



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/19/2018

Agenda Placement: 6Y

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Danis Kreimeier - Director
Library

REPORT BY: Danielle Clayton, Staff Services Analyst II - 253-4819

SUBJECT: Professional Services Agreement with Lyngsoe Systems

RECOMMENDATION

Director of Library Services and Community Outreach request the following:

1. A waiver of competitive bidding requirements and sole source award from Lyngsoe Systems, pursuant to County Ordinance Code 2.36.090; and
2. Approval of and authorization for the Chair to sign an agreement with Lyngsoe Systems for a maximum of \$148,000 for the term July 1, 2018 through June 30, 2022 to provide after sales services to previously purchased equipment and purchase additional ergonomic equipment.

EXECUTIVE SUMMARY

In Fiscal Year 2016-17 the Napa Main Library was remodeled. Part of the remodel included installation of automated materials handling (AMH) systems at both the front door and the drive through lane. These systems were purchased by the contractor who won the bid for the remodel. The systems were under warranty during their first year, but now, as the warranty has expired, the Library would like to purchase an additional service agreement with the maker and installer of the AMH, Lyngsoe. The contract would include annual payments for four years of maintenance and warranty services with the additional limited amount to purchase additional equipment. The total contract amount would be \$148,000.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	The funds for the Lyngsoe Systems contract are budgeted in the Library's Operation budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Lyngsoe Systems is the maker of the Library automated materials handling (AMH) systems. As such, they are the experts when it comes to maintaining and fixing their equipment. This technology, still fairly new within the library world, needs to be maintained by knowledgeable experts who can repair and keep the equipment in good working condition.
Is the general fund affected?	No
Future fiscal impact:	The Library has agreed to a four year maintenance and service contract with Lyngsoe. As the age of the machinery increases, the price for the maintenance and extended warranty increases.
Consequences if not approved:	If this agreement is not approved, the Library will not be able to maintain its new automated materials handling (AMH) systems.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In Fiscal Year 2016-17, as part of the Napa Main Library remodel, the Library had an automated materials handling (AMH) system installed, which assists staff in checking in items that were on loan. The purchase of these systems had been included in the bid by the contractor who performed the remodel. Therefore, these systems were paid for as part of the remodel, capitalizing the cost of the system as part of the project. The original warranty, paid with the purchase of the equipment by the contractor, has expired.

The Library would like to purchase a four year hotline, maintenance and extended parts warranty service agreement from the manufacturer of the sorter, Lyngsoe. The total contract amount of \$148,000 would include annual payments for four years of maintenance and warranty services with the additional limited amount to purchase ergonomic equipment.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula