



City of San Antonio

Agenda Memorandum

File Number:16-4481

Agenda Item Number: 5.

Agenda Date: 9/15/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

San Antonio Public Library (SAPL) Dispensing Equipment Solution

SUMMARY:

This ordinance authorizes acceptance of proposals from Java Connections, LLC dba Laptops Anytime, Research Technology International Co., Inc. dba Public Information Kiosk, mk Solutions, Inc., and Bibliotheca, LLC to provide Library Material Dispensing Equipment for use within the San Antonio Public Library's two newest locations, the Potranco Branch Library and the Schaefer Branch Library. The Dispensing Equipment will provide a self-service facet to the current operations of the Library. The initial implementation cost will be \$275,756.00. Purchases for additional branch libraries would be subject to appropriation of funds and in accordance with pricing in the RFCSP.

BACKGROUND INFORMATION:

Submitted for Council consideration and action are the proposals submitted by Java Connections, LLC dba Laptops Anytime, Research Technology International Co., Inc. dba Public Information Kiosk, mk Solutions, Inc., and Bibliotheca, LLC to provide for the purchase, installation and maintenance of self-service Dispensing Equipment for use by the San Antonio Public Library at its two newest locations, the Potranco Branch Library which will be collocated with a Young Men's Christian Association (YMCA) at 8764 Texas 151 Access Road and the Schaefer Branch Library at 8322 US Hwy 87 East. This self-service concept featuring book/audiobooks dispensers, media (DVD/music) dispensing equipment, laptop dispenser will allow the public to check out a laptop for use within the library premises and a holds locker which will afford the public the opportunity to pick up requested material are new to the Library's operation. At the Potranco Branch, it is anticipated that the

YMCA will be open for business more hours than the Library; therefore, the installed equipment will allow the public to have greater access to library services. At the Schaefer Branch Library, two laptop dispensers will provide the public with access while allowing public service staff to focus on customer service where needed.

The City issued a Request for Competitive Sealed Proposal for “San Antonio Public Library Material Dispensing Equipment Solution on March 23, 2016, with a submission deadline of April 25, 2016. Five proposal responses were received and four were deemed responsive and eligible for evaluation committee review. One submission was deemed non-responsive based on an incomplete proposal including the omission of the required signature page.

The evaluation committee consisted of representatives from the Library Department and Information Technology Services Department. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm’s qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 40 points allotted for experience, background, qualifications; 45 points allotted for proposed plan; and 15 points allotted for respondent’s price schedule.

The evaluation committee met on June 13, 2016 to evaluate the four responsive proposals received. After committee review and discussion, a recommendation for award was agreed upon by the selection committee. Java Connections, LLC dba Laptops Anytime, Research Technology International Co., Inc. dba Public Information Kiosk, mk Solutions, Inc., and Bibliotheca, LLC were recommended for award by the evaluation committee.

The initial term for this contract is upon award for three years. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This ordinance approves a contract with Java Connections, LLC dba Laptops Anytime, Research Technology International Co., Inc. dba Public Information Kiosk, mk Solutions, Inc., and Bibliotheca, LLC to provide Library Material Dispensing Equipment for use by San Antonio Public Library. The Dispensing Equipment will provide a self-service option to the Library’s current operation. The initial implementation cost will be \$275,756.00. Purchases for additional branch libraries would be subject to appropriation of funds and in accordance with pricing in the RFCSP.

The new dispensing equipment will allow patrons to use self-service means to borrow and return library materials. Depending on the application, the equipment can dispense books, DVDs, CDs and digital / computer equipment with little or no staff involvement and can be accessed indoors or outdoors, during or after regular business hours. In addition to the dispensing equipment, self- service automated hold lockers will allow patrons to pick up requested library materials outside of regular business hours.

Due to the lack of small, minority, and/or women businesses available to provide these goods and services, the SBEDA Program did not apply to this solicitation.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the San Antonio Public Library will not provide service to the public in the traditional interactions during hours the branch location will be open.

FISCAL IMPACT:

The initial implementation cost of \$275,756.00 will be funded through the Library Capital Project Fund and the Library General Fund. Purchases for additional branch libraries would be subject to appropriation of funds and in accordance with pricing in the RFCSP. If renewal options are approved, the estimated total contract value will be \$1,289,000.00.

RECOMMENDATION:

Staff recommends approval of the contracts with Java Connections, LLC dba Laptops Anytime, Research Technology International Co., Inc. dba Public Information Kiosk, mk Solutions, Inc., and Bibliotheca, LLC, to provide the Library with purchase, installation and maintenance of Dispensing Equipment for an initial cost of \$275,756.00.

This contract is procured by means of a Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.