



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 64
AGENDA DATE: Thu 07/29/2004
PAGE: 1 of 2

SUBJECT: Authorize execution of a contract with HIGHSMITH, INC., San Antonio, TX, for the purchase of three library self-check systems for the Library Department in an amount not to exceed \$60,000.

AMOUNT & SOURCE OF FUNDING: Funding is available in the Fiscal Year 2003-2004 Approved Capital Budget of the Library Department.

FISCAL NOTE: A fiscal note is attached.

REQUESTING Purchasing
DEPARTMENT: for Library;

DIRECTOR'S
AUTHORIZATION: Vickie Schubert

FOR MORE INFORMATION CONTACT: Mick Osborne, Sr. Buyer/974-2995

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest bid of three bids received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

The Austin Public Library system currently employs three self-check systems in three library locations: the Spicewood Springs Branch Library, the Hampton Branch at Oak Hill Library, and the Little Walnut Creek Branch Library. The self-check system allows library customers who have clear borrower records to checkout and/or renew library materials without direct staff intervention at the circulation desk. Use of the self-check systems generates less overall wait time at the circulation desk and allows library staff to concentrate on and assist customers who have questions or concerns that require direct intervention. During FY 2003, approximately 50,000 transactions were completed on the two active systems at the Spicewood Springs and Hampton at Oak Hill branches. The system at the Little Walnut Creek Branch Library was not installed and operational until November, 2003 (FY 2004).

Since the installation of the first system, at the Hampton Branch at Oak Hill Library in 2001, the Austin Public Library has sought to increase the total number of systems available to the public. This purchase will allow for the addition of three self-check systems in three of our newly constructed and/or expanded library locations: the Daniel E. Ruiz Branch Library, the Carver Branch Library, and the Terrazas Branch Library. This purchase supports the Circulation Activity objective to provide direct support of, and access to, all circulating library materials for Library customers to meet their information and reading needs.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0



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BID TABULATION
Library Self-Check Systems
IFB NO. MO04100099

<u>VENDOR</u>	<u>TOTAL BID</u>
Highsmith, Inc. San Antonio, TX	\$60,000
 Libramation Edmonton, Alberta, Canada	 \$63,636
 3M Company St. Paul, MN	 \$81,720

PRICE ANALYSIS

- Adequate competition.
- Eighteen notices were sent. Eight solicitations were issued. Three bids were received. There are no MBE/WBE firms listed under this commodity code. One "no bid" was received.
- The current bid price represents a 17% decrease over the previous purchase for this item in September 2002. That purchase was for a single unit, purchased from 3M Co. as a sole source. We have since determined that other equipment is available in the market.

APPROVAL JUSTIFICATION

- Low bid.
- The Library Department concurs with the recommended award.
- Advertised in the Austin American-Statesman and on the Internet.

**CIP BUDGET
FISCAL NOTE**

DATE OF COUNCIL ACTION:
WHERE ON AGENDA:
DEPARTMENT:

07/29/04
Resolution
Library

DESCRIPTION: Authorize execution of a contract with **HIGHSMITH, INC., SAN ANTONIO, TX**, for the purchase of three library self-check systems for the Library Department in an amount not to exceed \$60,000.

Parent Project Name: Montopolis/Riverside Drive Branch Library Expansion
Project Authorization: 2003-2004 Approved Capital Budget
Funding Source: 1998 GO Bonds P4
Fund/Agency/Orgn: 8101-857-6001

Current Appropriation:	\$ 6,517,000
Unencumbered Balance:	\$ 1,008,345
Amount of This Action:	\$ (60,000)
Remaining Balance:	\$ 948,345

Use of Remaining Balance:

Remaining funds will be used for construction, furniture and equipment as necessary to complete the 1998 GO Bonds P4 projects for the Library Department.

Austin Public Library Financial Manager:

Signature *Alana M. Bell*

Date: 7/16/04