



City Council Report

Date: August 24, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: One-Year Renewal with a One-Year Renewal Option to the Term Contract for Library Books Spoken Word, DVDs and Digital Media for the Library Department (Citywide)

Recommendation

Council is requested to approve the contract renewal as recommended.

The Library Department and Purchasing recommend authorizing the renewal with Ingram Library Services, LLC (Primary); and Baker & Taylor, LLC (Secondary); at \$375,000 annually, with an annual increase allowance of up to 5%, or the adjusted Consumer Price Index.

Background / Discussion

The Library system consists of a Main library that includes a central technical services operation for the system and four Library branches. The Library system had approximately 302,000 titles and 465,000 volumes in all formats and large print volumes in 2017, and the annual circulation of 3,475,000 in FY 2016. The Library system and 11 other libraries in Maricopa County participate in a reciprocal borrowing agreement.

This contract provides library books, spoken word (audiobooks), DVDs and digital media and other professional services such as outsourcing library materials processing from well-established wholesale suppliers. These materials are used to replenish older items and provide current content so that patrons will have new material throughout the year at all locations. It enables operational efficiency of the City's Library system for the acquisition of these materials and facilitation of the entire selection/ordering/receiving/invoicing process.

Baker & Taylor will be renewing at last year's pricing. However, Ingram Library Services has requested some minor pricing changes and some changes in their shipping rates. The department has agreed to these changes. Both vendors are responsive to the City's needs and have fulfilled the contract requirements in a satisfactory manner. Purchasing believes it is unlikely that the City can get better pricing through a re-solicitation. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

Purchase Information

Action: Renewal (1st of 2 possible)
Procurement Type: Request for Bids

Contract Number: 2017201

Original Council Award Date: 7/10/2017

Initial Contract Term: Three years

Possible Renewals: One-year renewal subject to Administrative review and approval

Funding Source: Library Department operating budget