



AWARD WITHOUT COMPETITION JUSTIFICATION AND APPROVAL FORM

In accordance with Purchasing Code Section 102-384, Award without competition (Sole Source) may be awarded without competition when the County Manager and the Chief Purchasing Agent determine, in writing, upon recommendation of the User Department and after Purchasing conducts a good faith review of available resources, that there is only one source for the required work, labor, or service to be done on the supplies, materials, or equipment to be furnished. Complete the form below to request the Department of Purchasing designation of Award without Competition (Sole Source).

Requesting Department/Agency: Library System

Department/Agency Contact Information: Alva Burroughs,

Supplier/Source Company Name: Bibliotheca

Supplier/Source Contact Information: Randy Maxey

Estimated Spending Request: \$961,838.00

Description of Supplies/Services:

This request is for the purchase of six automated handling machines. These systems include a FLEX AMH and Book drop. This solicitation is processed as a sole source to maintain compatibility with current systems and maintenance agreements already in place. Purchasing the same brand unit reduces the need for making any changes to the current layout of the rooms that house the units. Newer units are the same size and with similar features and can easily be installed. The impacted branches are the Metropolitan, Milton, Northwest, South Fulton, Wolf Creek and Alpharetta library. The library system already has 5 and 7 bin sorters throughout the system. AMH machines are used daily and saves a tremendous amount of money by reducing the need for additional staffing.

These units are vital for branch operations. Using a scanning system, the units sort returned materials. This sorting process places the items in different bins based on the status of the item. There is a processing component that happens digitally which determines whether an item is being placed on hold, circulates to a different branch, or is being placed back on the shelf. This product is for the phase 1 libraries whose units have already reached the 10-year life span.

Demonstration of Contractor's Unique Qualifications:

CHECK ALL THAT APPLY: Any selection requires an explanation in the text box below. The explanation must clearly indicate why the proposed supplier is the ONLY supplier that will meet your requirements. Upload any back-up documentation in BidNet with your request.

☐ Uniqueness of a product (explain your research/work requirements and the relevance of the product).

☐ Critically important features (detail the features and your research of comparable items).

☒ Continuity of existing research/work

☐ Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor

☒ Compatibility with existing equipment

☐ Other, Explain _____

TO BE COMPLETED BY THE DEPARTMENT OF PURCHASING REPRESENTATIVE:

DOES THE REQUEST MEET THE REQUIREMENTS	YES	NO
Is request exempt from Public Notice requirement	X	
Public Notice requirements met	X	
Does request meet one of the qualifying situations	X	
The proposed contracting entity is authorized to conduct business in the State of Georgia.	X	
If applicable, the contracting entity must comply with the Georgia Security and Immigration Act (E-Verify). A copy of the Georgia Immigration and Security Contractor Affidavit is obtained from the contracting entity.	X	
If federal funded, documented that the contracting entity is not on the Excluded Parties List System (EPLS) that identifies those parties debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts, and certain federal assistance and benefits.	N/A	
Obtain Certificate Insurance requirements based on the coverage and limits included in the cooperative purchase/statewide/GSA contract. The County must be the Certificate Holder, Additional Insured and Subrogation boxes should be marked.	X	

I have reviewed the items on the above checklist for this solicitation and the request

 X Meets the requirements

 Does not meet the requirements

Purchasing Recommendation:

 X Award Sole-Source

 Issue PO / Contract

 Not Awarded / Competitively Bid

(Ensure that backup documentation has been scanned/saved into folder for this request)

(CAPA/APA) Purchasing Agent
 Signed by: *Poderic Terrell*
 Signed by: F8A56D1A410F4F8...

 Date _____

Chief Purchasing Agent
 Signed by: *Pelicia Strong-Witaker*
 Signed by: E4F13A8BBB2D4A2...

 Date _____

Public Notice

In accordance with Purchasing Code Section 102-384(f) Exceptions, the following categories are exempt from the Public Notice requirements, please check the appropriate box, if applicable:

- ☐ A governmental agency is the only provider of the service and/or services;
- ☐ When acquiring legal services;
- ☐ Authorized or required by statute, a statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source;
- ☐ The existence of limited rights in data, patent rights, copyrights, or secret processes; or similar circumstances make the supplies and services available from only one source.

Public Notice Required N

Date Public Notice posted on website: July 2, 2025

Date Public Notice closed: July 16, 2025

REVIEW OF OFFER(S)

Were any offers received (Y/N): Y

Number of offers received: 1

Respondents: 1

Date Offers submitted to User Department for review: July 16, 2025

Due to the existence of current services public notice was not required for this sole source service. The current vendor Bibliotheca will be utilized.

Qualifying Determination

- ☐ Independent research through internet searches or discussions with subject matter experts corroborated that the item is available only from one source.
- ☐ The request demonstrates the uniqueness of the item(s) or service(s) to be procured from the proposed contractor or vendor due to compatibility, patented or proprietary system.
- ☐ The request demonstrates and provides support of how the determination was made that the item(s) or service(s) is only available from one source (e.g. market survey results, independent research, patented or proprietary system).
- ☐ Does the request demonstrate a significant need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)
- ☐ Does not meet the requirements

Market Survey

- ☐ Internet searches ☐ Advertisement of intent to award a sole source.



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Purchasing Director
FROM: Jamar Parker, Financial Systems Manager
DATE: 8/1/2025
SUBJECT: Bibliotheca AMH Sole Source

Please accept this sole source memo for Bibliotheca Inc. The library system is purchasing (AMH) Automate Handling Machines for select library locations. Bibliotheca is the only vendor who has can not only install new units but also has compatible software and hardware to ensure a seamless integration. By approving this sole source, the library system will realize minimal service disruption as the units are being replaced. The library system recently separated Comprise client services from Bibliotheca. This includes Smart Access Manager, SmartALEC Wireless Print, and SmartPAY online fine and fee payment. This product has been customized specifically to support the 1,000 pieces of equipment and software throughout the library system. Only Comprise technicians are allowed to support the platform as it relates to Bibliotheca integration. Comprise does not offer support of its products through any other source. The relationship between Comprise and Bibliotheca is critical for the library's everyday operations. For the reasons listed above, the Bibliotheca sole source should be approved.

July 17, 2025

Jamar Parker, Financial Systems Manager
Fulton County Library System
Central Library/System Headquarters
One Margaret Mitchell Square
Atlanta, GA 30303

Re: Bibliotheca Sole Source Letter

Dear Jamar:

This sole source letter is to confirm that Bibliotheca provides certain products that are unique to the library market, and as such, can only be acquired through Bibliotheca, including flex AMH™ materials handling system with quickConnect™ patron interface software. These products are designed and manufactured exclusively by Bibliotheca and comprise an integrated ecosystem. No other vendor can integrate its equipment into libraryConnect™ devices, libraryConnect™ LINK, quickConnect™ patron interface, and uniFi+, which Fulton County Library System has deployed across all library branches.

We'd like to emphasize that the integration of these Bibliotheca systems is critically important for the Fulton County Library System staff to operate efficiently. Fulton County Library System currently manages 86 selfCheck™ kiosks, 11 flex AMH™ materials handling systems, 43 RFID security gates, 216 RFID staff workstations, and remoteLocker systems, all of which communicate with the Bibliotheca systems outlined here. Introducing other vendors' software would significantly complicate and hinder the library's ability to operate these systems efficiently.

No other vendor can provide hardware or software that is compatible with the existing Bibliotheca solutions. Moving away from this established technology environment would require a massive capital investment and time resources as it would require completely changing all patron, staff, and IT infrastructure and workflows.

Bibliotheca solutions work together across the Fulton County Library System, forming a cohesive technology environment. Bibliotheca is the sole provider of these products, which are currently deployed across the system:

- flex AMH™ materials handling system with quickConnect™ patron interface software
- selfCheck™ 1000 kiosks with high-capacity coin and bill recycler and selfCheck™ quickConnect™ patron interface software
- remoteLocker™ holds pick-up system with quickConnect™ patron interface software
- RFID gate™ detection and staffConnect™ gate software
- libraryConnect™ devices central management solution
- libraryConnect™ LINK central management solution
- uniFi+ library central messaging platform

Allow us to describe some of the features that make these products unique and part of an integrated ecosystem:

- flex AMH™ is compatible with existing equipment. Other vendors don't have the same patron or staff interface, and they cannot connect their equipment to Bibliotheca's central management portals.
- A unique aspect of Bibliotheca solutions is the continuity across all patron interfaces, giving patrons a standard experience.

www.bibliotheca.com

- selfCheck™ 1000 with high-capacity coin and bill recycler is the only self-checkout available that can dispense change as bills in addition to coins. Other systems are quickly drained of coins, leading staff to deal with frequent reloading and reconciliations – and patrons are left with a pocket full of change.
- Bibliotheca is the sole provider of NoveList Select reading recommendations at the selfCheck™. No other vendor can integrate this popular service at the self-checkout.
- Create unified, cohesive messaging with uniFi+ library messaging platform. This solution enables content to be pushed to numerous screens across all branches while giving each branch the freedom to add customized content. uniFi+ enables dynamic digital messaging for self-checkout, wayfinding touchscreens, public PCs and digital signage. No other vendor can offer messaging on all your Bibliotheca equipment, such as selfCheck™, remoteLocker™ and flex AMH™.
- Bringing it all together is the libraryConnect™ devices and the new libraryConnect™ LINK central management portal, a web-based solution that allows you to view all connected Bibliotheca solutions across all library branches. Libraries can view health status of flex AMH™ systems, selfCheck™ 1000 kiosks, remoteLockers, set up alerts, and schedule and create reports that allow you to make data-driven decisions.
- Bibliotheca provides the only factory-authorized service technicians trained and equipped to maintain your equipment in peak operating condition. Bibliotheca products can only be supported, maintained and decommissioned by Bibliotheca technicians for optimal performance and durability.
- Furthermore, the costs associated with continuing to use Bibliotheca as your support and maintenance provider are significantly less, as Bibliotheca technicians would not require any additional training, they understand your equipment and library workflows, and would already have the required parts and tools.

We look forward to continuing to support the Fulton County Library System for all its current and future library technology goals.

Sincerely,


Mary K Zilles, VP of Business Development & Sales Administration
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