



City of Tigard Memorandum

To: Marty Wine, City Manager

From: Margaret Barnes, Director of Library Services

Re: Automated Materials Handling Vendor Contract Recommendation

Date: September 2, 2014

Submitted for your review and agreement is the awarding of contract recommendation for the Automated Materials Handling Request for Proposal.

HISTORY

On July 2, 2014 the City of Tigard Contracts & Purchasing Office solicited a Request for Proposal (RFP) for an Automated Materials Handling (AMH) system for the Library. The objective of the RFP was to solicit proposals from qualified and experienced firms to determine what system they would suggest, and the total cost of the recommended system. In order to insure the objective was met, the RFP was issued with three evaluation criteria addressed by the requirements of the RFP, and 66 questions answered by the Respondents.

Evaluation Criteria was as follows: (1) Firm & Team Qualifications (2) Project Understanding & Approach and (3) Cost Structure. The Proposals were opened on July 30, 2014. Of the four (4) proposals received, all were responsive. The responsive firms were as follows:

- 3M
- Bibliotheca
- Lyngsoe
- P.V. Supa

A follow-up Request for Clarification/Additional Information was submitted to all four proposers on August 13, 2014. This was to seek information regarding revised diagrams and cost estimates for an exterior patron induction system, an overhead conveyor system and additional staff induction locations.

The Proposals (original and follow-up) were assessed by a cross departmental Evaluation team which included Margaret Barnes, Molly Carlisle, Craig Carter and Teresa Ferguson from the Library, and Louis Sears from IT.

PROPOSAL EVALUATION PROCESS

All Proposals were first examined to determine whether or not they met all the requirements of the RFP. A point system was then used to evaluate the Proposals by taking the points assigned to a category (listed below). Each category item was assigned a point range.

Categories	Range
1. Firm & Team Qualifications	0-40
2. Project Understanding & Approach	0-30
3. Cost Structure	0-30
Total	0-100

1. Firm & Team Qualifications: This category dealt with the background of the firm and types of services the firm is qualified to perform; qualifications of the firm in performing this kind of work, including examples of related experience and references for similar projects; and the proposers had to identify individuals and subcontractors who will provide the services, their experience, and their individual qualifications, including resumes of assigned personnel.
2. Project Understanding & Approach: Proposers were to provide the City with information regarding their understanding of the City's needs with regards to the Scope and Schedule of Work. Proposers were to demonstrate a general understanding of the needs of a State of Oregon municipality from a firm providing a turnkey automated materials handling system. Proposers were to address their availability to meet the City's needs.
3. Cost Structure: The proposed fee structure should include the complete breakout for the Contractor's costs to provide all of the services under the subsequent contract.

SUBMITTED PROPOSALS

Listed below is a synopsis of each responsive Proposal submitted.

Lyngsoe - The highest rated response (435 Total Points):

- Excellent Qualifications (e.g., prior experience and references)
- Excellent overall Project Understanding & Approach
- Excellent Staff and Deliverables
- Highest rated Cost Structure
- The only proposer to offer an Overhead Conveyor within the City's RFP budget

3M - The second highest rated response (380 Total Points):

- Excellent Qualifications (e.g., prior experience and references)
- Very good overall Project Understanding & Approach
- Excellent Staff and Deliverables
- Fourth highest rated Cost Structure
- Offered an Overhead Conveyor option, but the cost was far above the City's RFP budget

Bibliotheca - The third highest rated response (377 Total Points):

- Excellent Qualifications (e.g., prior experience and references)
- Good overall Project Understanding & Approach

- Excellent Staff and Deliverables
- Second highest rated Cost Structure
- Did not offer an Overhead Conveyor option.

P.V. Supa - The fourth highest rated response (285 Total Points):

- Good Qualifications (e.g., prior experience and references)
- Failed to respond to the Project Understanding & Approach
- Good Staff and Deliverables
- Third highest rated Cost Structure
- Did not offer an Overhead Conveyor option

SYSTEM TO BE INSTALLED

The AMH system to be installed will include one External Patron Induction on the South exterior wall, one Overhead Conveyor, one Internal Patron Induction, two Staff inductions and 15 trolleys/bins.

RECOMMENDATION

Only Lyngsoe Systems met all of the requirements/specifications of the City as stated in the original RFP and the clarification request. Based on the analysis of the Evaluation Team, Lyngsoe is the recommended vendor to be awarded the AMH contract.

The total estimated pricing for the Lyngsoe system, including the first year warranty, is \$316,206.

Note: This cost does not include the prep work that will be required on the South exterior wall, prior to installing the Exterior Patron Induction.