INVITATION TO BID (Request for Proposal)

11/16/2026

PROJECT
Outdoor Holds Pickup Lockers

PROJECT DESCRIPTION
The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the Library Journal's 2016 Library of the Year. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and internet access. Located in the heart of Shawnee County, the Library has a collection of about 425,000 items and serves nearly 111,000 cardholders. About 1,500 people walk through the doors daily. Bookmobiles provide 16 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers' needs 24/7.

The Library is seeking proposals from qualified vendors to furnish, install, and support two (2) outdoor self-service holds pickup lockers.

BID RECEIVING
Date: December 7, 2026
Time: 3:00 PM CST
Place: Menninger Room (2nd floor), Topeka and Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS.

Attendance at the bid receiving is not required. Those who do not attend shall ensure the bid is received by the Topeka and Shawnee County Public Library prior to 3:00 PM CST.

TIMELINE OF BID PROCESS

RFP Issued:	November 16, 2026
Submission of Bidder Questions*	November 30, 2026
Bid Receiving:	December 7, 2026 at 3:00 PM CST; bids must be received prior to this time.
Board Consideration of Award:	Thursday, December 17, 2026 at 4:00 pm CST; bidders do not need to be present at the Board meeting
Notification of Decision to Bidders:	Friday, December 18, 2026 (via email)
Project Completion Date:	TBD

*Bidder questions must be submitted to the Project Coordinator in writing, preferably by email, and bidders should check the Library's website for the question and answer document after the submission deadline has passed.

OWNER
Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

INSTRUCTIONS TO BIDDERS

Date: 11/16/2026

PROJECT: Outdoor Holds Pickup Lockers

DEFINITIONS:
Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

ADDENDA:
Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner's website and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information by interested bidders must be submitted in writing to the Project Coordinator, preferably by email, and will be posted on the Library's webpage as a public document for anyone's review.

EXAMINATION OF BIDDING DOCUMENTS:
Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

BID PREPARATION
A single bid will be received for the purchase of two (2) outdoor self-service holds pickup lockers.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers' Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka and Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Mail, deliver or email the BID FORM to:

Kim Strube
Chief Financial Officer
Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
kstrube@tscpl.org

If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:

BID FORM
Project: Outdoor Holds Pickup Lockers
Bidder: (your company name)
Address: (your company address)

Please note email submission of BID FORMS is not secure, unless initiated in that manner by the Bidder. All documents in an emailed bid must be in read-only pdf format. Please contact Kim Strube if you do not receive an email confirming receipt of your bid form.

COORDINATOR: The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

David King
Digital Services Director
Voice: 785-580-4601
Fax: 785-580-4496
Email: dking@tscpl.org

BIDDER'S REPRESENTATION:
The Bidder, by responding to this bid, represents that:
1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.

BID RECEIVING:
The Owner will receive and publicly open and read bid proposal forms at the time and place indicated in the INVITATION TO BID.

The bid proposal shall include all costs for **two (2) outdoor self-service holds pickup lockers.**

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

BID WITHDRAWAL:
A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

AWARD OF CONTRACT:
The approved bidder must be prepared to provide a service/purchase contract upon notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:
1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.
3. The contract is legally acceptable.

REJECTION OF BIDS:
The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

PROPOSED SCOPE OF WORK:

Topeka and Shawnee County Public Library is seeking proposals from qualified vendors to furnish, install, and support two (2) outdoor self-service holds pickup lockers.

General & Technical Specifications

1. Weatherproofing: The lockers must be rated for outdoor use and capable of operating reliably in temperature ranges from 0°F to 120° F.

2. Modular Configuration: Each outdoor self-service holds pickup locker should offer a total of 35-40 lockers. The library does not want a return solution in the proposed configuration.

3. Patron Interface: A bright, high-contrast, outdoor-viewable touch screen with an integrated barcode scanner and a receipt printer.

4. Accessibility: Must comply fully with ADA (Americans with Disabilities Act) physical reach ranges and display requirements.

5. ILS/LMS Compatibility: The locker software must seamlessly integrate with Polaris ILS via SIP2 or NCIP protocols.

6. Admin Dashboard: A centralized, web-based management portal for library staff to monitor system health, troubleshoot customer access issues remotely, and generate usage metrics.

Project Plan
Detail the Vendor's anticipated project plan, including design, manufacture, delivery, installation, testing, and training.

Timeline
Please provide a complete description of the proposed system and illustrate the products and systems comparing the Vendor's proposed outdoor locker solution to the requirements. Include a timeline with key milestones for product delivery, installation, and staff training.

Maintenance and Support
Describe ongoing maintenance and support offered by the Vendor. Include availability of telephone or web-based support and support response times.

References
Provide names and contact information for at least three (3) references that use the Vendor's proposed outdoor locker solution.

Cost
The Library is interested in two bid options:
1. A single bid for the purchase of two (2) outdoor self-service holds pickup lockers.
2. An alternate bid for leasing options for the two lockers.

BID FORM – Single Contract

Owner: Topeka & Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS 66604-1374

Bidder Name: _____

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide **two (2) outdoor self-service holds pickup lockers.**

Item	Quantity	Unit Cost	Total
A. Lockers			
B. Installation			
C. Support			
D. Shipping & Fees			
Total Base Bid:			

ADDENDA
Receipt is acknowledged of Addenda numbers _____.

TIME OF COMPLETION
The undersigned agrees to deliver the specified equipment within _____ calendar days from the date of the award of Contract. It is the Owner's desire that the project be completed rapidly. Time of Completion will be given strong consideration during the evaluation of bids.

DECLARATION
The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner's best interest to do so.

_____ _____
Authorized Representative's Signature Date

_____ _____
Title Telephone

_____ _____
Company Fax

_____ _____
Street Address Email

_____
City/State/Zip