



# City of Smyrna

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## Issue Sheet

File Number: 2017-03

**Agenda Date:** 1/17/2017

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Authorization

**Agenda Number:** E.

**WARD:** Citywide

**COMMITTEE:** Library

**\$ IMPACT:** \$25,813.81

**Agenda Title:**

Award Bid RFP 17-008 for Self-Checkout Units at Smyrna Public Library to EnvisionWare, Inc. in the amount of \$25,813.81 and have the Mayor sign and execute all related documents.

**ISSUE:** This Request for Proposal solicited pricing for a self-checkout system for Smyrna Public Library. The proposals included detailed technical specifications, and the pricing included hardware, software, customization, delivery, installation, staff training, warranties and a credit card gateway. The City of Smyrna requested proposals from four vendors. Three proposals were received by November 28, 2016. All bids were comparable in price when comparing similar units.

**BACKGROUND:** The self-check units are the first step of a two-year RFID conversion project for Smyrna Library. The self-checks allow customers to scan their own books and check out without the assistance of a staff member. Customers may also pay fees and fines at these stations by using a credit card. The units are RFID ready, so they will process items by barcode and RFID tag. The addition of self-check units will allow Library staff to spend more time assisting customers who have detailed transactions or need reference assistance. Customers who prefer to work with library staff may continue to do so, but the option to self-check will greatly enhance customer service.

**RECOMMENDATION/REQUESTED ACTION:**

Although all three proposals were competitive, the Library already uses Envisionware software for its public computer reservations and print management. By selecting Envisionware, the self-check units can double as Print Release stations. Cardholders will be able to pay for printouts using a credit card instead of just using cash. And the existing Print Release station on the second floor may also pull double-duty as a Self-Check station. Due to the substantial added value of these configurations, it is the recommendation of the Purchasing Department, the Library to award RFP 15-026 to Envisionware, Inc. for three (3) self-check units in the amount of \$25,813.81 to be funded by CIP funds.

