

**MEMORANDUM
PLACER COUNTY LIBRARY
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: Mark R. Parker, Director of Library Services

DATE: July 27, 2010

SUBJECT: Recommendation to Approve the Purchase and Implementation of a RFID (Radio Frequency Identification) Materials Theft Detection System and Related Self-Check Systems to Support the Rocklin Library in the Not to Exceed Amount of \$110,000.

ACTION REQUESTED

Approve the purchase and implementation of a RFID (Radio Frequency Identification) Materials Theft Detection System and related Self-Check Systems comprised of PC workstations, barcode scanners, and receipt printers to support Placer County's Rocklin Library in the not to exceed amount of \$110,000; authorize the Purchasing Manager to sign all resulting contracts, upon approval from County Counsel and Risk Management; add the appropriate components to the Library's Master Fixed Asset List; and authorize the Director of Library Services and the Purchasing Manager to take all other actions to implement the project.

BACKGROUND

On April 6, 2010 your Board approved the award of a contract in the amount of \$2,304,000 to Sequoia Pacific Builder, Inc. for the new Rocklin Library Tenant Improvements. In addition, your Board authorized the Director of Facility Service to execute the necessary contract and any required change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

The total project budget for the new Rocklin Library is \$5,926,981 including \$2,304,000 for construction and \$3,622,981 for furniture, fixtures and equipment, design, project management, bidding, fees and contingencies. The estimated cost of construction was approximately \$3.2 million. This represents a savings of almost \$900,000.

The new Rocklin Library is scheduled to be opened in November 2010. The Library was designed around a security (materials theft detection) system that utilizes Radio Frequency Identification (RFID) technologies and physical security gates that allow circulation operations to be conducted further inside the building which prevents library users from exiting the building without checking out their materials. Currently the Library Department (Department) has theft detection systems implemented in the Auburn and Granite Bay Libraries and it is the Library's future goal to replace these legacy systems with RFID systems.

In an effort to enhance our theft prevention capabilities and streamline the "check out" operations at the new Rocklin Library, the Department has identified a need for a RFID (Radio Frequency Identification) Materials Theft Detection System and related Self-Check Systems. The implementation of RFID technologies supports the use of self-check stations. These self-checkout computer workstations will allow Library customers to check out their own materials, reducing reliance on Library staff for this basic circulation function and resulting in a more efficient use of existing staff. It is expected that, with some customer training, 70% or more of checkouts will be self-service.

The Library's administrative staff acquired bidding documentation for a RFID/Self Check system which was solicited by Sacramento Public Library and ultimately awarded to Envisionware. Library staff reviewed the equipment and software and determined that it meets the Library's functional and technical

requirements. Section 1.3(e) of the Placer County Purchasing Policy Manual allows the purchase of equipment and services utilizing another public agency's contract. Procurement Services has reviewed Sacramento Public Library's bidding and contract documents and has determined that they meet the criteria of the County's purchasing policy.

Library staff and County IT staff have collaborated on this project. The Administrative Services Department's Information Technology Division has determined the Envisionware solution to be technically compliant with County standards and is in support of this purchase. Under this proposal Project Management duties will be provided by the Administrative Services Department to ensure all equipment and services meet IT Best Practice Standards.

The procurement process is comprised of three major elements:

1. RFID (Radio Frequency IDentification) Materials Theft Detection System in the amount of \$52,382 which includes Envisionware software and hardware components, training, installation and project management.
2. RFID Tags in the amount of \$20,091 which includes RFID tags and 2 tag dispensers.
3. Self-Check Systems in the amount of \$11,000 which include PC workstations, barcode scanners, and receipt printers.

The balance of the "not to exceed" \$110,000 being requested includes \$16,250 for security gates and \$10,277 set aside for contingency funds to address any unanticipated costs related to the purchase of the items noted above.

Therefore, in an effort to maintain and enhance materials security in the new Rocklin Library and to utilize technologies that will provide for greater staff efficiencies, we respectfully request that your Board approve the Placer County Library's RFID/Self-Check project in the not to exceed amount of \$110,000; authorize the Purchasing Manager to sign all resulting contracts, upon approval from County Counsel and Risk Management; add the appropriate components to the Library's Master Fixed Asset List; and authorize the Director of Library Services and the Purchasing Manager to take all other actions to implement the project.

FISCAL IMPACT

The Purchase Orders resulting from this recommendation will not exceed \$110,000 and funds for the RFID (Radio Frequency IDentification) Materials Theft Detection System, RFID Tags/Dispensers, Self-Check System, and related security gate are budgeted within the Rocklin Branch Library, Tenant Improvements, Project No. 4702.

Respectfully submitted,



Mark R. Parker
Director of Library Services

- Cc. Holly Heinzen, Assistant CEO
Jim Durfee, Director of Facility Services
Clark Moots, Director of Administrative Services
Jeff Bell, County Budget Administrator
Ron Baker, Senior Administrative Services Officer
Jim Boggan, Purchasing Manager