15

SINGLE SOURCE AWARD **BID # SS-12275-22**

Subject: Self-Check Kiosks

Department: Library

Description of Purchase: Recommend approval of single source award to Bibliotheca LLC for the purchase of 16 self-check kiosks with Pharos, cash and credit card payment integration. Total estimated expenditure amount is $260,304.16.

Funding Source: 00111.11402.185106.564030.010454.00000000.00000.0000000 – To be encumbered by purchase order

Single Source Award To: Bibliotheca LLC

Price Justification: See Attached

Requisition #: N/A

Total Award: $260,304.16

Attachments: Recommendation Memo, Single Source Form and Vendor Quote

Certification as to Single Source: Tim Rogers, Director, Jacksonville Public Library

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

JACKSONVILLE
PUBLIC LIBRARY

Jacksonville Public Library
303 North Laura St.
Jacksonville, Florida 32202

February 24, 2022

MEMORANDUM

TO: Greg Pease,
Chief of Procurement, City of Jacksonville

FROM: Tim Rogers
Library Director

CC: Lynn Jacobson
Assistant Director, Systems and Technology,
Support Services, Jacksonville Public Library

Gretchen Mitchell
Deputy Director for Support Services

Leslie Jones
Assistant Director for Finance

SUBJ: Bibliotheca Selfcheck Machines
Funding Source:
00111.11402.185106.564030.010454.00000000.00000.0000000

The Jacksonville Public Library requests a purchase order in the amount of $260,304.16 for purchase of 16 selfcheck kiosks with Pharos, cash and credit card payment integration. This purchase is part of the ARPA grant awarded to the Library in November 2021.

The Library is requesting a single-source purchase as it currently has 42 Bibliotheca selfcheck 1000 kiosks installed at 16 locations to provide self service materials checkout, fee payment and customer computer print balance maintenance. The additional 16 will be used expand self-service at 6 locations already using the Bibliotheca system as well at 6 libraries with no selfcheck kiosks. The proposed selfcheck kiosk machines must meet the following requirements:

- Ability to checkout variety of library material using library assigned barcodes
- Integration with Pharos computer/print management system that allows users to purchase computer guest passes and add funds for printing on Pharos accounts
- Ability to manage coin and bill payments with change given in both cons and bills and the ability to recycle coins.
- Ability to provide PCI compliant user credit card payments
- Ability to scan and recognize library user cards stored on smart phones or tablets
- Integrate with libraryConnect the central, web-based management portal that allows for management of all devices across the library system.
- Ability to display and centrally manage marketing content on all selfcheck kiosks with schedule ahead capability.
- Ability to provide on-site, factory trained technical support with Bibliotheca supplied replacement parts.

With your approval, this request would ensure adequate funding to offer services through the ARPA grant.

JS- 12275-26

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

16 selfCheck 1000 kiosks with coin & note (US) in white; 16 selfcheck 100 iShelfcard payment in white; standard freight service

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

The Library has 42 selfCheck 1000 kiosks installed and operating at branches through the system. Additional selfCheck kiosks must provide the same level of servicce including integration with Pharos print management system, provide coin, bill and credit card payment and integrate with the Library Connect management portal for centralized management of all selfcheck kiosks installed at our libraries.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The library has researched the availability of selfcheck kiosks that integrate with the Library Connect centralized management portal and have not found an alternative.

bibliotheca

February 21, 2022

Lynn Jacobson, Systems and Technology Manager
Jacksonville Public Library
3435 University Blvd. N.
Jacksonville, FL 32277

RE: Bibliotheca Sole Source Letter

Dear Ms. Jacobson:

This letter is to confirm that Bibliotheca provides certain products that are unique to the self-check library market, and as such, can only be acquired through Bibliotheca. Namely, the selfCheck™ 1000 and associated quickConnect™ interface software. These solutions bring enhanced compatibility to Jacksonville Public Library's existing selfCheck™ / quickConnect™ implementation. These solutions are designed by and manufactured specifically for Bibliotheca and as such these specific products can only be acquired from Bibliotheca.

The selfCheck™ 1000 and associated quickConnect™ software offers the following features and functionalities that are unique to the US library market and can only be obtained from Bibliotheca on the selfCheck™ 1000:

- **Leading-edge technology.** Our selfCheck™ units – built on years of human factors research and solid engineering – have proven to be the best and most innovative by our customers. The award-winning, patented quickConnect™ patron interface stands apart from other options and delivers a seamless experience that goes beyond just lending materials.

- **Pharos-enabled.** Bibliotheca has worked closely with Pharos to integrate payment and donation features into our quickConnect™ software. This allows for consolidation of services at the kiosk and offers a vastly improved level of service for patrons.

- **Coin and Bill Handling.** Our selfCheck™ 1000 kiosks have two main features unique to the US library market:

    - It will dispense change in both coins and *bills.*
    - The coin hopper will recycle coins; it does *not* use limited-capacity coin cylinders.

- **Credit Card Payments.** Integration with Comprise Technologies for credit / debit provides a proven partner that meets PCI requirement for semi-attended payment solutions.

- **uniFi+ digital communications.** Using the uniFi+ central hub, you can control multiple selfCheck™ kiosks, public PCs and wayfinding info screens to display relevant content throughout the library. Easy content creation allows libraries to create interactive screens, offer digital bookshelves, provide event calendars and more.

bibliotheca, LLC - 3169 Holcomb Bridge Rd, Ste 200 - Norcross, GA 30071-1328

bibliotheca
transforming libraries

Bill To
Jacksonville Public Library - FL - Main
303 North Laura Street
Jacksonville FL 32202
United States

Ship To
Jacksonville Public Library - FL - Main
303 North Laura Street
Jacksonville FL 32202
United States

Quote QUO-US02807

Date 07/08/2021

Customer: C1002565-US

Quote Expiration: 01/31/2022

Payment Terms:

Sales Rep: Kathy Marks

Item	Quantity	Net Price	Net Extended
Freight Standard Service SHP000001-000	1	14,000.00	14,000.00
selfCheck 1000 white with coin & note (US) SCK600003-001	16	12,399.01	198,384.16
selfCheck 1000 iSelfcard payment wht SCK600051-001	16	2,995.00	47,920.00
		Total:	**260,304.16**
		Currency:	US Dollar

Terms and Conditions:

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all taxexempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Jacksonville Public Library Standard Requisition Form

Use this form for all purchases under $65,000. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance. Contact JPL Finance for requests above $65,000. If this is a Single Source request you must provide a written justification with written qoute/ proposal that a purchase can be made only from one justifiable source without competition. (Procurement Manual; Single Source)

Requested By: Lynn Jacobson Date: 2/24/2022 Phone:255-6025

Requesting Division: Support Services Branch/Other: Systems & Technology

- [ ] Regular Purchase Order
- [ ] City Credit Card Purchase
- [ ] Check Request
- [x] Single Source
- [ ] Request Foundation Card
- [ ] Foundation Purchase Order

Amount of Request: $ 260,304.16 Funding Source: (11402 185106 - Library Services & Tech Act

Account: 564030 Grant/Project name / #: 010454

Vendor Name: Bibliotheca

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications:**

Quote attached. 16 selfCheck 1000 white with coin & note (US); 16 selfCheck 1000 iSelfcard payment white. Standard freight service.

- [x] Vendor in attached quote/estimate is Registered in 1Cloud.
- [x] **Justification Letter Attached.** Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Supervisor: Lynn Jacobson Signature Lynnea Jacobson Digitally signed by Lynnea Jacobson Date: 2022.02.24 14:25:13 -05'00' Date: 2/24/2022

Division Dir. Gretchen Mitchell Signature Gretchen Mitchell Digitally signed by Gretchen Mitchell Date: 2022.02.24 15:55:18 -05'00' Date: 2/24/2022

Library Finance Leslie Jones Signature [signature] Date: ~~2/24/2022~~ 3/3/2022

Finance Use Only

JPL Finance – Revised Dec. 2021