

QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, OCTOBER 27, 2016

Central Library
89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:30 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING
Hon. Robert T. Groh Conference Room

I. CALL TO ORDER

Roll Call

II. Action

A. Contract Authorization - Lyngsoe Systems, Inc.

III. Report

A. Maintenance, Repair and Construction Projects Report

IV. Other Business

V. Adjournment

ACTION ITEM

**1. SOLE SOURCE REQUIREMENTS CONTRACT AUTHORIZATION
– LYNGSOE SYSTEMS, INC. – SELF CHECK-IN AND
AUTOMATED MATERIALS HANDLING SYSTEM**

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a sole source requirements contract with Lyngsoe Systems for a term of five years. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which states, in pertinent part, that “[a] purchase of equipment or furniture may occur without sealed bids if the manufacturer’s product is the sole compatible product to serve the desired function in a satisfactory manner, and the product is available from a sole supplier. In these instances, purchase approval shall be granted by ... the Board of Trustees and the selection criteria shall be noted with the minutes of the Board of Trustees meeting in which the ‘sole source’ purchase was authorized.”

The Queens Borough Public Library’s self check-in and automated materials handling (“AMH”) system enables its patrons to securely return materials twenty-four hours a day, seven days a week; provides a multi-language interface; automates the return process; and reduces the demand for Library staff resources during the material return process.

Lyngsoe Systems (formerly known as FKI Logistex) is the vendor that provides the Library’s self-check-in and AMH system equipment. The prior equipment and parts contracts, executed in 2009 and 2011, that were utilized to purchase Lyngsoe equipment and parts have expired. It should be noted that the 2009 contract was a City contract that was the result of a solicitation process conducted by the City’s Department of Citywide Administrative Services.

The Library and Lyngsoe Systems have a separate preventive maintenance service agreement whereby Lyngsoe Systems provides software upgrades, technical support and a 24/7 hotline to assist the Library troubleshoot software and hardware issues. As part of the preventive maintenance program, Lyngsoe Systems sends its technicians to help service the Library's self check-in and AMH system at least once per site every year. The current preventive maintenance service agreement is set to expire on June 30, 2017.

Current Status:

Utilizing the prior equipment and parts contracts, the Library has equipped over fifty community libraries with Lyngsoe's self check-in and AMH system, the Lyngsoe1000 series. Moreover, there are pending purchase orders, which were issued before the prior contract's expiration date, in the amount of \$1,436,803 to equip additional facilities.

The Library requires a single self check-in and AMH system because system uniformity provides seamless functionality for customers, the Library staff and the Library's ILS software system. Lyngsoe has customized its equipment to meet the Library's specific requirements in allowing customers to return materials 24/7 via external and internal book drops. This solution simplifies the check-in of Library materials and increases the accuracy of material availability and reduces the operational costs related to transferring material between locations. Furthermore, there are additional efficiencies and financial benefits of system uniformity to the Library because of the economy of scale in standardization of the self check-in and AMH solution across all of the Library's locations (e.g., reduced costs of technical support and maintenance).

In order to equip other community libraries with Lyngsoe's self-check-in and AMH system and to purchase replacement equipment and parts, such as interior and exterior induction stations, conveyor belts, and other replacement parts, the

Library needs to enter into a new equipment and parts contract with Lyngsoe Systems. Accordingly, the Library seeks to enter into a five-year sole source requirements contract with Lyngsoe Systems to make such purchases with a not to exceed value of \$2,000,000.

The Library proposes to procure the additional and replacement Lyngsoe Systems equipment and parts as a sole source because Lyngsoe Systems' product is the sole compatible product to serve the desired function in a satisfactory manner and such equipment and parts can be purchased only from Lyngsoe Systems. Lyngsoe Systems has agreed to maintain its equipment and parts pricing from the previously expired contracts and will maintain such pricing for the entire term of the contract. A list of such pricing is attached. Moreover, Lyngsoe Systems has also agreed to provide a 17% discount off the list prices of its other self-check-in and AMH system models (e.g., products other than the Lyngsoe1000 series) during the contract term.

Lyngsoe Systems has been responsive and has provided all contractually-required services. Lyngsoe Systems has a current Vendex questionnaire on file with the City, which does not disclose any cautions.

Recommended Motion for Consideration by the Buildings and Grounds Committee:

I move that the Buildings and Grounds Committee recommend to the Board of Trustees that the President and CEO be authorized to enter into a sole source requirements agreement with Lyngsoe Systems, Inc. for the purchase of its self check-in and automated materials handling system equipment and parts at the prices set forth herein for a five year period, with a not to exceed value of \$2,000,000, subject to increases as approved by the Board of Trustees.

REPORT ITEM

1. Maintenance, Repair and Construction Projects Report

Current Status:

Maintenance, repair or construction projects approved by the Library's President & CEO between September 1, 2016 and September 30, 2016 in excess of \$5,000 are provided below for informational purposes.

Lefrak City T-Squared Design, Inc. provided graphic design consultant services for the Interior Signage program pursuant to a Statement of Work ("SOW").

\$8,310.00

Flushing Emerson Network Power – 5-year contract renewal for maintenance of the Flushing Library UPS.

\$12,040.00

Flushing Hi-Tech Air Condition Services, Inc. provided labor and materials necessary to install a new rupture disc for Chiller #2 pursuant to an SOW.

\$5,684.00

Broadway PM Contracting Company, LLC was issued a change order to furnish and install sidewalk concrete paving and decorative pavers as part of the Green Space Area.

\$25,259.00

Central Library As part of the CEL Pass-Through Project, Eclipse Construction Service, Inc. (“Eclipse”) was issued a change order to perform asbestos abatement services in the new QLF / Facilities Spaces on the 2nd floor.

\$38,115.00

Central Library As part of the CEL Pass-Through Project, Eclipse was issued a change order to perform additional carpentry services in the new CFM office space on the 2nd floor.

\$17,290.00

Ozone Park The Wits Contracting, Inc. was issued a change order to provide all labor and materials necessary to perform the additional furring of walls due to cracks.

\$11,749.00