City of Carson City
Agenda Report

Date Submitted: October 18, 2012 **Agenda Date Requested:** November 1, 2012
Time Requested: Consent

To: Mayor and Supervisors
From: Purchasing and Contracts

Subject Title: For Possible Action: Action to determine that Purchase Order #2013-059 is a purchase request for hardware and associated peripheral equipment and devices for computers and/or software for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Purchase Order #2013-059 a request for RFID system, associated equipment, materials and training needed to/for the conversion to be provided by EnvisionWare, Inc., for a not to exceed cost of $93,715.00 to be funded from the Library Grant Service/Machinery and Equipment/2012-07 Expand Service RFID, Library Services Professional Services and the Library Gift Funds as provided in FY 2012/2013. (File No. 1213-109) (*Kim Belt*)

Staff Summary: The Carson City Library wrote a successful grant to expand the AMH system (Automated Materials Handling), for a second place for the community to return books. This Purchase Order is for the expansion of the existing machine and will utilize Grants from Library Services and Technology Act (LSTA) and Friends of the Library.

Type of Action Requested: (check one)

(____) Resolution (____) Ordinance
(X) Formal Action/Motion (____) Other (Specify)

Does This Action Require A Business Impact Statement: (___) Yes (X) No

Recommended Board Action: I move to determine that Purchase Order #2013-059 is a purchase request for hardware and associated peripheral equipment and devices for computers and/or software for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Purchase Order #2013-059 a request for RFID system, associated equipment, materials and training needed to/for the conversion to be provided by EnvisionWare, Inc., for a not to exceed cost of $93,715.00 to be funded from the Library Grant Service/Machinery and Equipment/2012-07 Expand Service RFID, Library Services Professional Services and the Library Gift Funds as provided in FY 2012/2013. (File No. 1213-109) (*Kim Belt*)

Explanation for Recommended Board Action: Pursuant to **NRS 332.115 subsection 1 (d),** staff is requesting the Board of Supervisors declare that the Purchase Order is not adapted to award by competitive bidding.

NRS 332.115 Contracts not adapted to award by competitive bidding; purchase of equipment by local law enforcement agency, response agency or other local governmental agency; purchase of goods commonly used by hospital.

1. Contracts which by their nature are not adapted to award by competitive bidding, including contracts for:
(d) Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment; are not subject to the requirements of this chapter for competitive bidding, as determined by the governing body

or its authorized representative.

Applicable Statute, Code, Policy, Rule or Regulation: NRS 332.115 subsection 1 (d).

Fiscal Impact: $93,715.00

Explanation of Impact: If approved the below listed accounts could be reduced by $93,715.00.

Funding Source: 275-6200-455-77-95, Library Grant Service/Machinery and Equipment/2012-07 Expand Service RFID; 230-0000-455-77-95, Library Machinery and Equipment/2012-07 Expand Service RFID, and 230-0000-455-03-09, Library Professional Services Accounts as provided in FY 2012/2013.

Supporting Material: Purchase Order #2013-059.

Prepared By: Kim Belt, Purchasing and Contracts Manager

Reviewed By: Sara Jones Date: 10/23/12
(Library)
Date: 10/23/12
(City Manager)
Date: 10/23/12
(District Attorney)
Nancy Paulson Date: 10/23/12
(Finance Director)

Board Action Taken:

Motion: ______________ 1) ______________ Aye/Nay
2) ______________

____
(Vote Recorded By)

PURCHASE ORDER #2013-059

CITY OF CARSON CITY

201 N. Carson Street, Suite 3
Carson City, Nevada 89701
(775)887-2133 [Fax](775) 887-2107

October 16, 2012

Vendor	Ship To
John Himes Envisionware, Inc 2855 Premiere Parkway, Suite A Duluth, GA 30097-5201 800-216-8370	Sara Jones Carson City Library 900 N. Roop Street Carson City, NV 89701 775-887-2244 ext. 1007

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE

QTY	UNIT	DESCRIPTION	BUDGET NUMBER	INVOICE #	UNIT COST	EXTENDED COST
1.00	1	Automated Materials Handling Sorter System	275-6200-455-77-95	US-10523		$ 87,265.00
			230-0000-455-77-95			
1.00	1	Professional Services	230-0000-455-03-09			$ 6,450.00
						$ -
						$ -
						$ -
						$ -
		PO given to department to place order.				$ -
		PO shall not be modified without approval from				$ -
		Finance Director.		TOTAL		$ 93,715.00

PURCHASED BY:

FED I.D. NO. 88-6000189

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ITEMS, AMOUNTS AND STATEMENTS AS HEREIN SET OUT ARE TRUE AND CORRECT PER PURCHASE REQUISITION MADE BY THE PERTINENT CITY DEPARTMENT.

[illegible signature] -4/13

APPROVED FOR PURCHASE

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ITEMS, AMOUNTS AND STATEMENTS AS HEREIN SET OUT ARE TRUE AND CORRECT PER PURCHASE REQUISITION MADE BY THE PERTINENT CITY DEPARTMENT.

APPROVED FOR PAYMENT

EnvisionWare®
Self Service and Library Efficiency Solutions

EnvisionWare, Inc.
2855 Premiere Parkway | Suite A
Duluth GA 30097-5201
United States
800-216-8370
http://www.envisionware.com
Tax ID # 58-2424595

Quotation

Date	8/29/2012
Estimate #	US-10523
Quote Expires	9/30/2012
Expected Close	9/30/2012
Project	
Sales Rep	D'Alessandro, Ted
Partner	
Currency	US Dollar
Memo	5 bin 2 inlet
Terms	50% Order|25% Deli|25%
End User	
End User Expiration	
Maint. Expiration	1/31/2013

Bill To
Sara Jones
Carson City Library
900 N Roop
Carson City NV 89701
United States

Ship To
Sara Jones
Carson City Library
900 N Roop
Carson City NV 89701
United States

Item	Qty	Description	Unit Price	Amount
AMH Induction - Station GEN3	1	SORTER INDUCTION / FRONT BELT MODULE - System control module accepts items into the sorter, reads identification (RFID and/or Barcode); Sensitizes (RFID and/or EM optional); checks in items; retrieves sorting criteria and dispatches accepted items to the proper route and receptacle on the system. The Module includes a Windows XP Workstation PC, LibRetto sorter control software, Master Controller, Ethernet Switch; Touch screen display; and master shutdown switch. ** REQUIRES a SIP2 connection from an ILS that supports the standard sorting extensions.	28,895.00	28,895.00
AMH Induction - Detection (Barcode)	1	SORTER BARCODE SCANNER - Industrial Barcode Scanner Installed in Induction/Front Belt Stations	995.00	995.00
AMH Induction - Detection (RFID Reader)	1	SORTER RFID READER/ANTENNA - Installed in Induction/Front Belt Stations to read RFID tags. Default system supports the open standard Danish Data Model. ISO 15693 / 18000-3 complaint; 13.56MHz; CE	3,595.00	3,595.00
AMH Module - Sorting GEN3	1	SORTER SORTING MODULE distributes items into receptacles. In-line, a module provides two sorts. At the end of a line, the module provides three sorts. The end of a sorting line is typically dedicated to exceptions and uses a large bin, space permitting	15,295.00	15,295.00
AMH Module - Turntable GEN3	1	SORTER TURNTABLE rotates items to align a spine or to turn right angles.	18,295.00	18,295.00
AMH Module - Arc Conveyor [0500-1000]	1	SORTER ARC CONVEYOR - 500 - 1000 mm / ~1.7 - 3.3 ft. The sorter/buffer module moves items across an angled space or distance and/or it buffers items that may need to be accepted to avoid system latency.	11,695.00	11,695.00
AMH Module - Conveyor [0600]	1	SORTER CONVEYOR - 600 mm / ~2ft. The sorter/buffer module moves items across a space or distance and/or it buffers items that may need to be accepted to avoid system latency. The distributed architecture capitalizes on the addition of each module to increase performance.	8,495.00	8,495.00
SUBTOTAL AMH		SUBTOTAL for Automated Materials Handling / Sorter System		87,265.00
PS-EXPFF-U 1st Day	2	ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.	975.00	1,950.00
PS-EXPFF-U Additional Day	2	ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.	250.00	500.00

Quotation

Date 8/29/2012
Estimate # US-10523

EnvisionWare®
Self Service and Library Efficiency Solutions
EnvisionWare, Inc.
2855 Premiere Parkway | Suite A
Duluth GA 30097-5201
United States
800-216-8370
http://www.envisionware.com
Tax ID # 58-2424595

Item	Qty	Description	Unit Price	Amount
PS-TP Day Rate	2	ENVISIONWARE FACTORY PERSONNEL ONSITE INSTALLATION DAY for Sorters	1,500.00	3,000.00
PS-PM-RF-BLDG	1	ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING An EnvisionWare Implementation Consultant will collaborate with you and your team on the development of a strategy that ensures optimal use of your EnvisionWare technology investment. ** Price includes installation of all products ordered or guidance to install all items that are ordered as part of a single project/trip on a per building basis. EnvisionWare experts work in concert with one or more members of your team. EnvisionWare generally installs management or host components, RFID gates and related hardware, and trains customers in the deployment of patron and staff stations. ** The Project begins with a Launch Webinar to introduce representatives from your team and ours. In the Launch discussion we will collaborate on project goals, schedule, and milestones. ** A Statement of Work will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and which establishes the criteria that define your acceptance of the solution. ** The Implementation Consultant will provide training as defined in your Statement of Work (SOW) ** The Consultant will assist you in a transition from implementation to Support. For new customers, training will be provided in the use of the EnvisionWare Customer Center ** You will be asked to perform an online acceptance according to the criteria jointly outlined in the SOW. ** A Post Installation Review will be delivered electronically that summarizes the accomplishments and any outstanding issues. ++ This price does not include any of the fixed travel cost (Continental US) or billed expenses (Outside USA) items when onsite services are requested.	1,000.00	1,000.00
SUBTOTAL Services		SUBTOTAL for EnvisionWare Professional Services		6,450.00

Total $93,715.00

NEVADA STATE LIBRARY & ARCHIVES
100 North Stewart Street
Carson City, NV 89701-4285

Federal 2012 LSTA GRANT-IN-AID AWARD

SUB-GRANTEE: Carson City Library

DUNS Number 073787152

PROJECT TITLE: Expanding Services through RFID

PROJECT NO: 2012 – 07 P/P # or CFDA NO: 45310-12

PROJECT DATES: May 1, 2012 through June 30, 2013

General

I. Grant funded activities shall provide services and equipment as outlined in the approved grant application. Grant funds must be used to meet NSLA Five Year Plan and federal LSTA goals. The approved grant application submitted by the sub-grantee becomes part of this agreement.

II. The sub-grantee may not obligate or encumber grant funds prior to May 1, 2012, the effective date of this agreement. Funds may not be obligated or encumber after June 30, 2013. If an amendment for extension has been granted, all obligations and encumbrances must be liquidated or paid no later than September 30, 2013.

III. All unexpended grant funds must be returned to the Nevada State Library and Archives. The sub-grantee will regularly notify NSLA of the amount of projected unexpended funds.

Grant Amounts and Reimbursement Procedures

I. The total amount of the grant is **$ 84,465.**

II. The sub-grantee must request payments as reimbursement of actual funds expended for the normal grant cycle. Advance payments may be requested under special circumstances and must be authorized by the LSTA Coordinator and NSLA Administrator prior to a payment request.

III. The sub-grantee may not obligate or encumber grant funds before May 1, 2012 or after June 30, 2013.

IV. Funds for the grant project are authorized according to the final application budget (attached).

Request for Fiscal and/or Programmatic Changes

The sub-grantee may request a budget and/or program amendments for fiscal or programmatic changes as outlined below. Sub-grantee must submit a request for the budget or program change in writing to NSLA. All requests for changes must be received on or before May 21, 2013. Requests received after that date will be considered on a case by case basis. The revision must be submitted before obligating or expending grant funds.

I. Fiscal Changes must have a Budget Revision for any of the following conditions:
   a. Transfers of grant funds among budget categories that exceed ten (10) percent of the total grant;
   b. A transfer of funds into a budget category that currently equals zero ($0);
   c. A change in the items listed in the approved budget categories if an item's cost or features are substantially different from the approved grant application specifications.

II. Programmatic changes to the approved grant application must be submitted for a change in scope or objectives of the approved program, even if there is not an associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

Reporting Requirements

The sub-grantee is responsible for submitting periodic reports that reflect the sub-grantee's level of performance for the approved grant application.

Fiscal reports will be due on the following

Reporting period	Due date
First quarter, July 1, 2012 – Sept 30, 2012	Oct 15, 2012
Second quarter, Oct 1, 2012 – Dec 31, 2012	Jan 15, 2013
Third quarter, Jan 1, 2013 – Mar 31, 2013	Apr 15, 2013
Fourth quarter, Apr 1, 2013 – June 30, 2013	July 15, 2013
Final fiscal report	Oct 1, 2013

The six month programmatic report will be due January 18, 2013.
The final summary evaluation report will be due October 1, 2013.

Assurances and Conditions

I. The sub-grantee will complete and sign the attached certifications and assurances.

II. The sub-grantee agrees to maintain all financial and programmatic records, supporting documents and other records relating to this grant award for three (3) years after the last State Program Report for the Nevada LSTA State Plan 2008-2012, to be submitted on December 31, 2013. The sub-grantee will maintain their records through December 31, 2016.

III. The sub-grantee accepts NSLA, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services any duly authorized representative, shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of all NSLA grants.

IV. This grant may be terminated by written notice and mutual agreement of both parties.

V. Termination for Non-Appropriation: The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

Contact Information

Question or concerns about an LSTA project should be directed to:

LSTA Coordinator
Nevada State Library and Archives
(775) 684-3407//Fax (775) 684-3311
E-mail: dbaker@admin.nv.us

_____________________________, Daphne DeLeon 08/16/12
State Library and Archives Administrator — Date

Sara Jones
Applicant Signature

8-1-12
Date