

CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Library, CAO, and CMO-Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  5/12/2022

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR SMART LOCKERS

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- (a) Execute a purchase order with Bibliotheca Library Solutions, LLC (San Rafael, CA) to provide smart lockers and associated software for the Library Department, including related professional services such as implementation, training, maintenance, and support, for a maximum compensation not to exceed \$568,994 during the initial one-year term beginning on or about May 25, 2022 and ending May 24, 2023;
- (b) Approve a contingency of \$100,000 for any unanticipated expenses for system installations, maintenance, and support during the initial one-year term, subject to the appropriation of funds; and
- (c) Exercise up to nine additional one-year options to extend the term of the purchase order with the last option ending on or about May 24, 2032 in alignment with the software renewal term, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action will help modernize, improve, and streamline physical materials distribution services for Library Department (Library) patrons.

BASIS FOR RECOMMENDATION:

The Library identified a need to provide its patrons with access to physical materials beyond traditional operating hours to enable a wider distribution of resources. Smart lockers are a practical and efficient way for the Library to facilitate and simplify this distribution and will enable Library patrons to access requested materials at a time and location of their choosing 24 hours a day.

The Finance Department released a competitive Request for Bids in October 2021 to procure smart lockers for 25 Library branches. Three bids were submitted, and no protests were received. There were no requests for the local and small business enterprise preference.

Staff recommends award to Bibliotheca, LLC as the lowest priced, responsive, and responsible bidder pursuant to the formal bidding procedures of [San José Municipal Code, Section 4.12.310B](#).

Approval of this recommendation will implement smart lockers at 25 Library locations to allow Library patrons the ability to exchange, drop off, or pick up physical materials, such as books, laptops/notebook computers, and/or equipment outside of traditional operating hours.

Climate Smart San José: The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This action is consistent with the City's 2021-2022 Adopted Capital Budget and City Service Area of Neighborhood Services to serve, foster and strengthen community by providing access to lifelong learning, offering opportunities to enjoy life, and preserving healthy neighborhoods.

COST AND FUNDING SOURCE:

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Recommendation	2021-2022 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No)
393	7175	Branch Efficiency Projects	\$200,000	\$45,878	340	02/08/2022 Ord. No. 30717
472	7175	Branch Efficiency Projects	\$1,300,000	\$523,116	340	02/08/2022 Ord. No. 30717

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance, at jennifer.cheng@sanjoseca.gov.