



City Council Report

Date: January 13, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: 20-Month Term Contract with Two Years of Renewal Options for Library Shelving, Furniture and Equipment, and Library Materials as requested by the Library Services Department (Funded by the Library Services Department operating budget through the General Fund, General Capital Fund, and 2018 General Obligation Bonds) **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Library Services Department and Purchasing recommend authorizing the purchase using the National Cooperative Purchasing Alliance contract with Demco, Inc., at \$350,000 annually, based on estimated requirements.

Background / Discussion

This contract will provide library furniture, library displays and shelving, library security equipment, library security supplies, circulation technology solutions equipment and supplies, automated material handling and returns, and library supplies.

Each year, the Mesa Public Library purchases shelving to add and replace old shelving at each of the branch locations. In fiscal years 2020, 2021 and 2022, the Library Services Department is scheduled to purchase higher than normal quantities of this equipment as the department will open the Mesa Express Library in a new location, remodel the Children's section of the Main Library, and construct a THINKspot at Dobson Ranch Library. Additionally, the Library is scheduled to replace its automated material handling machines at each branch over the next five years which may cost upwards of \$100,000 per location.

This term contract and its annual spending capacity will allow the Library Services Department to most efficiently replace each of their automated material handling machines as lifecycle program funding becomes available. Demco has typically been the vendor with the lowest bid or best pricing for display shelving and Library furniture. Demco has provided materials that withstand consistent use and meet the department's expectations.

Utilizing the NCPA cooperative contract is cost-effective because of the negotiated/ discounted pricing. Shelving units cost over \$5,000 and are normally purchased on an as needed basis at each branch -- getting multiple quotes can be extremely time consuming. It will also save a significant amount of staff time from not going out for new quotes each

time there is a newly identified library shelving, furniture or equipment need.

Purchase Information

Action: Award

Procurement Type: Cooperative Contract Use

Contract Number: 2020119

Contracting Agency/Contract Number: National Cooperative Purchasing Alliance / 07-24

Local Consideration: Policy did not apply to this procurement method

Initial Contract Term: 1/13/2020 to 10/31/2021

Possible Renewals: Up to a two-year period subject to Administrative review and approval

Funding Source: Library Services Department operating budget (through the General Fund), General Capital Fund, and 2018 General Obligation Bonds.