement to provide an approved audit to the state by March 30 of the following year.

Scope:

General Information: Using the PINES (Public Information Network for Electronic Services) ILS, WGRLS currently provides service to almost 510,000 community members and supports a circulation of over 1 million items as of FY2024. The ILS maintains and manages all transaction data, authenticates customer access to our electronic collection, multiple databases, manages holds fulfillment, handles acquisitions functions and provides cataloging functions.

Hardware Information: Locker installation at five (3) West Georgia Regional Library System locations. In the Proposal, assume that locker installations will be external to the library building and will be facing a parking lot for quick self-service access. Lockers will consist of five (3) main/console units and three (2) add-on/extension units.

Your Response to This Request for Proposal: In responding to this request, we request the following information:

Experience:

1. Your organization's qualifications and experience. If you have experience with WGRLS Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.
2. Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients).
3. Provide the resume of the person that will be assigned as the lead on this project.
4. Any other relevant information about your organization's experience that you feel should be considered in the selection process.

Pricing:

1. Provide unit cost information. All costs stated shall be "complete": costs to include materials as specified labor, delivery to site, applicable taxes, permits, and at least one year warranty for all materials and workmanship. Total bid shall individually list all components of the hold locker system with component price.

Specifications:

1. Refer to Appendix A: "Vendor System Specifications and Requirements" for specifications.

Required Documents:

1. Include certificate of insurance, applicable professional licenses for the state of Georgia, and Appendix B: "E-verify Affidavit".

Timeliness:

1. Installation must be complete by December 31, 2025.

Evaluation of Proposals: WGRLS evaluate proposals on a qualitative and quantitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Proposals shall be evaluated by the West Georgia Regional Library System based on the following criteria:

1. Total Proposal Amount – 25 points (maximum) - Amount of proposal as well as accuracy of estimate will be taken into account. Lowest proposal is not automatically maximum points. Alternates will be taken into account.

2. Technical Specifications: 55 points (maximum) - Proposal provides third party integration, key functionality, onsite/online demonstrations, and meets vendor technical requirements.

2. Experience & References - 20 points (maximum) - Experience of similar size and scope, interviews with personnel, references, etc.

Based on the criteria above, all scores will be added up for a maximum score of 100. The Vendor with the highest total score will be selected for the project.

The West Georgia Regional Library System reserves the right to reject any and all Proposals, in whole or in part, with or without cause, and to waive informalities, technicalities or irregularities in the Proposals or the Contract Documents.

The West Georgia Regional Library System, in its sole discretion, reserves the right to select the Proposer that it deems most advantageous to the West Georgia Regional Library System.

All proposals shall be delivered to Kristy Greene, with the West Georgia Regional Library System at (770) 830-2233 ext.1010, address of 124 W. Chandler St. Carrollton, GA 30117, by the time and date specified above. Proposals shall include an E-verify affidavit, provided. Proposals shall be submitted in triplicate, sealed and mailed or delivered to be received, no later than the above time and date.

Each Proposal shall be submitted in a sealed envelope with the Contractor's name on the outside of the envelope. The envelope shall clearly state "Sealed Proposal for WGRLS Remote Holds Lockers."

Main Contact:

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Technical Contact:

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