



# City of San Antonio

## Agenda Memorandum

**File Number:** 15-2256

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**Agenda Item Number:** 7.

**Agenda Date:** 4/30/2015

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** City Wide

**SUBJECT:**

3M Radio Frequency Identification Data (RFID)

**SUMMARY:**

An Ordinance authorizing a contract with the 3M Corporation for the software and hardware upgrade of the 3M RFID equipment in all San Antonio Public Library (SAPL) locations which will enhance the operational efficiency of the equipment and allow patrons to self-check library books and media collections while minimizing pilferage within the library. Funding in an amount not to exceed \$226,380.22 will be available through the Library's General Fund.

**BACKGROUND INFORMATION:**

The City's Library collection includes over 2,000,000 print and non-print items. Security for the collection is administered by 3M's RFID technology installed in all branch locations. RFID technology not only detects the unauthorized removal of library materials from branch locations utilizing a radio frequency identification tag but also improves efficiency, productivity, and customer service by allowing patrons to check-in and check-out materials without requiring a circulation attendant or librarian to manually record the process. The Library's RFID equipment is aging since the original installation in 2007. Newer technology has made the original RFID equipment purchased by SAPL to operate at less than optimum performance which directly affects the library's efficiency, productivity and customer service experience with library patrons. The upgrade includes 73 new personal computers (PC's) running Windows 7 Professional, 73 new charge-coupled device (CCD) optical scanners, 73 new 19" widescreen monitors which will allow SAPL to promote Library events and "Recommended Reads" as well as a turn-key installation of all equipment by fully trained, factory-authorized service technicians. This upgrade will decrease maintenance costs for the RFID System in subsequent years.

This contract is procured by means of a Sole Source Exemption. According to the provisions of Texas Statutes Local Government Code 252.022.07, no other source can supply the items listed nor can any comparable item fulfill the same requirements.

**ISSUE:**

The San Antonio Public Library is requesting City Council approval for the software and hardware upgrade of the 3M RFID equipment currently installed in all SAPL branch locations. Approving the upgrade will improve the patron experience as they self-check library materials on equipment which is operating at peak efficiency.

This contract is exempt from competitive bidding and there are no Affirmative Procurement Initiatives being applied to this contract.

This contract is an exception to the Local Preference Program.

The Veteran-Owed Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this purchase not be approved, the San Antonio Public Library will continue to utilize the RFID equipment currently installed. However, the slower operation of the equipment may result in longer lines of patrons waiting to self-check library materials and could result in pilferage of library materials.

**FISCAL IMPACT:**

Funding for this one-time expenditure in the amount of \$226,380.22 is available through the Library General Fund.

**RECOMMENDATION:**

Staff recommends the approval of a contract with 3M Corporation to provide the San Antonio Public Library with the purchase and installation of 3M Software and Hardware Upgrade for RFID equipment at all SAPL locations for an amount not to exceed \$226,380.22.

This contract was procured on the basis of the sole source and a Contracts Disclosure Form is not required.