



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 16, 2017

Action Item for the City Council Meeting of May 23, 2017

DATE: May 16, 2017

TO: Margie C. Rose, City Manager

FROM: Laura Garcia, Director of Libraries
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Supply Agreement for Library Books, Audio and Visual Recordings

CAPTION:

Motion authorizing City Manager, or designee, to execute a supply agreement with Baker & Taylor, LLC, Charlotte, North Carolina for library books, audio and visual recordings based on the cooperative purchasing agreement with TXSmartBuy (TXMAS) for a total amount not-to-exceed \$660,000.00, with an estimated expenditure of \$255,000.00 in FY 2016-2017. The term of the agreement is for 24 months with options to extend for up to two additional 12-month periods at the sole discretion of the City.

PURPOSE:

This item is to approve the library books, audio and visual recordings supply agreement with Baker & Taylor, LLC.

BACKGROUND AND FINDINGS:

Library patrons borrow over 800,000 items per year. Materials purchased through this supply agreement will consist of prints, audio and visual collections utilized at all six City libraries. The contractor will also provide processing services that include book jackets, spine labels and barcodes.

ALTERNATIVES:

N/A

OTHER CONSIDERATIONS:

N/A

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:

Libraries

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$481,078.61	\$405,000.00	\$886,078.61
Encumbered / Expended Amount	\$211,707.12	\$0.00	\$211,707.12
This item	\$255,000.00	\$405,000.00	\$660,000.00
BALANCE	\$14,371.49	\$0.00	\$14,371.49

Fund(s): General Fund

Comments: The initial 24 month contract term is for a total amount not-to-exceed \$660,000.00, with an estimated expenditure of \$255,000.00 funded in FY 2016-2017. The remaining balance of \$405,000.00 will be requested in future year's budget. The total contract value will be \$1,320,000.00 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement