ORDINANCE/RESOLUTION REQUEST
Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.** Contact the Mayor's Legislative team with questions

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Date of Request: **02/16/23**

Please mark one: ☐ **Bill Request** **or** ☒ **Resolution Request**

1. Type of Request:

☒ **Contract/Grant Agreement** ☐ **Intergovernmental Agreement (IGA)** ☐ **Rezoning/Text Amendment**

☐ **Dedication/Vacation** ☐ **Appropriation/Supplemental** ☐ **DRMC Change**

☐ **Other:**

2. Title: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves a five-year contract with Bibliotheca, LLC to provide for the lease of self-check machines along with software licensing and updates for those machines.

3. Requesting Agency: Denver Public Library

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Melissa Bordwine	Name: Melissa Bordwine
Email: mbordwine@denverlibrary.org	Email: mbordwine@denverlibrary.org

5. General description or background of proposed request. Attach executive summary if more space needed:

This agreement allows for the lease of self-check machines and software at all DPL branch locations. Self-check machines already exist at all branches; however, this changes the contract model and allows for additional savings and less burden on staff for things like software updates and dealing with out of date or broken machines.

6. City Attorney assigned to this request (if applicable):

Andrew Riester

7. City Council District: All City Council districts

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____   Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > $500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name: Bibliotheca, LLC

Contract control number: BOOKS-202265188

Location: 27 Denver Public Library locations

Is this a new contract? ⊠ **Yes** ☐ **No**   **Is this an Amendment?** ☐ **Yes** ⊠ **No If yes, how many?** _____

Contract Term/Duration (for amended contracts, include <u>existing</u> term dates and <u>amended</u> dates):

February 1, 2023 through January 31, 2028

Contract Amount (indicate existing amount, amended amount and new contract total):

Current Contract Amount (A)	Additional Funds (B)	Total Contract Amount (A+B)
$769,226.65	$0	$769,226.65

Current Contract Term	Added Time	New Ending Date
2-1-2023 – 1-31-2028		

Scope of work:

To provide for the lease of self-check machines and related software licensing for all 27 DPL branch locations.

Was this contractor selected by competitive process?   Yes   **If not, why not?**

Has this contractor provided these services to the City before? ⊠ **Yes** ☐ **No**

Source of funds: General funds

Is this contract subject to: ☐ **W/MBE** ☐ **DBE** ☐ **SBE** ☐ **XO101** ☐ **ACDBE** ⊠ **N/A**

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?   There are no subcontractors on this contract.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____   Date Entered: _____

EXECUTIVE SUMMARY

Bibliotheca (formerly 3M) was selected as DPL's self-check system in 2008. For standardization purposes, we have continued to use Bibliotheca self-checkout machines and RFID technology. DPL has various integrations with Bibliotheca self-check software and our resources, such as Novelist recommendations and authentication with our ILS system, Polaris.

This contract will represent a savings of approximately $200,000 over the five-year term, as well as representing a shift in service model that allows for smaller, more flexible self-checkout units that can be moved as branch needs change. Rather than paying yearly software licensing as well as buying new machines every five years, DPL will now pay $153,845.33 per year and the self-check units will be replaced at no cost whenever they are deemed too expensive to repair or have reached their end of life. DPL does not have to handle upgrades; everything is provided by Bibliotheca as part of the lease agreement.