

DATE: June 10, 2014

TO: Mayor and Council

FROM: Director of Library and Community Services

SUBJECT: Authorization for the City Manager to Execute a Service Agreement for the Installation of an Automated Materials Handling System at the Main Library

RECOMMENDATION

That Council adopts the attached resolution authorizing the City Manager to execute a sales and service agreement with Bibliotheca, LLC, for the purchase and installation of automated materials handling equipment at the Main Library.

BACKGROUND

The installation of Automated Materials Handling (AMH) system is a key automation and service efficiency project approved by Council in the Ten-Year Capital Improvement Program (CIP). The implementation of the AMH system and the conversion of the library's collections of books and media to an RFID-enabled auto-sortable labeling system is a critically important component of the 21st Century Library and Learning Center facility project. AMH systems are designed to be modular and transferrable so that the system installed in the current Main Library can be easily moved to the new 21st Century Library facility when it is built.

DISCUSSION

On June 20, 2013, a Request for Proposal (RFP) for the Automated Materials Handling System (AMH) was sent out to five firms that specialize in the design of library automation systems. Two proposals were received from Bibliotheca, LLC and 3M Corporation on July 31, 2013 in response to the RFP.

After a careful review of the proposals, staff has concluded that Bibliotheca, LLC offers the best product, equipment, and service to meet the City's objectives for this project. Furthermore, staff found Bibliotheca, LLC to be widely used and highly recommended by other Bay Area libraries that have installed AMH systems in their facilities.

As envisioned in the Capital Improvement Program, this sales and service contract is for a nine-bin automated materials sorting and handling system at the Main Library. The AMH system will allow library users to return all library materials through self-service induction points, at which time the

system will automatically check in the materials and sort the items according to their format and shelf location using a system of conveyors and sorting bins.

In addition to improving library user convenience, the AMH system will greatly improve workflow efficiency while reducing the risk of repetitive motion injury for staff by automating several materials handling processes which are currently performed by hand.

FISCAL IMPACT

The estimated cost for the Automated Materials Handling System project is as follows:

Automated Materials Handling System	\$288,074
Software & Installation	<u>\$50,810</u>
TOTAL:	\$338,884

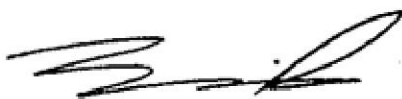
The Adopted FY 2014 Capital Improvement Program includes a total of \$700,000 in the Capital Improvement Fund for the installation of an Automated Materials Handling System at the Main Library. Funding for this project is sourced from the Calpine Library Fund in the CIP budget.

PUBLIC CONTACT

In 2008, a survey was sent out to Hayward residents for input in developing a needs assessment for the Library. Among the recommendations of the resulting Community Needs Analysis was the implementation of an Automated Materials Handling System for increased efficiency and improved convenience. At various stages during project planning, presentations were made during public meetings of the Library Commission and the City Council.

Prepared and Recommended by: Sean Reinhart, Director of Library & Community Services

Approved by:



Fran David, City Manager

Attachment:

Attachment I: Resolution

HAYWARD CITY COUNCIL

RESOLUTION NO. 14-_____

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A SALES AND SERVICE AGREEMENT WITH BIBLIOTHECA, LLC, FOR THE PURCHASE AND INSTALLATION OF AN AUTOMATED MATERIALS HANDLING SYSTEM AT THE MAIN LIBRARY

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to negotiate and execute, on behalf of the City of Hayward, an agreement with Bibliotheca, LLC, for purchase and installation of an automated library materials handling system at the Main Library, in an amount not-to-exceed \$338,844.00, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2014

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward