



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 23, 2013
Action Item for the City Council Meeting of July 30, 2013

DATE: July 23, 2013
TO: Ronald L. Olson, City Manager
FROM: Michael Barrera, Assistant Director of Financial Services
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Supply Agreement for Library Books and Recordings

CAPTION:

Motion approving supply agreements with the following companies for the following amounts, for library books and recordings in accordance with Bid Invitation No. BI-0173-13, for an estimated annual expenditure of \$300,000. Awards are based on lowest responsible bid; providing for secondary suppliers for Group I and II. The term of the contracts will be for twelve months with an option to extend for up to four additional twelve-month periods subject to the approval of the suppliers and the City Manager or his designee. Funds have been budgeted by the Corpus Christi Public Libraries in FY 2012- 2013 and will be requested during the normal FY 2013-2014 budget approval process.

Primary

Baker & Taylor, Inc.
Charlotte, NC

Groups: I - VIII

Total: \$290,000

Secondary

Brodart Company
Williamsport, PA

Group: I

Total: \$5,000

Secondary

Ingram Library Services, Inc.
La Vergne, TN

Group: II

Total: \$5,000

Grand Total: \$300,000

PURPOSE:

The books and recordings are ordered by the Corpus Christi Public Libraries for inclusion in the City's public libraries.

BACKGROUND AND FINDINGS:

Contracts are established to provide for secondary suppliers for library books and recordings. The bidder who submitted the lowest bid per group is designated primary supplier. If the primary supplier does not have a particular group for library books and recordings in stock, the City will contact the supplier that submitted the 2nd lowest bid. This process is utilized to ensure the City has a readily available source of library books and recordings.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and Texas State procurement laws.

EMERGENCY / NON-EMERGENCY:

Non-Emergency.

DEPARTMENTAL CLEARANCES:

Corpus Christi Public Libraries

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$452,244.16	\$300,000.00	\$752,244.16
Encumbered / Expended Amount		\$377,487.29		\$377,487.29
This item		\$0.00	\$300,000.00	\$300,000.00
BALANCE		\$74,756.87		\$74,756.87

Fund(s): Corpus Christi Public Libraries.

Comments: No funds will be required for FY 2012-2013 budget for library books and recordings, however, funds will be requested during the normal FY 2013 -2014 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation.