



Sole Source Justification Form

Complete and submit this form to the Purchasing Division when requesting exception to the competitive procurement process.

Sole source procurement refers to those purchases where there is only one supplier that can provide the product/service to the City. Please be as thorough and detailed with explanations to assist in the evaluation process.

Date:	09/10/2018	Division:	Neighborhoods
Department:	Library	Title:	Admin. Services Manager
Name:	George Guzman	Vendor ID:	V004588
Requisition No:	Y191933		
Vendor Name:	Bibliotheca		

Item Description/
Scope of Work:

Outright purchase of four Self-Check kiosks with coin and note, workstations and tags.

1. Why is the acquisition restricted to this good/service/supplier? (Explain why the acquisition cannot be competitively bid, and include consequences that would occur from not contracting with this supplier.)

There are two vendors that provide Library RFID Gates and Self-check systems compatible with Polaris Integrated Library System; Bibliotheca 3M and Envisionware. Of the two systems, Bibliotheca 3M has an agreement with Polaris integrating the two systems which allows more functionality between the two systems, creating a better customer experience. The Bibliotheca 3M self-check system is fully integrated with the Polaris ILS as well as our current POS vendor, Comprise. This allows customers to check out all library materials, as well as check out and renew e-books and pay their fines and fees from the same kiosk. In addition, the Bibliotheca 3M self-checks can easily be configured to automatically pull library calendar information from the city community calendar via the RSS feed. The Envisionware self-check is not integrated so there is no option for checking out or renewing e-books. In addition, they do not integrate with our current POS vendor, Comprise, so allowing the paying of fines and fees at an Envisionware self-check kiosk would require the library to purchase their POS product. There is a location for community events on the Envisionware kiosk, but the information is manually entered and maintained, not fed via a RSS Feed.

2. How was the price offered determined to be fair and reasonable? Explain what the basis was for comparison and include cost analyses as applicable. (Compare to vendor's previous or current offer to the City or to another agency/company, market research – or any other method of comparison that will substantiate fair and reasonable pricing in the absence of competition). Attach back-up documentation for reference.

The quote provided by Bibliotheca contains National Sales Pricing that is proposed to large scale institutions acquiring multiple units and allows for most favorable pricing terms. In 2017, Riverside Public Library (RPL) acquired (1) self-check kiosk at a unit cost of \$12,195. Under this proposal, RPL will acquire (4) self-check kiosks at a unit cost of \$13,245 each. However, each of the four kiosks will be equipped with a "coin and note" add on which is normally an approximate \$3,000 upgrade. The coin and note feature will allow each of the self-check units to receive and dispense cash and allow customers to pay library fines and add money to their library account as needed.




Single Source Justification Form

3. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier. Include consequences that would occur from not contracting with this supplier.

There is no comparable supplier of this equipment within libraries nationally that offers the technology and interface with our library database. Not contracting with this supplier would result in RPL not acquiring any customer self-check system, as there is no viable alternative available other than that offered from Bibliotheca.

Certification of Responsibility:

I am aware of the City of Riverside requirements for competitive bidding and the established criteria for justification of single source purchasing. As an authorized Department representative, I have gathered the required technical information and have made a concentrated effort to review comparable/equal vendors or equipment. I hereby certify the validity of the information and feel confident this justification of single source meets the City's criteria and would withstand audit or vendor protest.

 _____ Signature	09/10/2018 _____ Date
 _____ Department Head	9/10/18 _____ Date
 _____ Purchasing Manager (Up to \$50,000) Over \$50,000 - Must be submitted for City Council Approval with Purchasing Manager concurrence.	9/7/18 _____ Date