

- d.** Procurement of the First City Libraries Consortium's Annual Software Maintenance Agreement – SirsiDynix

MEMORANDUM

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TO: The Honorable Mayor & City Council

FROM: Lacey G. Simpson, Assistant City Manager Initials: 

DATE: January 25, 2024 File #: MGR24-050

RE: **Authorize the Procurement of the First City Libraries Consortium’s Annual Software Maintenance Agreement – SirsiDynix**

The motion detailed below was prepared at the request of Library Director Pat Tully, who asked that it be placed before the City Council for consideration at its meeting of February 1, 2024. If adopted, the motion provides for approving an agreement for annual software maintenance services for the Library’s portion of maintaining the shared SirsiDynix integrated library system of First City Libraries.

As detailed in the attached memorandum from Ms. Tully, staff is requesting that the annual maintenance agreement purchase be authorized by the City Council as it is exempt from the competitive bidding and written quotation requirements of the Ketchikan Municipal Code pursuant to subparagraph 6 of subsection 3.12.050(a) due to incompatibility but exceeds staff’s purchasing authority of \$10,000 and will total \$33,240.

As the needed funds have been appropriated in the Library’s 2024 Software Maintenance Services account, and to avoid compatibility issues, I concur with the Library Director’s recommendation.

A motion has been prepared for City Council consideration.

**Recommended Motion:**

Pursuant to Subsection 6 of Section 3.12.050 (a) of the Ketchikan Municipal Code, I move the City Council authorize the procurement of an annual software maintenance agreement from SirsiDynix for the First City Libraries Consortium in an amount not to exceed \$33,240; approve funding from the Library-First City Libraries Division’s 2024 Software Maintenance Services account 635.04; and direct the City Manager to execute the purchase agreement documents on behalf of the City Council.



Patricia Tully, Library Director

**MEMORANDUM**

Phone: (907) 228-2311

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**TO:** Delilah Walsh, Ketchikan City Manager

**FROM:** Patricia Tully, Library Director

**DATE:** January 22, 2024

**SUBJECT:** **Approving the Procurement of an Annual Software Maintenance Agreement from SirsiDynix for the First City Libraries Consortium from the Competitive Bid/Written Quotation Requirements of the Ketchikan Municipal Code**

As you are aware, the First City Libraries Consortium has an integrated library system to manage circulation, acquisition, cataloging and other essential library functions. The First City Libraries Consortium is a partnership between the Ketchikan Public Library and the Ketchikan Gateway Borough School District Libraries, to share the system and, via the system and the School District's courier service, our collections. Both partners share the cost of maintaining the system and associated expenses.

In order to ensure that the system is properly maintained and updated, the Consortium must enter into an annual maintenance contract. In order to ensure compatibility of the maintenance services with the systems in place it is necessary to acquire the maintenance services directly from SirsiDynix.

The amount of the annual maintenance agreement is \$33,239.81.

The purchase is exempt from competitive bidding or quotations pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code (KMC), but the purchase does require City Council approval as it is over \$10,000. The Ketchikan Municipal Code section provides for the exemption from competitive bidding/written quotation requirements when:

“Supplies, materials, equipment or contractual services which should be purchased from a specific source in order to prevent incompatibility with previously purchased supplies, materials, equipment or contractual services. For the purpose of this paragraph, the term ‘incompatibility’ is defined as:

- (A) The inability to interconnect, combine, interchange, or join; or
- (B) That which causes substantial duplication in maintenance, expertise or training or in the stocking of parts, materials, supplies or replacements. Any purchase which is to be excluded from competitive bidding by authority of this subparagraph which exceeds \$10,000, must first be approved by the council.”

Delilah Walsh  
January 22, 2024  
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Since acquiring the annual maintenance agreement from SirsiDynix is the only option available to the City that would ensure that the maintenance services provided would be compatible with the existing SirsiDynix software applications, I recommend seeking approval from the City Council to exempt this procurement from the competitive bid/written quotation requirements of the KMC.

Funding in the amount of \$33,239.81 is available in the Library's 2024 Software Maintenance Services Account 233-635.04. (The original budget of \$32,550 for 2024 was increased to \$33,250 by the Council at their December 14, 2023 budget meeting, General Government Update #7.)

**Recommended Motion:**

Pursuant to Subsection 6 of Section 3.12.050 (a) of the Ketchikan Municipal Code, I move the City Council exempt the procurement of an annual software maintenance agreement from SirsiDynix for the First City Libraries Consortium from the competitive bid and written quotation requirements of the Ketchikan Municipal Code; authorize the city manager to enter into an agreement for annual maintenance services with SirsiDynix for an amount not to exceed \$33,239.84; and approve funding from the Library's 2024 Software Maintenance Services Account 233-635-04.



**Sirsi Corporation**  
 3300 North Ashton Blvd Ste 500  
 Lehi, UT 84043  
 Phone 1-800-288-8020

**Bill To: First City Libraries (Ketchikan)**  
 1110 Copper Ridge Lane  
 Ketchikan, Alaska 99901

Reference #	Due Date
	01-Mar-2024

Description	Amount
Acquisitions Enriched Content Serials SIP-NCIP SirsiDynix Core ----- Effective Period: March 1, 2024 - February 28, 2025	

Invoice Currency is USD

For questions or concerns, please contact:  
 @ AccountsReceivable@sirsidynix.com  
 Or call 1-800-288-8020

Subtotal	\$33,239.81
Tax	\$0.00
<b>Total</b>	<b>\$33,239.81</b>

**Payment by bank transfer to:**  
 Account Name: Sirsi Corporation  
 Bank Name & Address: Wells Fargo Bank, 299 S.  
 Main Street, Salt Lake City, UT 84111  
 Account #: 4121523732  
 ABA: 121000248  
 Swift #: WFBUS65

**Payment by check to:**  
 Name: Sirsi Corporation  
 Address: #774271 PO Box 854271, Minneapolis, MN  
 55485-4271

**Attention Canadian customers: Tax breakdowns are included in the body of the email this invoice was sent on.**

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.  
 International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

If paying by wire please reference the invoice number on your bank instructions.