



Legislation Text

File #: 22-1286, **Version:** 1

TO: Board of Supervisors
FROM: Anthony Halstead - Director of Library Services and Community Outreach
REPORT BY: Michelle Carreon - Staff Services Analyst
SUBJECT: Professional Services Agreement with Lyngsoe Systems

RECOMMENDATION

Director of Library Services and Community Outreach requests the following regarding Lyngsoe Systems:

1. A waiver of competitive bidding requirements and sole source award to ensure continuity of service pursuant to County Ordinance Code 2.36.090; and
2. Approval of and authorization for the Chair to sign Agreement No. 230067B for an annual contract maximum of \$30,000 for the term July 26, 2022 through June 30, 2023 with four (4) annual renewals for hotline, maintenance, parts, and software updates for previously purchased equipment at the Napa County Library.

EXECUTIVE SUMMARY

Since Fiscal Year 2016-17, the Napa County Library has had a service agreement to maintain and troubleshoot the library's automated materials handling (AMH) systems. The Director of Library Services and Community Outreach is requesting approval for a new five year contract with Lyngsoe Systems to ensure that the AMH systems continue to operate at optimum levels.

FISCAL & STRATEGIC PLAN 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 General Operations budget.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Lyngsoe Systems is the maker of the Library AMH systems. As such, they are specialists at repairing and troubleshooting the equipment. Lyngsoe technicians have proven to be knowledgeable, responsive, and have replacement parts at their disposal.
Is the general fund affected?	No
Future fiscal impact:	Funds for the maintenance will be budgeted in the Library's General Operations budget annually, and costs will increase slightly over the term of the contract and are reflected in the rate sheet.
Consequences if not approved:	If this Agreement is not approved, the Library will not be able to maintain their AMH systems which are a crucial part of the day to day operations for the Library's circulation of materials.
County Strategic Plan pillar addressed:	Collaborative and Engaged Community

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 Years 2016-17 and 2020-21, the Library had an AMH and Ergo Staff Induction systems installed, these systems assist staff in circulating materials within the library systems.

On June 19, 2018 the board approved a four year agreement No. 190009B with Lyngsoe Systems for hotline, maintenance, parts, and software updates which expired on June 30, 2022.

Lyngsoe is the manufacturer of the product and service provider of the system and software the Library utilizes. Additionally, they are the sole supplier of add-on products. It is for these reasons the Department seeks a waiver of competitive bidding requirements and requests award to Lyngsoe Systems Inc. as a sole source. Lyngsoe Systems Inc. is not a local vendor.

Today's requested action is for the approval of a new five year agreement with Lyngsoe Systems for a total contract maximum of \$150,000 for hotline, maintenance, parts, and software updates.