



CITY COUNCIL AGENDA ITEM

July 30, 2012

To: Michael W. Culpepper, Acting City Manager

From: Mark F. Miller, Director of Economic & Community Development
Susan A. Leirstein, Purchasing Director
Cathleen Russ, Library Director

Subject: Bid Waiver – Purchase of Two Additional Self-checkout Stations for Troy Public Library

Background

Three (3) self-checkout stations were approved for purchase from Polaris Library Systems by the Troy City Council at their meeting on Monday, October 17, 2011. (Res#2011-10-248).

Polaris is an authorized vendor of 3M self-checkout stations; there is no upcharge for purchasing these stations through Polaris instead of through 3M. Both 3M and Polaris are honoring the pricing that was given for the purchase of the original three (3) self-checkout stations. The purchase of these two (2) additional stations includes the Polaris software that is needed to operate them. The integrity of the software is preserved when the purchase, installation, and implementation of all components are performed by Polaris.

The existing three (3) stations now handle an average of 35% of all checkouts at the Troy Public Library; the usage increases every month. For example, in July 2012, the usage rate was 46% of all checkouts.

The goal has been to have a total of five (5) self-checkout stations at the Library. To that end, the Library's 2012-13 budget included the purchase of two (2) additional self-checkout stations. This budget was approved by the Troy City Council at their meeting on Monday, May 7, 2012.

Self-checkout stations are in use by most public libraries in the Detroit metro area. Much like U-Scan stations in grocery stores, self-checkout stations allow patrons who have a small number of items to check out to do so themselves, as opposed to waiting in line at the library's circulation desk. Self-checkout stations minimize the wait time for patrons to check out their materials.

It is expected that the addition of these two self-checkout stations will allow staff in the circulation department to handle other responsibilities, such as shelving materials, checking in the high volume of returned materials in a timely manner, and assisting staff in other departments as appropriate. Additionally, vacant positions in the circulation department could be repurposed to increase efficiency and effectiveness in another library department.

Patrons who prefer a more personal touch will of course be able to check out their materials at the circulation desk, with the assistance of a library staff member.

Recommendation

City management recommends the purchase of two (2) additional self-checkout stations from Polaris Library Systems, for \$29,630.00, as detailed in the attached quotation #2012-0505 dated 6/12/2012. 3M will provide ongoing support and maintenance beginning at the end of the first-year warranty period for an estimated annual cost of \$3,330.00

Fund Availability

Funds are available in the Troy Public Library's approved 2012-13 Library Budget.

CR\agenda items\08.13.12-selfcheckouts2012



PO Box 4903
 Syracuse, NY
 13221-4903
 Phone: 800.272.3414
 Fax: 315.457.5883
 www.polarislibrary.com

Date	Quotation #	Quotation Expiration Date
6/12/2012	2012-0505	8/15/2012

Quotation

**This is not an invoice
 PLEASE DO NOT PAY FROM THIS QUOTE**

Name / Address	Ship To
Troy Public Library Attn: Cathleen Russ 510 W. Big Beaver Troy, Michigan 48084-5289	Troy Public Library Attn: Cathleen Russ 510 W. Big Beaver Troy, MI 48084-5289

Description	Qty	Cost	Total
3M Self-Checkout Units with Media Unlocks. The 3M units here provide Troy patrons with the self-service ability to check out their books and media, including the ability to unlock the media at the self-checkout station after the items have been successfully checked out. The quote includes all hardware, software, installation, and the first year of support and maintenance by 3M.			
3M Model 8405 RFID Selfcheck	2	14,365.00	28,730.00
Installation of 3M Model 8405 RFID Selfchecks - Included in price quoted	2	0.00	0.00
3M Service of 3M Model 8405 Selfchecks for year 1: (Support & Maintenance) - Included in price quoted	2	0.00	0.00
3M Intelligent Unlocks - included in price quoted.	2	0.00	0.00
Installation of 3M Intelligent Unlocks by 3M - Included in price quoted.	2	0.00	0.00
3M Service of 3M Intelligent Media Unlocks for year 1: (Support & Maintenance) - Included in price quoted.	2	0.00	0.00

Actual shipping charges will be added to invoice. All quotes are valid for 30 days. FOB Shipping Point.	Subtotal
Quotation Submitted by: John Lytle	Sales Tax (0.0%)
For additional information contact: John Lytle: john.lytle@polarislibrary.com, 800.272.3414x4538 or Vince Messina: vince.messina@polarislibrary.com, 800.272.3414x4528	Total

Approval Signature:	
Date:	Purchase Order #:

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Description	Qty	Cost	Total
Polaris SIP Interface To 3M Selfcheckout: \$500/Selfcheckout - PUG Discount Polaris Annual Support and Maintenance: \$90/workstation/year will be invoiced separately upon installation and not included in this quote.	2	450.00	900.00
Shipping/Handling Charges: Actual charges will be invoiced and billed separately.	0	0.00	0.00
3M Annual service Agreements for each of years 2 and 3: (2) 3M 8405 R Series Selfchecks: \$1,100/year/unit. (2) 3M Intelligent Unlocks: \$565/year/unit. Total annual Service: \$3,330/year includes 2 self-checks & 2 unlocks to be billed directly by 3M on anniversary of installation.			

Actual shipping charges will be added to invoice. All quotes are valid for 30 days. FOB Shipping Point.	Subtotal \$29,630.00
Quotation Submitted by: John Lytle	Sales Tax (0.0%) \$0.00
For additional information contact: John Lytle: john.lytle@polarislibrary.com, 800.272.3414x4538 or Vince Messina: vince.messina@polarislibrary.com, 800.272.3414x4528	Total \$29,630.00

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