



# City of San Antonio

## Agenda Memorandum

**File Number:**16-3738

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**Agenda Item Number:** 5.

**Agenda Date:** 8/4/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** CityWide

### **SUBJECT:**

Purchase and Installation of 3M/Bibliotheca Radio Frequency Identification Data Equipment

### **SUMMARY:**

An Ordinance authorizing a contract with Amigos Library Services for the purchase and installation of 3M/Bibliotheca Radio Frequency Identification Data (RFID) equipment for Schaefer and Potranco Branch Libraries in an amount not to exceed \$98,286.00. Funding is available from the Capital Project Budget.

### **BACKGROUND INFORMATION:**

The San Antonio Public Library installed 3M/Bibliotheca RFID equipment in all of its branch locations starting in 2007. This equipment allows patrons to self-check library books and media collections while minimizing pilferage within the library. In an effort to maintain equipment standardization across the San Antonio Public Library system and meet the scheduled grand opening in the fall of 2016, the San Antonio Public Library is seeking authorization to purchase and install the same equipment at Schaefer and Potranco Branch Libraries.

### **ISSUE:**

The San Antonio Public Library is requesting City Council approval for the purchase and installation of 3M/Bibliotheca RFID equipment at the Schaefer and Potranco Branch Libraries. Approving the same

equipment installed within the Library system since 2007 will allow SAPL patrons a seamless experience from branch location to branch location when it comes to self-checking library books and media collections.

This equipment is being purchased as Sole Source 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.

This contract is exempt from competitive bidding and is excluded from the Small Business Economic Development Advocacy (SBEDA) program.

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 not preference was applied to this contract.

### **ALTERNATIVES:**

Should this purchase not be approved, the Schaefer and Potranco Branch Libraries would be unable to open with fully functional RFID technology thus requiring library staff to redirect their focus from the time spent with SAPL patrons to checking out books or media, recovery of missing items, as well as shelf and inventory management. In addition, the Schaefer and Potranco Branch Libraries would not be equipped with the technology utilized to minimize pilferage of library books and media collections.

### **FISCAL IMPACT:**

Funding for this one-time expenditure in the amount of \$98,286.00 is available through the capital project budget.

### **RECOMMENDATION:**

Staff recommends the approval of a contract with Amigos Library Services to provide the San Antonio Public Library with the purchase and installation of 3M/Bibliotheca RFID equipment for the Schaeffer and Potranco Branch Libraries for an amount not to exceed \$98,286.00.

This contract was procured on a Sole Source exemption and a Contracts Disclosure Form is not required.