

POUDRE RIVER PUBLIC LIBRARY DISTRICT

AGENDA ITEM SUMMARY

Name of Requestor: Holly Carroll & Jeff Barnes
Appearance Date: September 14, 2015
Time Required: 15 Minutes
Date Decision Needed: September 14, 2015

Agenda Item:

- IX. NEW BUSINESS
 - b. Automated Materials Handler (AMH)
Purchase/Sole Source Approval

Objective:

Approve an exception to the competitive bid process for the purchase of an Automated Materials Handler (AMH) for Council Tree Library.

Situation:

As part of the expansion and remodel of Old Town Library, an Automated Materials Handler was installed. The machine was purchased from 3M as the result of a competitive bid process. Using a portion of the Paul N. Gwyn bequest, funds are now budgeted to add a similar machine at Council Tree Library. Management is recommending the purchase of another 3M machine without going through another competitive bid process for the reasons as listed below. City of Fort Collins Purchasing Department staff were consulted and support this recommendation.

Purchase Amount:

\$169,655

Advantages:

1. The 3M AMH at Council Tree Library will be the same model as the AMH at Old Town Library thus providing standardization, comfort and familiarity for staff and public.
2. **Public** - The public side of the AMH is a "book return slot" with touchscreen. Having the same make and model at both branches will provide the same look, feel and function resulting in ease of use by Library customers.
3. **Standardization** - Having the same hardware and software at both buildings will save staff time during initial implementation and for ongoing support. Library IT staff are already familiar with the software configuration requirements, ongoing maintenance and troubleshooting of both hardware and software. Data collection from both systems will be identical, saving staff time and training. District Circulation Supervisors are already familiar with daily operations and maintenance of the equipment.
4. **Integration** - The AMH is integrated with the District's primary software, Sierra. Integration setup will be identical to the existing setup for Old Town Library's AMH, saving staff time and training.
5. **Training** - Many District circulation staff members are already trained in how to operate the 3M AMH. Additional staff will be trained by rotating staff between Council Tree and Old Town Libraries which is an efficient and effective way to train staff.
6. **Familiarity** - Currently trained staff have a very high level of comfort and familiarity with the equipment. The District anticipates the same high level of satisfaction at Council Tree Library.
7. **Procedures and workflows** - Procedures and workflows are already established at Old Town Library and will be shared with Council Tree Library resulting in fewer staff hours for initial implementation and ongoing operations.
8. **Confidence** - 3M is a recognized industry leader in Automated Materials Handling for libraries.

Library District staff is confident in the vendor's ability to support the hardware and software in a timely and efficient manner. This is based on several years of experience working with this vendor and with this equipment. The District has had very few problems with the equipment at Old Town Library and when they have, the vendor is quick to resolve issues.

9. The purchase amount reflects a reduction of 15% from the previous competitive process in 2012.

Disadvantages:

None identified.

Requested Action:

Approve the sole source purchase of an AMH machine to be installed at Council Tree Library in the amount of \$169,655 in accordance with the District's policy 2.7 Procurement Policy (see below for more information about 2.7 Procurement Policy and exemptions to the use of competitive bid or proposal).

Exemptions to use of competitive bid or proposal, (c) Miscellaneous exemptions (1)b. – Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the District, will otherwise injure the District's financial interests or will substantially impede the District's administrative functions or the delivery of services to the public, and d. - a particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration.

Potentially Affected Interest:

Staff, Public

Level of Public Interest and Participation:

Low