Request for Proposals: Public PC Time and Print Management System for the Rockford Public Library

The Rockford Public Library is soliciting written proposals from qualified firms or individuals for a public PC Time Management and Print Management System for Rockford Public Library’s 109 public-use PCs including integrated print management and payment functionality. As a request for Proposal (RFP) this is not an invitation to bid and, although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in this RFP. Proposals must be received no later than 2:00 pm on August 16, 2019. All responses must be in a sealed envelope and have “Public PC Time and Print Management System for the Rockford Public Library” clearly marked on the outer-most mailing envelope. Please submit five (5) bound copies and one (1) digital copy (on a USB drive) of the proposal as follows:

Mail or Hand-Deliver To:
Rockford Public Library
Finance Department
214 N. Church Street
Rockford, IL 61101

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the Rockford Public Library to award a contract, nor is the Library liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The Library retains the right to award all or parts of this contract to several vendors, to not select any vendors, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understand all the requirements and conditions.

Please submit all questions at www.rockfordpubliclibrary.org/bids-rfps-and-rfqs/ no later than 2 PM, August 6, 2019. Answer to questions will not be provided by telephone or email. Rather, answers to all questions and additional information, if any, will be addressed via addenda posted on the Rockford Public Library website at www.rockfordpubliclibrary.org/bids-rfps-and-rfqs/. It is the vendor’s responsibility to check this site. We look forward to receiving and reviewing your proposal.
I. INTRODUCTION

The Rockford Public Library is soliciting proposals to replace its current Public PC Time and Print Management System with a new PC Time and Print Management System and replace updated patron scanners with new multifunction scanners. The Library wishes to acquire a current-generation system with a modern and user-friendly interface that is intuitive for patrons to use; easy for Library staff to administer and support; includes an integrated Print Management component providing user-friendly printing controls and an integrated payment solution that includes cash, credit and debit card payment options and facilitates wireless printing from non-Library owned end-user devices including laptops, tablets and smart phones to the Library’s public printers. The system must be compatible with the Library’s Integrated Library System (ILS); and be compliant with PCI DSS (Payment Data Security Standard).

II. BACKGROUND

The Rockford Public Library currently provides 119 Public Access PCs, including laptop and desktop PCs, for use by Library patrons. All computers use Faronics Deep Freeze software to reset each computer to its default state upon restart. The Library’s public access computers are distributed across the five (5) branches of the Rockford Public Library in the City of Rockford, IL: Main Library (Hart), East Branch, Montague Branch, Rock River Branch, and Rockton Centre Branch.

The Library also provides public scanning services via six (6) multi-function print/scan/fax devices throughout the system, that are integrated with, and managed by, the current print management solution and are connected to cash/coin towers. Scans can be saved to portable drive, emailed, faxed, or saved to cloud-storage accounts. To release prints from the multifunction devices, users interact with a desktop-based print release station with a cash/coin tower to retrieve their printouts. Current multifunction devices include a flat scanning option and a document feeder option. The Library requires a payment solution for each print/scan/fax devices.

The Library’s public access PCs can be reserved by users in advance through the existing public PC Time Management system upon request, at a walk-up station.

Patrons use their library cards barcode and a password stored in the Library ILS system record to reserve and log in to the Library’s Public Access PCs. The Library also provides system-generated, one-time passes for users without library cards. The current PC Time Management System allows patrons to add money and carry a balance to a print account through the Print Management system. A requirement for proposed systems is a streamlined way for the metadata held in this database to be transferred into the new system upon migration. The current PC Time and Print Management System communicates with the library’s Integrated Library System (ILS) via the SIP2 protocol to verify that the user’s library card and
password are valid and that the user’s account meets specific criteria to validate based on multiple factors.

As part of its public access computing environment, the Library provides six black and white printers. Print requests are sent to these printers from Library PCs over the Library’s internal networks and/or over the Internet via a mobile printing solution. Users interact with a desktop-based print release station with a cash/coin tower to retrieve their printouts. Payment is currently cash-only via coin and bill acceptors attached to the print release stations and managed by the Library.

Wireless printing is currently provided using PrinterON online printing solution. Users are provided with a link from the Library's website to the PrinterOn website which allows them to submit print requests to any publically available printer in any Library. Print requests are sent from the PrinterOn cloud service to a library-hosted PrinterOn server, which routes the print request to the user specified printer. Users retrieve their prints in the same manner as patrons using Library provided PCs. PrinterOn also has apps available for iOS and android devices that allow mobile printing from those platforms.

The Library currently utilizes SirsiDynix Symphony ILS. Proposed systems must be compatible with this ILS product.

III. SCOPE OF SERVICES

The Library anticipates that the Contract will commence in mid to late 2019 with an initial five (5) year term with an option for single year extensions through to 2028.

1. Vendor will be responsible for working directly with IT Staff to install and configure all aspects of the system including installation and configuration of the hardware and software necessary to implement the proposed solution, including, but not limited to server software, PC client software, telephony interface cards, network interface cards or other required hardware, print station release interfaces (kiosks), card swipes or other electronic payment processing devices.

2. If more than one (1) option is available for a specified service, the Proposer should identify one (1) best and one (1) recommended option to propose based on the proposer’s assessment of the Library’s needs and objectives. Additionally, Proposer should make explicit in the proposal any expectations of Library personnel’s role in, or responsibility for, software or hardware installation and/or configuration during the system implementation process.

3. Vendor will be responsible for working with the IT Director to develop an implementation plan that minimizes any downtime to Rockford Public Library’s public access computers by taking into account the open hours of the five (5) Library locations when developing the implementation plan, and scheduling work during
closed hours as much as possible. The implementation plan will provide critical dates for the project including when significant milestones (phases or components of work) are to be completed.

4. Vendor will provide staff training for both technical and public service staff.

5. Vendor will provide system documentation.

6. Vendor will provide telephone, email, remote on-line session, and on-site maintenance and support services for the selected system through the life of the contract.

Vendor must provide references of successful library installation and usage of software and hardware solution.

General Requirements and Specifications

PC Time Management—General

1. Accommodates up to two hundred (200) Library-owned end-user devices (PCs, laptops)
2. Supports Windows/PC and Macintosh clients running Windows 10 and later or MacOS 10.12 (Sierra) or later.
3. Compatible with the SirsiDinyx Symphony ILS including the ability to communicate to the ILS using the SIP2 protocol to verify patron barcodes, passwords and match against other Patron Record fields
4. The client User Interface (UI) has customizable elements such as a choice of color scheme and graphics and can display custom announcements to users (e.g. a special events, upcoming holidays or scheduled system maintenance)
5. Has a mechanism to require users to agree to “Terms of Service” customized by the Library during the login process
6. Users can reserve computers via the Internet, mobile devices, or directly on available workstations
7. Sends reservation confirmation emails and/or SMS texts
8. Capable of displaying notifications to users detailing remaining session time, and allows for multiple countdown reminders at designated intervals before final logoff
9. Is compatible with screen readers and Microsoft Ease of Access features
10. Clears user data from client PC at the end of session
**PC Time Management—System Administration**

Easy to use, web-based administrative interface for staff which supports:

1. Making new reservations for patrons quickly by location, Workstation Type and desired day and time using a web based interface that does not require software to be installed on staff computers
2. Modifying existing reservations, including extending a session, or moving a reservation to a different PC using a web based interface that does not require software to be installed on staff computers
3. Sending text based messages to patrons on any workstation
4. Ending client PC sessions remotely using a web based interface that does not require software to be installed on staff computers
5. Ability to create unique schedules reflecting open/closed hours for multiple locations.
   a. This should include ability to schedule exceptions for holidays, and unexpected or one-off library closures
      - Ability to create customizable Workstation Types with adjustable parameters such as length of reservation, acceptable patron types (e.g. express computers / children’s computers)
6. Ability to create customizable Patron Types (e.g. Child / Teen / Adult / Senior) allowing for booking at different workstation types as well as adjustable reservation settings (e.g. an ADA patron can have more time than a regular patron on a regular workstation)
7. Ability to configure PC Use Time Limits by day of week, Patron Type, Location and Workstation Type
8. Ability for Library to define custom parameters including:
   a. Maximum PC time per day per Patron Type
   b. Maximum PC time per week per Patron Type
   c. Maximum PC time per week per Workstation Type
   d. Maximum PC time per week by Location
9. Ability to configure to automatically allow extension of current active sessions exceeding patron’s current time limit during periods of low demand and high availability
10. Ability to generate and print one-time use credentials (guest pass) for making reservations without a library card
11. Ability to create guest passes that vary in lengths of time (i.e. 1 day, 7 days, 30 days)
12. Ability for the Library to easily disable/pause any endpoint system restrictions imposed by the reservation software for the purposes of running updates or performing computer maintenance
13. Option to have workstations restart between sessions
14. Ability to disable specific users for policy violations

**Print Management**

2. Offers automated print job payment options (Credit Card, NFC, bills, coins).

3. All system hardware and software is PCI DSS (Payment Card Industry Data Security Standard) compliant. Vendor must provide proof of PCI compliance annually or at any time on request of the Library.

4. Debit Card transactions make a cost-exact debit to user account for print job rather than a pre-authorized amount relative to print job.

5. Provides a public facing Print Management user interface integrated into cash/card/coin tower to allow patrons to manage and pay for print jobs.

6. The Print Management user interface provides patrons the option to retrieve print jobs by library card barcode, via scanning the barcode and/or manual entry of barcode, or by entering in a temporary one-time system generated user number if a library card was not used to login to the Library’s public PC.

7. The Print Management user interface allows patrons to:
   a. Select which pages to print.
   b. Select the number of copies they wish to print.
   c. Display the total cost for the print job based on the number of pages and copies specified.
   d. Delete selected print job without printing.
   e. Provides staff with a mechanism for locating print requests if patron is unable to locate the request.

8. Provides a staff administrative interface which includes:
   a. Ability to perform full or partial refunds to a patron’s credit card account with an e-mail confirmation generated automatically.
   b. Ability for staff to re-route print jobs to other print queues during printer system failure(s).
   c. Ability for staff to “override” print requests for patrons free of charge, or alternately apply credits to a patron’s account at the Library’s discretion.
   d. Ability for staff to “search” for print requests if patron is unable to retrieve request at end-user kiosk.

9. The Print Management system allows the Library to provide patrons with a specified number of “free” pages that can be printed each day per patron at no cost.

10. Wi-Fi/remote print solution that allows printing from PC, Mac, smartphone, and tablets outside of library network that allows patrons to:
a. Log into an account and upload/process several print jobs at once
b. Has zero delay job release (one minute or less)
c. Allows print requests wirelessly from devices that do not have the Proposer’s software client installed.

**Payment Management Software and Hardware**
1. Upgrade and repurpose six coin-operated machines that the Library currently owns.
2. Payment terminals that accept coin and cash for integration with multifunction copy/scan/fax solution (pay for fax)
3. Payment terminals that accept cash, coin, credit cards, swipe, chip, and NFC payment types for integration with print release stations
4. Credit cards must be processed via a separate and isolated cellular connection to maintain PCI compliance
5. CoinOp hardware must be CoinPro version 3 or comparable hardware
6. Public print release interface must be integrated into tower; no separate PC

**Software Administration**
1. Provides out of the box statistical reports such as daily, weekly, monthly and annual session statistics, equipment utilization, number of unique users, application usage, print requests, total pages printed, total free pages printed, basic accounting report
2. Provides for ad-hoc report creation on criteria selected by Library
3. Ability to export reports to Excel, CSV, and Microsoft Report Viewer
4. Ability to customize staff access, administrative staff access, establish super user and staff
5. Ability to maintain clean database with the ability to purge customer data for privacy and security reasons
6. Ability to customize guest passes with Library branded text

**Server Requirements**
1. The Microsoft SQL database containing patron information, including information that is used to validate internet access authentication and patron printing account information must reside on a library local area network virtual server(s) running Microsoft Server 2012r2 and/or Microsoft server 2019 running on Hyper-V Gen 2 or 3 builds.
2. Systems must support Microsoft high availability systems such as Hyper-V replication and Microsoft SQL server clustering.
3. Vendor provides all software and firmware security updates to all components that addresses any public Common Vulnerabilities and Exposure (CVE’s) identified and as soon as they are available.
4. Web enabled staff portals with centralized management for all locations
5. Management PC must be able to communicate with nodes on different VLANs.
6. Web application must run on and be compatible with current Microsoft IIS server roles.
7. A secure web based staff online portal to view and manage credit and debit card payments in real time
8. Email alerts must use local library SMTP servers, allowing emails to come from rockfordpubliclibrary.org.
**Multifunction Copy/Scan/Fax Solution**

1. Ability for patrons to scan documents for print, email, fax, or saving
2. Ability to create document files: .doc, .jpg, .png, .tiff, .gif, .pdf, .mp3
3. Ability to create searchable or secure encrypted PDF file using OCR technology
4. Ability for cloud-based saving options including OneDrive, Google Drive, DropBox or ability to save to external USB drive
5. Multilingual, Touchscreen Interface that includes option to interact in English or non-English languages, which must include Spanish
6. Ability to restore and edit photos using Vivid-Pix or comparable software
7. Ability to translate documents to English and non-English languages, which must include Spanish
8. Include accessibility options such as magnifier and multilingual narration option
9. Ability to integrate into Proposer’s Print Management software for payment and print release
10. Web-based staff portal for troubleshooting and usage reporting

**IV. SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

**Contractor Identification:**

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

**Client References:**

Provide a minimum of three (3) client references. References should be medium to large public library systems, preferably in Illinois, though client references may also be medium to large public library systems in other states. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client’s direction.

**Price Proposal:**

The proposal shall include pricing for all products and services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all hardware, software, services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work shall be itemized.
Proposals shall also include pricing for an additional four (4) years of system support and maintenance commencing in the second year of the contract after the initial year of the contract is completed.

Contract Terminations:

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party’s name, address, and phone number. Present the vendor’s position on the matter. The Library will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

V. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

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<tr>
<td>Administrative Interface</td>
<td>20%</td>
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<tr>
<td>Vendor References</td>
<td>15%</td>
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<tr>
<td>Costs</td>
<td>25%</td>
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<tr>
<td>Customer Service</td>
<td>15%</td>
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VI. OTHER REQUIREMENTS

Insurance

The selected contractor will be required to maintain professional liability insurance in the minimum amount $1,000,000 and a cover any claims arising out of the performance of the contract.

Worker’s Compensation Insurance:

A selected contractor who employs any person shall maintain workers’ compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker’s Compensation Insurance.
State

Certain labor categories under this project may be subject to prevailing wages as identified in the State of Illinois Labor Code commencing State of Illinois, 820 ILCS 130/0.01 et seq. “an Act regulating the wages of laborers, mechanics, and other workmen employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works.”

Wage information is available through the Illinois Department of Labor website at https://www2.illinois.gov/idol/Laws-Rules/CONMED/Documents/2017%20Rates/Winnebago.pdf

VII. SCHEDULE (dates are subject to change)

- Issue RFP to potential bidders: June 7, 2019
- Questions Due: August 6, 2019
- Issue Question & Answer Addendum: August 9, 2019
- Proposals due from potential bidders: August 16, 2019

VIII. GENERAL CONDITIONS

1. **Pricing.** The firm shall insert price for all RFP items and all other information requested in these specifications. The price shall be the full, delivered cost to Rockford Public Library (“the Library”) including all factors whatsoever.

2. **Total versus “Per Item” Awards.** The Library generally awards contracts based on a lump sum basis to the lowest responsible and responsive proposal. However, the Library may choose to award on a per item basis. Therefore, each Responder must submit pricing for each item indicated on the RFP forms. Proposals must clearly indicate which items are included in the proposal and which are not.

3. **Delivery of Merchandise.** Delivery terms will always be Freight On Board (FOB)—Destination. The Library accepts no responsibility for the condition of any merchandise purchased prior to acceptance by the Library. Failure to comply with this requirement will constitute rejection of the RFP.

4. **Acceptance of Merchandise at Delivery.** The Library reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this Request for Proposal.

5. **Prompt Payment Act.** The Library intends to comply with the governmental prompt payment act. The supplier will be paid upon submission of invoices to: Anthony Cortez, Director of Finance,
6. **Legal Compliance.** The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the Library becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any RFP, cancel any contract, and pursue any other legal remedies deemed necessary.

7. **Legal Requirements.** This contract sets forth the entire agreement between the Library and the vendor and shall govern the respective duties and obligations of the parties. The laws of the State of Illinois shall govern the validity of this contract, and any disputes arising from the contract. Should a court of competent jurisdiction declare a provision of this contract invalid, it shall not affect the validity of the remaining provisions of the contract.

8. **Performance Bond.** When required by the specifications herein, the successful firm shall furnish a performance bond, acceptable to the Library, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the RFP and any deposit may be retained by the Library as liquidated damages and not as a penalty.

9. **Taxes.** No charge will be allowed for taxes from which Rockford Public Library is exempt. Rockford Public Library is not liable for the Illinois Retailers’ Occupation Tax, the Service Occupation Tax or the Service Use Tax. The Library is exempt from the Federal Excise and Transportation Tax.

10. **Withdrawal of Request for Proposal.** Firms may withdraw or cancel their Request for Proposal at any time prior to the advertised RFP opening. After the opening time, no RFP shall be withdrawn or cancelled. All proposals shall be firm and valid for a period of sixty (60) calendar days.

11. **Subcontracting.** The successful firm may not subcontract the award without written consent of the Library’s Director of Finance.

12. **Termination of Contract.** The Library reserves the right to terminate the contract in its entirety or in portions, upon written notice to the Contractor, the Library Board of Trustees does not appropriate sufficient funds to complete the contract, or in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the Library may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. Should default be due to failure to perform or because of a request for a price increase, the Library reserves the right to remove the firm from the Library’s Proposal/Bidder list for a period of up to three years.

13. **EEO Forms.** Each firm shall be required to submit with its RFP information all EEO forms included in the RFP package. Any proposal which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with and submit the same EEO forms as the firm. Subcontractors will not be allowed to do any work for the
firm until these documents are submitted to the Library.

14. **Restrictive or Ambiguous Specifications.** It is the responsibility of the prospective firm to review the RFP specifications and to notify the Director of Finance if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to RFP procedures must be received by the Library not less than seventy-two hours prior to the time set for the opening.

15. **RFP Protest.** Firms wishing to protest proposals or awards shall notify the Director of Finance in writing within 30 days after the RFP opening. The notification should include the RFP number, the name of the firm protesting, and the reason why the firm is protesting the RFP. The Director of Finance will respond to the protest within 30 calendar days.

16. **Disputes.** In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Director of Finance or authorized representative shall be final and binding to all parties. The Director of Finance may request a written recommendation from the head of the department using the equipment or service being procured.

17. **Exceptions.** Any deviations from these specifications shall be noted and submitted with the RFP. Failure to address deviations from specifications may result in RFP rejection.

18. **RFP Rejection.** The Library reserves the right to reject all Request for Proposal at any time, for any reason, and to act in the best interests of the Library.

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**Award of Contract**

The contract shall be awarded to the proposal that responds to the requirements of the listed services. The Library reserves the right to reject any and all proposals and to waive any and all technicalities. Please mail your proposal to:
Rockford Public Library

General Bid and Proposal Requirements for

Equal Employment Opportunity

All bidders seeking to do business with Rockford Public Library are required to submit with any formal, sealed bid the following documents:


2. Statement of Non-Compliance and Certificate of Non-Segregated Facilities

3. Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder

4. Your State of Illinois Pre-Qualification Certification Number, issued by the State Fair Employment Practices Commission, entered in the place provided therefore

If you do not yet have State Pre-Qualification (item #4), you may, in lieu thereof, enter in the place provided on Page 6 of the EEO forms, your commitment to make application therefore within 30 days from the date of bid opening.

Any bid which fails to include the four items listed above with your sealed bid will not be read and will not be considered.

Any question pertaining to EEO requirements should be addressed to Anthony Cortez, Director of Finance, 214 North Church Street, Rockford, Illinois 61101. Phone: (815) 987-6612.
It is the policy of this company, __________________________________, to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____% of our work force are minorities and _____% of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford’s Equal Opportunity Compliance Division for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51%) by minorities or females.

______________________________ is the official who will be responsible for implementing the above policy statement.

______________________________ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, ______________________________ is hereby authorized to sign payrolls as well as our company’s officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in “no one” in this space.)
Officer’s Signature

Firm or Corporation Name

Address

Date
Statement of Noncompliance

If the Equal Employment Opportunity hearing committee determines that a contractor, subcontractor or bidder is not in compliance with this chapter (also known as Ordinance 9-1/2 – City of Rockford Equal Employment and Business Opportunity Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to:

A. Denying, suspending or revoking qualifications, or declaring the contractor, subcontractor or bidder irresponsible and ineligible for future contracts or subcontracts until such time as the contractor, subcontractor or bidder shall demonstrate to the Equal Employment Opportunity hearing committee that it is in compliance;

B. Withholding or delaying payment on the contract; or,

C. Suspending, avoiding or canceling contract work.
Certification of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Employment Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors from the provisions of the Equal Employment Opportunity clause, and that he will retain such certification in his files.

_____________________________________________
Person, Firm or Corporation

_____________________________________________
Authorized Signature

_____________________________________________
Date
Important Note to All Bidders/Proposers

In regards to the Bid and Proposal Requirements for Equal Employment Opportunity and Affirmative Action, all forms must be completely filled out and signed or your bid will not be considered or read.

This especially applies to the “Contractor or Vendor Workforce Data Form.”

The categories must all be filled out. They include:

A. Job Classification;
B. Pay Range;
C. Males;
D. Females;
E. Racial.

Bids which fail to address any of these categories will not be considered and will not be read.

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

**Black:** A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

**Hispanic:** A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa.

**American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America.
Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or, in the case where a contract has already been awarded, in the cancellation of said contract.
**Contractor or Vendor Work Force Data Form**

Bidding/Proposing Entity Name: ______________________________________________________

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| Person, Firm or Corporation |

| ________________________________ |
| Authorized Signature |

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ROCKFORD PUBLIC LIBRARY | 214. North Church St. Rockford, IL 61101 | 815-965-7606
The four declarations required for compliance with the laws on Equal Employment Opportunity are attached hereto. Our Illinois Department of Human Rights Number is _________________________.

(We do not have an Illinois Department of Human Rights Number. In lieu thereof, we will make application for it within 30 days from the date of this bid opening. ___ Place checkmark on line if applicable.)

_____________________________________________
Person, Firm or Corporation

_____________________________________________
Authorized Signature

_____________________________________________
Title

_____________________________________________
Date