



City Council Report

Date: July 1, 2025
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 Physical Media Materials for the Library Services Department **(Citywide)**

Recommendation

The Library Services Department and Procurement Services recommend increasing the dollar limit with Midwest Tape, LLC. by \$150,000, from \$150,000 to \$300,000, through 2/27/2026. This spending limit reverts back to \$150,000 as the ongoing amount after the temporary one-time increase for the Gateway Library Opening Day Collection.

Background / Discussion

This contract primarily facilitates the purchase of DVDs and Blue Ray, while also including audiobooks and professional services, such as materials processing, to support the development of library collections for Mesa residents. These materials are used to refresh existing content and acquire new materials for community circulation.

The Gateway Library is scheduled to open this fall. To support the one-time costs associated with establishing a comprehensive opening day collection, including books, audiobooks, DVDs, Blu-rays, and other library materials, a temporary increase in contract spending capacity is requested. This adjustment does not impact the existing budget, which is already allocated and funded for this project.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2023057
Initial Contract Term: Three years
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval
Funding Source: Library Services Department operating budget

Dollar Limit History

Original Award Amount – 2/27/2023:	\$150,000.00
This Increase Amount:	<u>\$150,000.00</u>
New Contract Value: (Year 3 – 2/27/2026):	\$300,000.00