



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of April 10, 2018

Action Item for the City Council Meeting of April 17, 2018

**DATE:** April 10, 2018

**TO:** Margie Rose, City Manager

**FROM:** Laura Garcia, Director of Libraries  
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### Magazine and Newspaper Subscriptions Service Agreement

#### **CAPTION:**

Motion authorizing a five-year service agreement for magazine and newspaper subscriptions with W.T. Cox Information Services, from Shallotte, North Carolina, via BuyBoard for a total amount not to exceed \$70,000.

#### **PURPOSE:**

This service agreement will provide continuous delivery of current subscriptions of magazines and newspapers to the City's six libraries.

#### **BACKGROUND AND FINDINGS:**

W.T. Cox Information Services provides magazine and newspaper subscriptions to all six locations for the Corpus Christi Public Library Department. The annual subscription order system allows the libraries to be more efficient in time, delivery, and cost while providing most of the current magazine and newspaper subscriptions to the library patrons.

#### **ALTERNATIVES:**

Not applicable.

#### **OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Library

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$483,177.07	\$56,279.54	\$539,456.61
Encumbered / Expended Amount	\$379,326.91	\$0.00	\$379,326.91
This item	\$13,720.46	\$56,279.54	\$70,000.00
<b>BALANCE</b>	<b>\$90,129.70</b>	<b>\$0.00</b>	<b>\$90,129.70</b>

Fund(s): General

**Comments:**

The contract is for five years, with \$13,720.46 budgeted in FY17-18. The subsequent four contract years for a total of \$56,279.54 will be budgeted during the future year’s budget process, bringing the total contract value to \$70,000.

**RECOMMENDATION:**

Staff recommends approval of the resolution as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Price Sheet