



City of
Peterborough

To: **Members of Committee of the Whole**

From: **Ken Doherty, Director of Community Services**

Meeting Date: **May 8, 2017**

Subject: **Report CSD17-010**
Award of P-02-17 Supply, Installation and Configuration of an
RFID Tagging System, Security Gate System and Self Check
Stations for the Peterborough Public Library

Purpose

A report to recommend award of Request for Proposal P-02-17 Supply, Installation and Configuration of an RFID (Radio Frequency Identification) Tagging System, Security Gate System, Self Check Stations and Book Sorting System for the Peterborough Public Library (PPL).

Recommendation

That Council approve the recommendation outlined in Report CSD17-010 dated May 08, 2017, of the Director of Community Services, as follows:

That a portion of Request for Proposal P-02-17 Supply, Installation and Configuration of an RFID Tagging System, Security Gate System, Self Check Stations and Book Sorting System for the Peterborough Public Library be awarded to Bibliotheca Canada Inc., 284 Churchill Ave N, Ottawa, ON K1Z 5B6 at a total cost of \$123,285 plus \$16,027 HST for a total of \$139,312.

Budget and Financial Implications

The total net \$125,455 requirement, after the applicable HST rebate for the Supply, Installation and Configuration of an RFID Tagging System, Security Gate System and Self Check Stations for the PPL can be accommodated within the approved capital budget (capital project #6-4.02) under the Fixtures, Furnishings and Equipment (FFE) budget.

Background

The funding for the renovation and expansion project at the PPL was approved by City Council in Report CPFS16-006 dated February 16, 2016. An RFP for Supply, Installation and Configuration of an RFID Tagging System, Security Gate System, Self Check Stations and Book Sorting System was issued.

The existing RFID system at the library required replacement due to the redesign of spaces. The renovation provides the opportunity for a technology upgrade and a security enhancement. The new RFID system should increase the speed of circulation: RFID has been shown to reduce circulation congestion at both self-check stations, and at the circulation desk, by allowing for stacks of items to be checked out simultaneously (up to 5 items at a time). The newer technology will help deter theft and maintain a better inventory of items.

The RFP requested itemized pricing in the event not all components of the system were to be purchased in 2017 for the capital project, escalation pricing was requested through to 2019 in the event PPL decides to pursue further automation in the coming years. The automated book sorter option in the RFP is currently being declined because of staff and union concerns about perceived staff reductions as a result of automation.

RFP Solicitation

Request for Proposal P-02-17 Supply, Installation and Configuration of an RFID Tagging System, Security Gate System, Self Check Stations and Book Sorting System for the Peterborough Public Library was prepared by the Project Consultant, Edge Technology, in coordination with City staff; issued on March 3, 2017 to Biddingo and closed on March 23, 2017.

RFP Evaluation

This solicitation process was a request for proposal where a number of criteria were used to evaluate the submissions. The criteria and their relative weighting were clearly set out in the RFP document. The Proposals were evaluated by the the Library CEO, the Access Services Librarian, the Library Circulation Supervisor and the Project Manager of Facilities & Planning Initiatives.

RFP Summary

Two proposals were received in response to the RFP; Chart 1 below provides a summary of the RFP results:

Chart 1 RFP P-02-17 Supply, Installation and Configuration of an RFID Tagging System, Security Gate System, Self Check Stations and Book Sorting System for the PPL

Component	Points	Bibliotheca Canada Inc	Techlogic Corporation
Compliance with RFP Submission Requirements - required documents and length of submission	5	4.9	4.0
Work Plan and Schedule	5	4.5	4.5
Deliverables	35	30.6	26.0
Similar Work Experience	5	3.9	3.5
Client Reference Form	5	5.0	5.0
Client Reference Form Survey	15	15	10.0
Price	30	30	18.0
Total	100	93.9	71.0

Recommended Bidder

Bibliotheca Canada Inc is the recommended proponent to supply RFID Tagging System, Security Gate System and Self Check Stations for the PPL. They have completed similar library projects and their references were excellent.

Authority to Approve

Section 8.2.1 of the Purchasing By-law 14-127 states: “Council must approve an award where the expenditure is greater than \$100,000” and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.). The value of work exceeds \$100,000. RFP P-02-17 meets these requirements and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via a purchase order.

Work will commence with the site coordination that is required for the security gates in May 2017, the re-tagging of the existing collections will be completed at the temporary library location in advance of the move back to the main library site and will take approximately three months over the summer period, the new system along with the self checkout will be ready for installation into the renovated library for September/October 2017.

Summary

RFP P-02-17 for the Supply, Installation and Configuration of an RFID Tagging System, Security Gate System and Self Check Stations for the PPL has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded as recommended in this report.

Submitted by,

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Director of Community Services

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