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**MEMORANDUM**

**To:** Gregg Mandsager, City Administrator  
**From:** Pam Collins, Library Director  
**Date:** April 5th, 2018  
**RE:** Request for Council to Authorize the Issuance of a Purchase Order for the Library Document Stations (LDS) to Envisionware.

**Introduction:** The Library Document Stations are the final components of a suite of technology products intended to increase patron convenience and provide for more efficient use of library staff & resources. The Library Document Station component includes:

- (3) complete Library Document Stations which are each comprised of;
  - (1) 21.5" All-In-One Touch Screen Computer & Software
  - (1) 11" x17" Flatbed scanner w/automatic document feeder
  - Installation
  - 1-Year Service Agreement and accompanying equipment warranties

The Library is seeking City Council approval for issuance of a purchase order to initiate this equipment acquisition and installation.

**Background:** The LDSs are a full-service, do-it-all document station designed specifically for public libraries. The Library Document Stations enable patrons (and staff) to scan books or documents and convert to PDF, searchable PDF and Word. Patrons can also send to a mobile device, email, or fax. This all-in-one solution also enables library staff to scan to OCLC Article Exchange and integrates with EnvisionWare's eCommerce and print management solutions.

Envisionware is currently the only company that provides this type technology that is compatible with the library self-check stations and eCommerce software. The cost for this equipment and installation is **\$16,420.00**.

At the beginning of this project, the Library budgeted the LDS cost at \$16,425.00.

**Recommendation/Rationale:** The Library recommends that City Council authorize the issuance of a purchase order to Conference Technologies, Inc., for the amount of \$16,425.00.

**Additional Information:**

1. Budgetary Quote US-42103 from Envisionware.

# Quotation

US-42103

3/22/2018

## Bill To

Pam Collins  
Musser Public Library  
304 Iowa Avenue  
Muscatine IA 52761  
United States

**TOTAL**

**\$16,420.00**

**Quote Expires: 6/22/2018**

## Federal EIN

58-2424595

## Currency

US Dollar

## Terms

Net 30 Days

## Sales Rep

McCabe, John

## Maintenance Expires

6/30/2018

## Quotation Title

LDS / ADF / 3 units / no faxing

Memo

Qty	Item / Description	Ship To	Unit Price	Amount
3	<p>LDS Bundle: Complete System (*Std)-U (D) <i>LIBRARY DOCUMENT STATION (LDS) STANDARD PACKAGE: 21.5-inch Display; Rev D; 11X17 Bookedge Scanner.</i> <i>Scan to email, smartphones, tablets, USB, Google Drive, network, searchable PDF and Word files, TIFF, JPEG and PNG files. Print via LPT:One print management and locally configured printers. Scan to Fax is incorporated and includes the first 250 pages per system per month. Charges are incurred over 250 pages. System includes:</i> <i>* All-In-One 21.5" Touch Screen Computer and Software</i> <i>* 11" x 17" (279.4 x 431.8mm) LED Book Edge Scanner</i> <i>* CloudConnect * Next Day Advance Replacement</i> ----- <i>REQUIRES</i> ----- <i>+ LPT:One 4.8 and higher for copies when integrating with LPT:One</i> <i>+ RJ-45 LAN connection to Internet</i> ----- <i>OPTIONS</i> ----- <i>+ Photo Scanner, Overhead Scanner</i> <i>+ EnvisionWare Coin and Bill Acceptor + Automatic Document Feeder</i> <i>+ OCLC Article Exchange/ILLiad Software</i> <i>+ Authentication module</i> <i>+ Cloud Storage options</i> <i>+ USB Dock</i> <i>+ EnvisionWare eCommerce Services</i> LDS Faxing Options: Faxing Disabled</p>	Robert A. Fiedler III	\$3,995.00	\$11,985.00

Qty	Item / Description	Ship To	Unit Price	Amount
3	LDS COM: SCAN Flatbed ADF (*Std) 11X17 <i>LIBRARY DOCUMENT STATION (LDS) - Automatic Document Feeder</i> <i>* Simplex</i> <i>* Output: 45 PPM</i> <i>* Capacity of 50 sheets</i> <i>* 11.8" x 17" (300 x 432mm)</i>	Robert A. Fiedler III	\$995.00	\$2,985.00
	Subtotal			\$14,970.00
	<i>Annual Maintenance starting in year 2 - \$1,796.40</i>			
1	PS-PM-BLDG <i>ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING</i> <i>* Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules.</i> <i>* A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria.</i>		\$1,000.00	\$1,000.00
	 <i>++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.</i>			
	Description <i>LDS Installation can be combined with Self Checkout / E-Commerce Project.</i> <i>X-11 units will be Print Release Stations for LDS</i>			

**Subtotal** \$15,970.00

**Freight** \$450.00

**Total Tax** \$0.00

**PST-CA only**

**Total** \$16,420.00

Freight charges are estimated.

Send your purchase order or email confirmation to:

**EMAIL:** [orders@envisionware.com](mailto:orders@envisionware.com) | **FAX:** +1 678.382.6501