

City Council Meeting

Agenda Item

Data Sheet

Item # _____

Meeting Date: July 8, 2014 _____

First Reading Date: _____

Topic:

Consider and take action on award of a contract to 3M in the amount of \$102,047 for implementing Phase I of RFID at Helen Hall Library.

Background:

Approval of this item will award a contract for Phase I of the Radio Frequency Identification (RFID) System at Helen Hall Library.

Phase I of this project will provide the library with the supplies, equipment and software to fully implement a system that will tag all materials with radio frequency tags. RFID will provide technical services and circulation services staff the tools to process and check materials in and out through radio frequency. Alternative compatible self-check stations will allow League City citizens to check out their own materials and to pay their fines in privacy. Security control sensors are included and will notify circulation staff if a material has not been checked out properly by displaying the title of the material at the command center (PC application). A programmable mobile inventory wand will significantly shorten the time to identify and locate an item on the shelf. Implementation of RFID will also inventory the entire materials collection and allow for future annual inventory updates.

On April 3, 2014 a Request for Proposal (RFP) was opened. Four proposals were received and evaluated. Each proposal was evaluated on five criteria: Ability of hardware/software to meet the city's requirements, experience and past performance of providing RFID and material handling systems in a public library, cost of services, responses to the specification documentation worksheet, and vendor's ability to provide technical support. After evaluations and subsequent meetings, a decision was made by the evaluation committee to proceed with 3M. Additional features of \$13,792 were added to 3M's base proposal for effective functioning of the RFID product and system to include additional self-check kiosks, work stations in technical services and circulation services, upgrades in software and hardware for self-check stations, and Comprise for a uniform fees/fines payment system for all self-check stations.

In the FY2014 budget, RFID was approved for \$115,663 with a recurring cost of \$9,309 each year after the first year of implementation.

Estimated expenditures for this project are \$102,047 with a recurring annual maintenance fee of \$7,877.

This project pays for:

Non-recurring:	\$102,047	
Recurring yearly maintenance fee:	\$7,877	Account # 010-4008-671-5329

Origination:

Chien Wei, Director of Parks & Cultural Services

Attachment:

1. Bid Tabulation and Scoresheet
2. Evaluation of Vendors
3. Final quote by selected vendor

FUNDING

{ } NOT APPLICABLE

{X} Funds are available from Account # _____ 010-5509-603-5573 _____

{ } Requires Budget Amendment to transfer from Account # _____ to Account # _____

Finance Approval

Signed _____
Chien Wei Date
Director of Parks & Cultural Services

Approved by _____
Mark Rohr Date
City Manager

Party (ies) responsible for placing this item on agenda:

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ACTION TAKEN BY COUNCIL