



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** October 12, 2020

SUBJECT: Consider award of Bid No. 20-027 to EnvisionWare, Inc., for the purchase of an Automated Materials Handler for the Library at 9015 Grand Ave., in the amount of \$63,554.

PRESENTER: Cecilia Barham, Director of Library Services

SUMMARY:

Consider award of Bid No. 20-027 to EnvisionWare, Inc. for the purchase of an Automated Materials Handler at 9015 Grand Ave., in the amount of \$63,554.

GENERAL DESCRIPTION:

Since reopening to the public in May 2020, the Library handles an average of about 1,100 returned library items per day, with high volume days exceeding 2,000 items per day. Research conducted by OCLC, the Institute of Museum and Library Services, and Battelle shows that the COVID-19 virus is detectable on hardback book covers and the plastic protective covers used by libraries for 6+ days. The Library quarantines all returned items to help prevent contact spread, but Library staff currently must handle all returned items up to three times prior to the materials being quarantined. Each contact point provides the potential for staff exposure to COVID-19.

An Automated Materials Handler (AMH) will greatly minimize staff contact with incoming items that may have the COVID-19 virus detectable on the surface of the item. It will allow staff to roll bins to the AMH and the AMH checks-in and sorts the items into bins rather than staff having to manually scan and sort each item. Library staff can then roll the bins into quarantine. An AMH eliminates the high volume of contact that is required by the manual process.

The project also includes additional bins will increase the Library's capacity for quarantined items thereby reducing staff exposure to COVID-19 through having to shift materials to fit them within a limited number of bins.

This project consists of one Automated Materials Sorter and seven sorting bins along with installation, training, and the first year support costs.

Notice of the city's intent to bid was advertised as required by state statute and posted on the city's Purchasing Department web page. Numerous contractors were contacted and requested to participate in this process. The city received bids from four vendors on September 15, 2020:



- biblioteka
- Envisionware
- FE Technologies/Invengo
- PV Supa

A bid selection committee which included members from the Library, Facilities, IT, and Finance reviewed each proposal and selected Envisionware as the vendor for the project.

Envisionware was the lowest bidder with a qualifying bid of \$63,554. Funding for this project will be provided by the CARES Act. This authorization will allow the Library to begin purchasing these items beginning October 13, 2020.

Envisionware has favorable history with the city providing other Library-related services.

RECOMMENDATION:

To award bid No. 20-027 to EnvisionWare, Inc. for the purchase of an Automated Materials Handler for the Library at 9015 Grand Ave., in the amount of \$63,554.