

..Title

- a. Authorize and approve the Director of the Monterey County Free Libraries (“MCFL”) to execute Amendment No. 1 to Agreement No. A-15902 between the County of Monterey and Envisionware, Inc. to increase the not to exceed amount by \$58,123 for a total not to exceed amount of \$188,123 and extend the term seven (7) months for a revised Agreement term of July 1, 2022 to February 28, 2026;
- b. Approve and authorize the Director of the MCFL or her designee to execute to three (3) future amendments where the combined amendments do not exceed 10% (\$18,812.33) of the amended Agreement amount, does not significantly change the scope of services, and does not increase the total not to exceed amount over \$206,935

...Report

RECOMMENDATION/SUMMARY:

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DISCUSSION:

The Monterey County Free Libraries (MCFL) contracts with Envisionware for several technology and equipment services. These include public printing, time management for use of public computers, physical self-checkout stations in all branches, five coin and bill receptors in the branches with highest volume, annual maintenance for all physical machines, and annual software licenses to link time, printing, and library card authentication.

A Professional Services Agreement (PSA) was approved by the Board on June 21, 2022 (Item 68) and included additional machines with upgraded service. The agreement has been executed, with machines delivered and operating, and software and services upgraded.

MCFL had services from Envisionware before this PSA was executed, none rising to the purchasing level that required a PSA or a contract.

The original agreement price failed to include the annual maintenance for MCFL’s self-checkout machines and the three-year cost of some software license fees.

The goals of this amendment are to:

- Add the annual maintenance for the older machines into the current PSA, which will include a retroactive item for funds already paid.
- Add the software license fees needed to all machines through the life of the PSA.
- Bring all the machines and licenses onto the same timeline, so the entire package of service and equipment ends together. This will enable us to go to RFP for the bundle at the same time, and avoid having overlapping contracts or different equipment.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed this item and approves as to form.

FINANCING:

This service and expenditure are anticipated in the Library Department's Operational Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Provision of public computers and printing serves the direct needs of the public. Use of technology such as self-checkout stations contributes to the efficiency of operations.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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DocuSigned by:

Jennifer Hansen

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Hillary Theyer

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Attachment A: 2022 Board Order and Professional Services Agreement

Attachment B: Amendment 1