



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
INTERNAL AFFAIRS COMMITTEE**

September 8, 2020

4 pm

[Virtual Meeting \(Zoom\)](#)

- I. Call to Order
- II. Public Comment (*3-minute time limit per person*)
- III. Items Too Late for the Agenda
- IV. Agenda Items
 - a. Executive Session: Executive Session to discuss the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest related to the Monument Library Potential Site as authorized by C.R.S. § 24- 6-402(4)(a)
 - b. Copier Project Additional Equipment
- V. Adjournment

Pikes Peak Library District
September 8, 2020
Internal Affairs

Copier Project Additional Equipment

Background

Board of Trustees approved vendor to replace copiers with Multi-Function Device (MFD) in July board meeting. The District will require additional patron facing Today's Business Solutions (TBS) kiosks for print management, credit card payment, computer booking and scanning services.

Fiscal Impact

The Information Technology (IT) staff included the TBS kiosk equipment in the \$301,000 Capital IT budget for the MFD project. MFD acquisition accounted for \$150,880 of the approved budget and the TBS kiosks will cost \$108,025.86 for a total of \$258,905.90 well within the budget originally estimated for the MFD project.

Acquisition Strategy

This is a sole source acquisition. In 2018, the BOT approved the acquisition of the TBS kiosk. The IT staff planned for the TBS kiosks to have a minimum ten-year service cycle. The District is in year two of that cycle. It is not cost effective for the District to transition to another vendor for these services or to proceed with a Request for Proposal (RFP) process that will potentially result in having two suppliers providing these services. Two suppliers will result in increased operations and maintenance costs while also contributing to possibly confusing patrons having to learn how to operate two different systems for print management, credit card payment, computer booking and scanning services and not adhering to principle to achieve "common patron experience" across the District.

Tentative Schedule:

Supplier informed IT staff that there is currently a 6-10 week lead-time for the TBS kiosk hardware. Consequently, the Chief Information Technology Officer request Internal Affairs committee approve acquisition of these additional kiosks to enable synchronization with MFD delivery scheduled for October to November 2020.

Recommendation

Internal Affairs committee approve TBS kiosk acquisition.