



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
 Purchasing Division

REQUEST FOR SOLE SOURCE PURCHASE

To: Purchasing Manager

From: Brandon Gunn, Projects Manager/Facilities
 Department / Division Name

Date: 9/13/2022

A written request is being made to exercise the Sole Source Procurement outlined in Section 9 of the Highlands County Purchasing Manual. In accordance with the Sole Source Policy, the requesting department must submit a written justification that supports the request for Sole Source.

Brief Description of Good or Service: All in one Library Vending Machine with the capability for holding, returning, and providing access to a variety of library materials.

Supplier Name: International Library Services

Supplier Contact Information: 443-846-4374

CHECK ALL THAT APPLY (EXPLAIN REASONS BELOW):

<input checked="" type="checkbox"/>	Goods or services can be obtained from only one (1) supplier. Describe the unique characteristics of the product or service.
<input type="checkbox"/>	Continuity of existing research/work
<input checked="" type="checkbox"/>	Compatibility with existing equipment
<input checked="" type="checkbox"/>	Critically important features (detail the features and your research of comparable items).
<input type="checkbox"/>	Must match existing piece of equipment available only from the same source of original equipment. Provide documentation from supplier supporting that no other supplier can supply this.
<input type="checkbox"/>	Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer. Provide explanation of expertise or documentation supporting that this is the only designated dealer.
<input type="checkbox"/>	Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor
<input type="checkbox"/>	Technical services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature. Provide explanation of services required and why another supplier cannot be used.
<input checked="" type="checkbox"/>	Uniqueness of a product (explain your research/work requirements and the relevance of the product).
<input type="checkbox"/>	Upgrade to proprietary software or hardware. Available only from the producer of the software or hardware who sells on a direct basis only. Provide documentation showing that this is the only supplier that sells the software or can perform the upgrade.
<input type="checkbox"/>	Use of this supplier is required by contract/agreement or granting or other governing agency. Please attach a copy of the award page or requirement page referencing this requirement.
<input type="checkbox"/>	Other - Explain below

LIST EVIDENCE FOR JUSTIFICATION (SUCH AS COMMITTEE REVIEW, VENDOR FEEDBACK, ETC..)

Meets maximum size requirements for project site near parking lot and has compatibility with current library operating system along with holding/return capabilities.

Approved Denied

 Purchasing Manager

 Date



**Confidential Standard Pricing
for AutoLend Library**

Vikki Brown, MLIS

**Manager, Highlands County Library System
Highlands County Board of County Commissioners**

863-402-6716

vikki@myhlc.org

www.highlandsfl.gov, www.myhlc.org.

319 W Center Ave, Sebring, FL 33870

*Inclusions : AutoLend Library Machine, customized configuration for material types, complete system integration with ILS, and customized graphic wrap with library name and/or logo.
First year maintenance fee (parts and labor)*

Standard Model **Special Pricing \$54,900.00 if purchased before Sept 30, 2022**

5% discount for purchase of more than one unit at the same time = **\$52,250 if two or more purchased by Sept. 30**

Standard Model Pricing \$59,900.00 if purchased after Sept 30, 2022:

5% discount for purchase of more than one unit at the same time = \$57,900 if purchasing two or more after Sept. 30

Site Specific Freight, Installation and Training: \$5400.00 for one machine and \$3900.00 for second machine

Features:

- Capacity: up to 400 items per cabinet (based on interior configuration)
- Access Model: 24/7 fully automated
- Installation: Indoors or Outdoors (outdoor installation requires a suitable cover, overhang, or shelter area)
- Power: Single 110-220v and 60/50Hz outlet
- Network: Supports WiFi and wired Ethernet
- Dimensions: 34" W x 41" D x 72" H per cabinet
- Material Types: Hardcover Fiction, Juvenile, Children's Picture, paperback, DVD/Game/Audiobook, Tablets, hotspots.
- Slot Size: 2" W x 10.5" D x 10.5" H
- Weight: 1000 lbs, delivered

- Display: 19" IP65, rated, full Touchscreen
- ADA compliant material slots, display, and patron interface.
- Email and printed receipts
- Active device monitoring with staff email notifications
- Simple patron and staff interaction with easy to use, Active screen directions

Quote valid for 90 days (US pricing). Order must be placed within 60-90 days of receipt of pricing based on pricing dates or renewed pricing may be applicable. Pricing does not include applicable taxes and shipping.

P.O. and 50% of machine cost must be submitted at time of order

For more information contact:

International Library Services

www.internationallibraryservices.com

866.883.0300

8205 Killean Way Potomac, Maryland 20854 USA

A Certified Veteran Owned Small Business

SOLE SOURCE JUSTIFICATION

Highland County Public Library requires the ability to provide remote “all in one” service to patrons of underserved communities.

The ILS AutoLend™ Library by International Library Services, Inc. of Potomac, Maryland is the ONLY Automatic “All in One” Library Kiosk that has been manufactured exclusively for Libraries to provide a Materials Distribution Kiosk for Holds Pick up and returns, Browsing and Borrowing Books, DVD’s, Children’s Books, Hot Spots, Blu-Ray, and laptop computers and tablets and the returning materials and providing access to the Libraries e-Book materials.

The project has the following requirements:

Must be a self-contained Kiosk that delivers preselected Holds, allows for the Return of charged items, Allows for Browsing of a unique collection, Allows for return of all materials, Allows for reviewing of Libraries OPAC for placing holds, allows for the downloading of eBooks and other electronic content owned by the library onto the patrons own devices

Must have browsing capabilities which allow User to choose by Genre, see a cover of the material, read a synopsis, year of publication, and author

Must have a Capacity up to 450 items.

Must be capable of shelving and dispensing all Types of Materials ie: Best sellers; children’s books, movie DVD’s; audio books, Games, Blue Ray, Hot Spots, tablets and Laptops.

Must have a minimum 2” width size of slots for Popular Materials.

Must work with 1 D BARCODES to be compatible with the current Library for both Materials and Library Cards

Must scan both physical and Virtual Patron cards.

Must except alternative ID’s and full alpha-numeric passwords.

Must provide 24/7/365 operations

Must Provide statistics showing at a minimum: total circulation for daily, 7-day, 30-day, 60-day, and 90-day use, Hours of day of use, numbers of items not picked up during allowed times;

Must have easy automatic staff retrieval of items not picked up.

Must have a footprint of no larger than __34”Wide__X__42”Deep.

Must have a weight of not more than 1000 lbs

Must be on self-contained wheels so as to fit thru 36 DOOR MINIMUM without disassembly.

The System Must be portable and potentially expandable, with the flexibility to move them to different locations and/or add onto the base system if there is a need to do so in the future.

Must have custom Vinyl Graphics on exterior

Must have a Customizable IP65 Touch Monitor with an antimicrobial screen.

Monitor Screen size must be minimum of 19"

Must have easy touch screen buttons and instructions to guide the Patron through the borrowing process

Must have Automated shelf/slot selection and on-screen instruction to guide staff through the loading processes

Must have a maximum of 10 Second robotic delivery of materials to Patrons

Must have Printer for receipts for both borrowing and returning of Materials.

Must provide Patron The option for Printing, emailing or no receipt

Complete integration with ILS and must follow the rules of the ILS

Must be compatible with the Evergreen Integrated Library System as managed by CW Mars Inc.

Must Expired Holds Management for items not picked up within allotted time

Must have the ability to be monitored remotely should any concerns arise for diagnostics

Must provide automated, proactive staff notifications via email or SMS of issues with robotics, ILS connectivity, item circulation status, charge exceptions, and inventory exceptions

Must automatically load item content during initial inventory process from designated count vendor

Must have the ability for Patrons to Browse the Collection within the Kiosk and to borrow

Must be expandable to double the number of items contained within a space not to exceed an additional __34"
Wide x __42" _Deep__.

Must use a dedicated circuit 120/240 volts, 50/60Hz

Must be capable of 10/100/1000 wired or wi-fi network service.

Must be UL and CE approved

Must be ADA compliant

Must have the ability to Save transaction if internet connection is down

Must have Automatic material check-out upon door opening

Must run on MS Windows 10 Professional or higher

Pricing must include Software and Hardware Support and Service Maintenance warranty for a minimum of 12 months

Pricing Quote Must Include a Services License, Support and Maintenance Agreement as A complete package to cover all equipment listed above; including license fees with software support over the phone and via remote access software as well as on site help at the discretion of vendor when required. Includes all updates and upgrades relevant to the application used. If the hardware will breakdown (accidental or deliberate damage precluded) Vendor/Supplier will replace it or repair in proper running order within scope of the Maintenance Agreement.

The AutoLend™ Library as manufactured by International Library Services, Inc. is the only product engineered and manufactured exclusively for Library use which meets or exceeds ALL of the aforementioned requirements.

International Library Services Inc. is the only vendor that exhibited a Automatic All in One distribution Kiosk at the most recent American Library Association Annual Conference in Washington D.C in June 2022 and during the virtual ALA Conferences in June of 2020 and January of 2021 as well as the ALA Midwinter Meeting in Philadelphia PA in January of 2020 and the most recent Public Library Association Convention in Portland Oregon in March of 2022; with all the capability required by the Library including the ability to hold and dispense Novels of 2” in Thickness and over 500 pages.

- Over 3,000 exhibitors who sell to Libraries throughout the United States were present in June 2022. Approximately 20,000 librarians attended the conferences from almost every city, state and county in the country. It is not likely that any other vendor who has an Automatic Materials lending Kiosk with the Capacity of the AutoLend™ by International Library Services, Inc. would miss exhibiting at this conference. Calls to the American Library Association in Chicago confirm that they know of no other vendor that provides an AutoLend Library with the aforementioned Requirements that is required by the Worcester Public Library.

As a result of this information, we believe that the County’s requirements for Sole Source Procurements have been met for the following reasons:

There is only one source that meets all of the Libraries Size and Efficiency Requirements.

The Compatibility of equipment with our existing systems is apparent.

The ILS AutoLend™ is manufactured in the US and is supported by International Library Systems Inc. Company Engineers and Technicians.

Delivery is available in 8 weeks from receipt of Purchase Order allowing the Library to deploy these Kiosks before the years end.

The time necessary to competitively bid this product will add additional costs and time delays to the project and will result in this Company being the only qualified bidder.