



### **Agenda Action Form Overview**

Request to Award Contract for Sole Source Purchase of Library Self-Checkout Systems from EnvisionWare.

### **Background/Justification**

The Board is requested to provide approval for sole source exemption for the purchase and installation of 20 self-checkout systems from EnvisionWare in the amount of \$81,185.20. Also included in the cost is a site license for EnvisionWare's self-checkout and e-commerce software.

Over 1,000,000 items were checked out using the Library's current self-check systems during FY18. However, these machines were installed in 2009, run an outdated operating system, and have reached the end of their useful life. In addition, they cannot accept fine and fee payment via credit cards – a top request of Library patrons.

EnvisionWare's self-check systems are the only products available on the market that will integrate with our current patron printing systems and with the Library's RFID security gates. The Library uses EnvisionWare products for both of these systems, and for compatibility purposes, EnvisionWare's self-check systems are the only products that meet the Library's needs.

Features of EnvisionWare's self-check systems include:

- Ability to checkout multiple items at a time;
- Credit card fine and fee payment directly at the machine;
- Integration with Library's public printing system to release print jobs and pay for printing from machine;
- Integration with Library's RFID security gates to alert staff when an item that has not been checked out leaves the building.
- Ability to promote Library events and initiatives via the on-screen display;
- Help button that will alert Library staff if a patron needs assistance at a self-check machine;
- Central management of all machines in the system.

### **Policy Impact**

This agenda item is consistent with the County's purchasing policy in regards to sole source purchases in that standardization and compatibility with current systems is an overriding consideration.

### **Procurement Background**

#### **Type of purchase**

- ☒ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair



**Did this request for purchase go through a bid process? Yes ☐ No ☒**

*Goods: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

*Services: Bids required if  $\geq \$30,000$ , BOCC approval if  $> \$40,000$*

*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☒ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐**

If no, why?

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**Fiscal Impact**

Funds for this project were specifically allocated by the Board in the FY19 approved budget. No additional funds are need beyond what was allocated.

**Recommendation**

The County Manager recommends that the Board approve the sole source exemption and authorize the County Manager to enter into a contract with EnvisionWare in the amount of \$81,185.20 for the purchase and installation of 20 self-checkout systems and associated software.