



# City Council Report

**Date:** July 5, 2016  
**To:** City Council  
**Through:** Alex Deshuk, Chief Innovation Officer  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** One-Year Renewal of the Term Contract for Library Books, Spoken Word, DVDs and Digital Media for the Library Services Department **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the Renewal of the Term Contract for Library Books, Spoken Word, DVDs and Digital Media as recommended.

The Library Services Department and Purchasing recommend authorizing the renewal with Baker & Taylor, Inc. at \$265,000.00 annually, based on estimated requirements.

## Background / Discussion

The Library system consists of a Main library that includes a central technical services operation for the system, and four Library branches. In FY 2015/16, the Library had approximately 305,000 titles and 498,000 volumes in all formats and an estimated annual circulation of 3,500,000. The Library and 11 other libraries in Maricopa County participate in a reciprocal borrowing agreement.

This contract provides for a high percentage of the Library's purchases and facilitates the entire selection, ordering, receiving and invoicing process. Materials include: Books, Standing Orders, Digital Media (Including but not limited to electronic books and digital audiobooks), Spoken Word (Including but not limited to compact disc and playaway), DVD/Blu-ray, Large Print, and materials in Spanish language.

Council approved the initial two-year contract with renewal options on August 26, 2013. Management approved the first, one-year renewal contract on June 1, 2015. This is the second and final, one-year renewal option.

Baker & Taylor, Inc. offered to renew the contract without a price increase. The City has been satisfied with this vendor's performance. This contract continues to be in the City's best interest and it is advantageous to renew the contract.

## Alternatives

Council may choose not to authorize the purchase and new bids will be solicited.

## **Fiscal Impact**

The annual contract amount is available in the Library Services Department operating budget.

## **Coordinated With**

Library Services and Purchasing

## **PURCHASING INFORMATION**

Action: Renewal

Procurement Type: Request for Proposals

Solicitation Number: 2013139

Responses Received: 7 Responses and 2 No Bid Responses

Initial Contract Term: 9/1/2013 to 8/31/2015

Renewal Term: Second and Final, One-Year Renewal

## **RENEWAL RECOMMENDATION**

***Baker & Taylor, Inc.***  
**Charlotte, NC**

Description
<p>Library Books, Spoken Word, DVDs and Digital Media per Contract No. 2013139, Terms and Conditions, Specifications and Pricing as offered</p> <p><b>Annual Contract Amount: <u>\$265,000.00</u></b></p>