

**COUNCIL ACTION FORM**

**SUBJECT: LIBRARY MEDIA DISPENSING SYSTEM**

**BACKGROUND:**

The renewed Ames Public Library includes plans for a visually appealing self-service area adjacent to the Welcome Desk in the front lobby. This area will include self-check-out stations, holds pick-up, copiers and public access computers. Space within this area is designated for a self-service system that will dispense popular media items such as video games and high demand DVDs and CDs. Bids were solicited for a media dispensing system that would function similar to a Red Box, providing secure and easy to use access to a minimum of 1,000 items. Solicitations to bid were sent to six vendors. Four bids were received.

The lowest bid, received from Library Automation Technologies, Inc. (LAT) of Somerdale, New Jersey was determined by the evaluation team to be non-responsive due to failure to meet the minimum capacity requirement.

The second lowest bid, received from LAT, of Somerdale, New Jersey was determined by the evaluation team to be non-responsive due to failure to fit within the specified space requirements. The LAT system requires two side-by-side media dispensing units, plus shelving to house protective cases. In addition, information received from vendor-provided references indicated that processing of returned items is a slow, laborious process.

The third lowest bid, received from Public Information Kiosk, Inc. of Germantown, Maryland was determined by the evaluation team to be responsive. It is a self-contained unit that does not require any additional shelving. References were universally positive and confirmed that the proposed system successfully meets all bid requirements.

A summary of the final bid tabulation appears below:

Bidder	Quantity Required	Dispenser Capacity	Cost
Library Automation Technologies, Inc.	1	600	Non-responsive
Library Automation Technologies, Inc.	2	1,200	Non-responsive
Public Information Kiosk, Inc.	1	1,500	\$ 69,499
D-Tech International USA, LLC	1	1,000	\$169,000

**As of May 23, 2014, the available balance of bond funds in the Library Renovation and Expansion Project was \$1,679,645.** Construction is approximately 80% complete

and most furniture and furnishings have been ordered. Technology and equipment are currently being selected and purchased.

The Library Board of Trustees' regular May meeting was held on May 15, 2014, the day before the bids were due. The Trustees were apprised of the potential cost of the dispensing system and aware of the possibility of a lengthy lead time for delivery. The Board unanimously adopted a resolution that (1) authorized the purchase and (2) recommended that the City Council award a contract to the lowest responsive bidder using Library Renovation and Expansion Project bond funds. (The Library Board of Trustees has since been provided with the bid tabulation.)

The Library now requests that the City Council award the contract for a Library Media Dispensing System to Public Information Kiosk, Inc. of Germantown, Maryland in the amount of \$69,499, using the proceeds of bonds sold for the Library Renovation and Expansion Project.

**ALTERNATIVES:**

1. Award the contract for the purchase of for a Library Media Dispensing System to Public Information Kiosk, Inc. of Germantown, Maryland in the amount of \$69,499, using Library Renovation and Expansion Project bond funds.
2. Do not award the contract.

**MANAGER'S RECOMMENDED ACTION:**

The Library Board desires to add a visually appealing, secure media dispensing system within the Library to house a new video game collection, high demand movies, and music. The system will feature ease of use in terms of the selection, placing of holds, and check out and return of materials. It will be placed in a convenient location in the lobby and allow for self-service by Library customers of all ages with minimal staff intervention. It will also serve as a deterrent to theft.

The Library project is well within budget, currently showing a total available balance of \$1,679,645 in bond funds. Based on the tabulation of bids, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the award of the contract for a Library Media Dispensing System to Public Information Kiosk, Inc. of Germantown, Maryland in the amount of \$69,499, using Library Renovation and Expansion Project bond funds.