



COUNTY OF MENDOCINO Library

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COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL ADDENDUM NO. 1

Library Self-Checkout and RFID Equipment

RFP No.	028-25
Addendum Issue Date:	9/4/2025
RFP Issue Date:	8/15/2025
RFP Submission Deadline:	9/25/2025 - 7:00 pm

GENERAL RFP CLARIFICATION PROVIDED TO ALL VENDORS AND POTENTIAL PROPOSERS:

Clarification on delivery of RFPs:

Submission by any mail delivery service is acceptable, and the mailing address is correct. Mail delivery personnel usually knock at the back-office door. If delivered on last day after regular office hours (9 – 5 p.m.), delivery must be through the front door during library hours and handed to staff. Library circulation staff are available until 7 p.m. on the date of the deadline.

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

1. **Vendor Inquiry:** Is it possible to send the addenda via email?

County of Mendocino Response/Clarification: This addendum will be posted online and notifications will be emailed to all vendors on our contact list during the week of September 2 – 5, 2025.

2. **Vendor Inquiry:** In Attachment C, under General Criteria, the RFP states, “The proposed system must detect and verify items that have multiple RFID tags and disallow checkout as appropriate.” Can the library please clarify what this requirement means?

County of Mendocino Response/Clarification: Some items may have multiple RFID tags and we only want one tag read to check out the item. For example, if a book on CD has five discs and they all have tags, it should be checked out once, not five times.

3. **Vendor Inquiry:** Page 31 of the RFP says that a bond is required. Is the bond due with the submission of a bid proposal?

County of Mendocino Response/Clarification: Page 31, which is the sample contract, states “as designated in the attached Exhibit C” – please review. This is a sample contract, and the bond is not required for the RFP response.

4. **Vendor Inquiry:** Attachment F specifies “Letters of Reference.” Is it sufficient for vendors to complete the contact information in the form and not attach letters of reference?

County of Mendocino Response/Clarification: References listed in the form without accompanying letters will not disqualify the proposal.

5. **Vendor Inquiry:** Page 22: Does the County want to pre-pay for support and maintenance?

County of Mendocino Response/Clarification: We would like to know the costs, if available.

6. **Vendor Inquiry:** Pricing asks for RFID Staff Hardware/Software (without PC) but there are no questions or specifications. Are these missing or not required?

County of Mendocino Response/Clarification: Staff RFID Hardware/Software must interface with current and future ILS systems with the same general criteria as the self-check system.

7. **Vendor Inquiry:** What are the expected specification differences between the “RFID Remote Staff Workstation” (Page 8) and the “RFID Staff Hardware/Software?”

County of Mendocino Response/Clarification: The Remote Staff Workstation is the same as RFID Conversion Portable Staff Workstation. It can be rolled throughout the library to add RFID tags to items on the shelves. Staff computers are already up to date, and thus the RFID Staff Hardware/Software is what is needed to use them with RFIDs.

8. **Vendor Inquiry:** (Page 18.) “The proposed system must detect and verify items that have multiple RFID tags and disallow checkout as appropriate” alludes to set management – used especially with DVD sets where 1.5” hub tags or 5” full coverage disc tags are used. Are any disc tags required?

County of Mendocino Response/Clarification: No disc tags are required for our library, however consortium library systems may use the rings on discs.

9. **Vendor Inquiry:** (Page 19.) “Ability to view account information including items checked out, existing hold requests, and fees owed” and “The proposed system must have the ability to display select information from the patron record, such as number of items checked out, number of items on hold, and outstanding fine information, without compromising patron privacy” refers to outstanding fines and fees. Is there a requirement to pay fines and fees at the multi-purpose self-service stations?

County of Mendocino Response/Clarification: No, the self-checkout is not required to accept fee payments.

10. **Vendor Inquiry:** Are the ILS workflows client or web based?

County of Mendocino Response/Clarification: Our current ILS is client based, although we expect to change the ILS in the next year. We don’t yet know what the future ILS system will be.

11. **Vendor Inquiry:** In the RFP it states that there are currently barcode reading self-checks at (5), can you tell us what brand and model these are?

County of Mendocino Response/Clarification: The current self-checks are Smartsolve 100s and 400 kiosks.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy of this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Barb Chapman, Administrative Services Manager, at the phone numbers or email addresses below:

707-367-8216

chapmanb@mendocinocounty.gov