



City Council Report

Date: November 6, 2017
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: One-Year Renewal Contract for Library Collection Services for the Library Services Department (Single Proposal Response) **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Renewal Contract for Library Collection Services as recommended.

The Library Services Department and Purchasing recommend authorizing the renewal contract to Unique Management Services, Inc., at \$30,000.00, based on estimated requirements.

Background / Discussion

Mesa Public Library has four library facilities with holdings of over 290,000 titles and 479,000 physical items. In 2015, there were approximately 184,000 borrowers registered and a circulation of 2,838,550 in FY 2013-2014. Mesa Public Library participates in a reciprocal borrowing program with other public libraries in Maricopa County through an Intergovernmental Agreement with the Maricopa County Library District.

This contract provides a debt collection agency to perform debt collection services pursuing delinquent patron accounts over \$75.00. The limit was set to maximize the Library's net returns, both in recovering overdue library materials and overdue library fees.

Unique Management Services offered to renew the contract under the same Terms and Conditions and without a pricing increase. This vendor has serviced the City's library patron collection accounts since 1/16/2015. Unique Management Services as a collections services vendor works only with library collections and its electronic file transfer process integrates directly with Mesa Public Library's integrated library system, Polaris. The City has been satisfied with the vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

The proposed price of \$8.95 is the same pricing as under the Tempe contract, and has not increased since the contract was awarded by Tempe in 2011. The Maricopa County debt collections contract is set at a flat 18% rate based on debt amount. Under the \$75 scenario, Mesa would be charged \$13.50.

Alternatives

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

Fiscal Impact

The annual contract amount of \$30,000.00 is funded by the Library Services Department operating budget.

Coordinated With

Library Services and Purchasing

PURCHASING INFORMATION

Action: Renewal Authorization

Procurement Type: Request for Proposals

Contract Number: 2015060

Responses Received: One

Initial Award: 1/12/2015

Initial Contract Term: Three years

Renewal Term: One year

Renewal Terms Remaining: One year subject to Council approval

Single Proposal Response received on October 8, 2014

Unique Management Services, Inc. - Jeffersonville, IN

RENEWAL RECOMMENDATION

Unique Management Services, Inc.
Jeffersonville, IN

Description
Library Collection Services per Contract No. 2015060 Contract Amendment 1, Terms and Conditions, Specifications and Pricing as offered (Flat fee per Referred Account: \$8.95)
Annual Contract Amount: <u>\$30,000.00</u>