



Legislation Text

File #: 23-0183, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted: 2-27-2023**

**Requesting Agency: Denver Public Library  
Division:**

**Subject Matter Expert Name: Melissa Bordwine  
Email Address: Mbordwine@denverlibrary.org  
Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A resolution approving a proposed Agreement between the City and County of Denver and Bibliotheca, LLC to lease self-checkout machines and related software licensing for all 27 Denver Public Library branch locations.**

Approves a contract with Bibliotheca, LLC for \$769,226.65 and through 1-31-2028 to lease self-checkout machines and related software licensing for all 27 Denver Public Library branch locations, instead of paying an annual licensing fee, owning the machines and handling replacement costs (BOOKS-202265188). The last regularly scheduled Council meeting within the 30-day review period is on 4-3-2023. The Committee approved filing this item at its meeting on 3-1-2023.

**Affected Council District(s) or citywide? Citywide**

**Contract Control Number: BOOKS-202265188**

**Vendor/Contractor Name (including any "DBA"):** Bibliotheca, LLC

**Type and Scope of services to be performed:**

To provide for the lease of self-check machines and related software licensing for all 27 DPL branch locations. 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model and allows for additional savings and less burden on staff for things like software updates and dealing with out of date or broken machines.

### 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.

**Location (if applicable):**

**WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):** N/A

**Are WBE/MBE/DBE goals met (if applicable)?**

**Is the contract new/a renewal/extension or amendment?**

New

**Was this contractor selected by competitive process or sole source?**

Competitive

**For New contracts**

**Term of initial contract:**

2-1-2023 - 1-31-2028

**Options for Renewal:**

**How many renewals (i.e. up to 2 renewals)?**

**Term of any renewals (i.e. 1 year each):**

**Cost of initial contract term:**

\$769,226.65

**Cost of any renewals:**

**Total contract value council is approving if all renewals exercised:**

**For Amendments/Renewals Extensions:**

**Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?**

***If length changing***

**What was the length of the term of the original contract?**

**What is the length of the extension/renewal?**

**What is the revised total term of the contract?**

***If cost changing***

**What was the original value of the entire contract prior to this proposed change?**

**What is the value of the proposed change?**

**What is the new/revised total value including change?**

***If terms changing***

**Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)**