



# WASHOE COUNTY

Integrity Communication Service

[www.washoecounty.us](http://www.washoecounty.us)

## STAFF REPORT

BOARD MEETING DATE: *July 10, 2018*

**DATE:** Tuesday, July 03, 2018  
**TO:** Board of County Commissioners  
**FROM:** Nancy Keener, Systems Librarian  
327-8347, nkeener@washoecounty.us  
**THROUGH:** Jeff Scott, Library Director  
**SUBJECT:** Recommendation to award Request for Proposal No. 3050-18 for Library Automated Materials Handling equipment for the Sparks and South Valleys library branches, to the lowest, responsive, responsible bidder, MK Solutions, in the proposed amount of [\$244,650] for period July 10, 2018 thru August 31, 2018. If approved, authorize Purchasing and Contractors Manager to execute agreement. (Commission Districts 2 and 4)

---

### SUMMARY

The Board of County Commissioners is asked to approve the proposed contract between MK Solutions and Washoe County for the amount of [\$244,650] for automated materials handling at the Sparks and South Valleys library branches. The funds are to be provided by a Library Services and Technology Act (LSTA) grant and the Tacchino Trust undesignated funds. The Library Services and Technology Act (LSTA) grant has been extended through August 31, 2018. Annual maintenance after the first year will cost approximately \$20,000.

The automated materials handling will provide instant check-ins for patrons 24/7 with an option for a receipt; while at the same time removing repetitive tasks from the staff workflow. Items will be automatically sorted into bins after check-in and ready for staff to place on carts to reshelve.

**Department Strategic Objective supported by this item:** Washoe County Library is a Community Hub by maintaining welcoming and well-maintained spaces.

### PREVIOUS ACTION

The Library Services and Technology Act (LSTA) grant for [\$96,000] was approved by the Board of County Commissioners on August 8, 2017.

### BACKGROUND

The Washoe County Library System strives to offer Washoe County residents libraries that are modern and welcoming. Automated materials handling is now common in most

AGENDA ITEM # \_\_\_\_\_

library systems. Employing an automated materials handling system provides users with the convenience of 24/7 instant check-in and allows them to check-out high demand items without having to wait for their returned items to be checked in.

The automated materials handling systems will compliment other self-service options at the library such as holds pick-up and self-checkout, which gives users the ability to quickly find and check out what they want.

**RESPONDING PROPOSERS**

Washoe County received responses from four prospective bidders. The responding proposers to Request for proposal No. 3050-18 were ranked as follows:

Firm Name	Final Rank
MK Solutions	1
P.V. Supa	2
Envisionware	3
Bibliotheca	4

As a result of Washoe County RFP 3050-18, Washoe County seeks approval to finalize the award to the lowest, responsive, responsible bidder, MK Solutions.

**FISCAL IMPACT**

The cost of purchasing the automated materials handling systems will be [\$244,650]. [\$96,000] will come from a Library Services and Technology Act (LSTA) grant, Cost Object 11420, G/L Account 781004. The remaining amount of [\$148,650] will come from the Tacchino Trust undesignated funds Cost Object 991751, GL Account 711504.

**RECOMMENDATION**

Recommendation to award Request for Proposal No. 3050-18 for Library Automated Materials Handling equipment for the Sparks and South Valleys library branches, to the lowest, most responsive, responsible bidder, MK Solutions, in the proposed amount of [\$244,650] for period July 10, 2018 thru August 31, 2018. If approved, authorize Purchasing and Contractors Manager to execute agreement. (Commission Districts 2 and 4)

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Recommendation to award Request for Proposal No. 3050-18 for Library Automated Materials Handling equipment for the Sparks and South Valleys library branches, to the lowest, most responsive, responsible bidder, MK Solutions, in the proposed amount of [\$244,650] for period July 10, 2018 thru August 31, 2018. If approved, authorize

Purchasing and Contractors Manager to execute agreement.” (Commission Districts 2 and 4)