



# City Council Report

**Date:** November 7, 2022  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Kristy Garcia, Procurement Administrator  
**Subject:** Dollar Limit Increase to the Term Contract for Library Books, Spoken Word, DVDs, and Digital Media for the Library Services Department **(Citywide)**

## Recommendation

Council is requested to approve the contract amendment as recommended.

The Library Services Department and Purchasing recommend increasing the dollar limit with Ingram Library Services, LLC (Primary); and Baker & Taylor, LLC (Secondary) by \$175,000, from \$375,000 to \$550,000, through the contract term ending 2/28/2023.

## Background / Discussion

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.

Upon Year 5's expiration, management approved the six-month contract extension (from 9/1/2022 through 2/28/2023) in July 2022. The City has rebid the contract and anticipates contract award by 3/1/2023. The increase is required to get through 2/28/2023.

## Purchase Information

Action: Amendment  
Procurement Type: Request for Bids  
Contract Number: 2017201  
Initial Contract Term: Three years  
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval  
Funding Source: Library Department operating budget

## Dollar Limit History

|  |                     |
|--|---------------------|
| Council Renewal Award – 8/24/2020:                     | \$375,000.00        |
| Administrative approved 6-Month Extension – 7/26/2022: | --                  |
| This Increase Request – 11/7/2022:                     | <u>\$175,000.00</u> |
| New Contract Value (through 2/28/2023):                | <u>\$550,000.00</u> |