



AGENDA MEMORANDUM
for the City Council Meeting of April 17, 2012

DATE: 4/17/2012

TO: Ronald L. Olson, City Manager

FROM: Michael Barrera, Assistant Director of Financial Services
(361) 826-3169
Mikeb@cctexas.com

Supply Agreement for Library Books and Recordings

CAPTION:

RECOMMENDATION: Motion approving a supply agreement with Baker & Taylor, Inc., Charlotte, North Carolina for library books and recordings, based on lowest responsible bid in accordance with Bid Invitation No. BI-0074-12 for a total estimated annual expenditure of \$216,360 of which \$54,090 is required for the remainder of FY 2011-2012. The term of the agreements shall be for twelve months with options to extend for up to four additional twelve months 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 2011- 2012.

BACKGROUND AND FINDINGS:

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

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to all City purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Not applicable.

DEPARTMENTAL CLEARANCES:

Corpus Christi Public Libraries

FINANCIAL IMPACT:

Fiscal Year: 2011-2012	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$411,021.18	\$162,270.00	\$573,291.18
Encumbered / Expended Amount		\$252,733.78	0.00	\$252,733.78
This item		\$54,090.00	162,270.00	\$216,360.00
BALANCE		\$104,197.40	0.00	\$104,197.40

Fund(s): Corpus Christi Public Libraries

Comments:**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation sheet attached.

Approvals: Veronica Ocañas, Assistant City Attorney
Constance Sanchez, Director of Financial Services
Eddie Houlihan, Assistant Director of Management and Budget
Margie C. Rose, Assistant City Manager