TORONTO PUBLIC LIBRARY

STAFF REPORT
ACTION REQUIRED

15.

RFID Tags – Award of Contract

Date:	May 26, 2014
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library Board approval to award contracts for the purchase of Radio Frequency Identification (RFID) tags to two vendors, SirsiDynix/Bibliotecha and RFID Canada.

It is recommended that the contract for RFID tags for the Toronto Public Library be awarded to SirsiDynix/Bibliotecha for RFID tags for print material and RFID Canada be awarded for RFID tags for audio-visual material. This provides the best combination of price and performance. The award is for a three-year period, July 1, 2014 to June 30, 2017, subject to satisfactory performance. The proponents were informed in the Request For Proposal (RFP) that the estimated annual volume is subject to change due to budget availability and the quantity of the type of materials purchased each year, (i.e. print and audio-visual).

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to SirsiDynix/Bibliotecha for the purchase of RFID print tags for a three-year period, at a cost of approximately $214,200 per year for a total cost of $642,600 over three years [excluding HST];

2. awards the contract to RFID Canada for the purchase of RFID audit-visual tags for a three-year period, at a cost of approximately $125,400 per year for a total cost of $376,200 over three years [excluding HST];

3. authorizes Library staff to purchase additional RFID tags, if needed and subject to budget availability, and under the same pricing as in the original award; and

4. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

The award of this contract to SirsiDynix/Bibliotecha for $214,200 and RFID Canada for $125,400 in the first year for a total of $339,600 [excluding HST] is within the approved operating budget allocated for the purchase of these supplies.

The total cost of the award is $1,018,800 [excluding HST] over the three-year commitment.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

ISSUE BACKGROUND

The current contract for RFID tags expires on July 1, 2014. On April 1, 2014 the Library issued TPL 020-2014 Request for Proposal for RFID tags. This RFP process enables TPL to remain current with RFID tag technology and secure the best price for tags.

COMMENTS

The Request for Proposal for RFID tags is to source RFID book tags for use on new print material and RFID audio-visual (AV) tags for use on CDs and DVDs. Four proponents submitted proposals for both types of tags. The submission by one proponent for print and AV tags and the submission by another proponent for AV tags were incomplete and declared invalid. Submissions from three proponents were reviewed according to the criteria listed in the RFP. Sample tags were tested by staff for compatibility and performance with current systems and equipment. The two vendors recommended are SirsiDynix/Bibliotecha for print tags and RFID Canada for AV tags. The recommendation of the split award gives the best combination of performance and price for RFID tags.

Proponents' scores by criteria, price comparison and a staff analysis of the evaluation results can be provided in an in-camera presentation, if requested by Board members.

The award for RFID tags is for a three-year period beginning on July 1, 2014, for an annual cost of $339,600, based on current projections for volume of tags needed. The proponents were informed in the RFP that the estimated annual volume is subject to change due to budget availability and the quantity of the type of materials purchased each year, (i.e. print and audio-visual).

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SIGNATURE

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Jane Pyper
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