



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JULY 2, 2024**

**FROM: LIBRARY DEPARTMENT      WARDS: 1, 3, 4, 5, 6, & 7**

**SUBJECT: APPROVE THE AMERICAN RESCUE PLAN ACT (ARPA) SUBRECIPIENT AGREEMENT WITH BIBLIOTHECA LLC., OF NORCROSS, GEORGIA FOR THE PURCHASE AND INSTALLATION OF SEVEN (7) REMOTE LOCKERS FOR BOOKS IN THE TOTAL AMOUNT NOT TO EXCEED \$199,029.87**

**ISSUE:**

Approve the American Rescue Plan Act (ARPA) Subrecipient Agreement with Bibliotheca LLC., of Norcross, Georgia for purchase and installation of seven (7) remote lockers for books in the total amount not to exceed \$199,029.87.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase and installation of seven (7) remote lockers from Bibliotheca LLC., of Norcross, Georgia in the total amount not to exceed \$199,029.87.
2. Authorize the City Manager, or designee, to execute the American Rescue Plan Act (ARPA) Subrecipient Agreement with Bibliotheca, LLC., including making minor and non-substantive changes, subject to the availability of budget funds.

**BACKGROUND:**

On November 9, 2021, the City Council approved the American Rescue Plan Act (ARPA) funding expenditure plan for the first allocation of \$36,767,594. As part of the expenditure plan, the Riverside Public Library program called “Your Library Your Neighborhood Program” was approved under the expenditure categories for services to disproportionately impacted communities and education assistance. The total expenditure authorized for the program is in the amount of \$345,000.00.

**DISCUSSION:**

Bibliotheca, LLC. of Norcross, Georgia provides complete library services internationally, including e-books, cataloging, subscription services, supplies, and furnishings. The Riverside

Public Library relies on the services provided by Bibliotheca for the purchase of e-books for adults and youth, and cataloging.

The remote Lockers from Bibliotheca will provide customers with the ability to pick up books requested without the need to visit or enter a library during open hours. The Library has partnered with Parks, Recreation and Community Services Department (PRCSD) to install remote lockers at various library and Community Center locations to increase public access throughout the City. Staff will deliver the customers' requested books and make them available in the lockers. Once notified, customers will be able to pick up their items at their convenience, without requiring staff interaction. This will increase access to the Library in a safe way that limits the spread of COVID-19 or other illness, with the expectation that access to these materials will lead to an increase of literacy skill for all residents, educational goal achievement, job skills attainment, etc. Metrics tracked will include the number of customers and items checked-out per location and the number of miles driven.

The seven (7) remote Lockers will be located at the sites listed below. Library staff consulted with PRCSD to identify the following locations for installation of the remote Lockers.

1. Main Library 3900 Mission Inn Avenue
2. Marcy Library 6927 Magnolia Avenue
3. Orange Terrace Community Center 20010 Orange Terrace Parkway
4. La Sierra Senior Center 5215 La Sierra Ave
5. Bryant Park & Arlanza Community Center 7950 Philbin Ave
6. Hunt Park and Renck Community Center 4015 Jackson St
7. Bordwell Park & Stratton Community Center 2008 Martin Luther King Blvd

The table below itemizes the costs of the remote locker(s) purchase including freight charges:

Item	QTY	Net Price	Net Extended
Pre-Site Survey	7	\$649.00	\$4,543.00
Freight Standard Service	1	\$11,800.00	\$11,800.00
Introduction to remoteLocker	1	\$1,350.00	\$1,350.00
Remote Locker, Outdoor Control Unit 17	7	\$10,626.71	\$74,386.97
Support & Maintenance: remoteLocker Outdoor Control Unit 17	28	\$2,619.77	\$73,353.56
RemoteLocker Outdoor Add-on 22	2	\$8,964.79	\$17,929.58
Support & Maintenance: remoteLocker Outdoor Add-on 22	8	\$1,201.48	\$9,611.84
Subtotal:			\$192,974.95
Tax:			\$6,054.92
Total:			\$199,029.87

The acquisition is restricted to Bibliotheca products as they are unique to the Library market and the lockers can only be acquired through Bibliotheca. Additionally, Bibliotheca provides the set-up, configuration, and warranty for these products, has unique patents and certifications related to the products and are compatible with existing City information technology systems. Finally, Bibliotheca provides the only factory-authorized service offered with technicians, which ensures that any necessary repairs or maintenance can be completed efficiently and effectively. The Library Department conducted a thorough analysis and comparison of all available pricing data.

This assessment is based on the pricing offered to the Library Department and the comparison to the price paid by another library, Thousand Oaks, for the same products. Other factors such as uniqueness, potential savings in operational costs, and the added value that these products bring to the Library and its patrons were considered. This evaluation has allowed the Library Department to conclude that the pricing offered by Bibliotheca is fair and reasonable.

Purchasing Resolution, Section 702 (d) states that, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required... (d) When the Procurement can only be obtained timely from a single source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated”.

The Purchasing Manager concurs with these recommendations in accordance with Purchasing Resolution 24101.

The Chief Innovation Officer concurs with these recommendations.

The Parks, Recreation, and Community Services Director concurs with this report.

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority No. 1 Arts, Culture & Recreation** and **Goal 1.1 - Strengthen Riverside’s portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This item aligns by following compliance with Purchasing Resolution No. 24101, Section 702 (d) and the competitive procurement process.
2. **Equity** – This item aligns with equity by facilitating equitable access and distribution of library services and resources to every member of the community.
3. **Fiscal Responsibility** – American Recovery Plan Act funding aligns with fiscal responsibility as the community would benefit by not having financial implications to the City.
4. **Innovation** – Utilizing remote Lockers for books are an innovated method for customers to access information.
5. **Sustainability & Resiliency** - This item aligns with sustainability & resiliency by providing convenience for customers in accessing information.

### **FISCAL IMPACT:**

The total fiscal impact of this action is \$199,029.87 for the purchase and installation of the remote lockers. Sufficient funds are budgeted and available in the Grants & Restricted Programs Fund, Library-Neighborhood Services, Federal Operating Grants account number 8812000-440110.

Prepared by: Angela Henson, Senior Management Analyst

Approved by: Erin Christmas, Library Director

Certified as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Phaedra Norton, City Attorney

Attachments:

1. Bibliotheca LLC., Subrecipient Agreement
2. Bibliotheca LLC., Quote