



Council Meeting: November 19, 2013

SUBJECT: Award of Contracts for Library Printed Materials (F14-11)

BACKGROUND

Approval is requested for the award of a three-year contract, not-to-exceed budgeted amounts, to Ingram Library Services, Inc., of LaVergne, Tennessee for the supply of adult and juvenile printed materials and pre-processing services for the Library.

Approval is also requested to delegate authority to the City Manager to extend the contract duration for two additional one-year periods, not-to-exceed annual budgeted amounts, if pricing and service remain acceptable.

CEQA REVIEW

N/A

DISCUSSION

The Library has been directly procuring printed materials under purchasing authority delegated by the City Manager in 2000, consistent with section 2.08.050 of the Sunnyvale Municipal Code. Since that time, the Library has purchased collections material from Ingram and several other smaller suppliers, including Baker & Taylor, under the competitive bidding exemption provided in section 2.08.070(b)(6): Public library collection materials or services for the provision of public library collection materials or other books or periodicals.

A recent Library audit recommended competitively bidding these materials in order to evaluate pricing and services offered by other vendors. To explore that possibility, RFP No. 14-11 for Library Printed Materials was issued on August 23, 2013 and four proposals were received on September 18, 2013 as follows:

- Baker & Taylor of Charlotte, NC
- Books.com of Cleveland, OH
- Brodart Books & Automation of Williamsport, PA
- Ingram Library Services, Inc. of LaVergne, TN

Proposals were evaluated for the ability to meet materials and services requirements, qualifications and experience, and proposed pricing structure (which included an array of unit-based options as opposed to a total proposed

amount). Ingram was rated highest in the materials and services requirements and qualifications categories, and Baker & Taylor received a high rating for their proposed pricing structure for both discounts offered and the cost of pre-processing services. Subsequent negotiations resulted in higher discounts and lower pre-processing costs from Ingram, comparable to the other proposers.

Ingram offers an inventory of 11.8 million adult titles and 250,000 children's titles, free shipping from their distribution centers in Oregon and Tennessee, a web-based ordering system that interfaces with the Library's Millennium system, and easy returns. Ingram can provide most of the printed materials purchased by the Library at discounts from 10-44.5%. Baker & Taylor offers a much smaller inventory, but provides standing order services for reference books, travel guides, and series by popular authors at discounts from 10-45.5%.

FISCAL IMPACT

The Library typically spends between \$275,000 and \$350,000 annually on printed materials and processing services provided by Ingram. A much smaller amount, between \$15,000 and \$20,000, is spent on acquiring materials through Baker & Taylor. Council approval is required to award a contract to Ingram, while the Baker & Taylor contract will be awarded under the City Manager's award authority. Sufficient budgeted funds are available in Library & Community Services operating program 620.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

RECOMMENDATION

It is recommended that Council:

1. Award a three-year contract to Ingram Library Services, Inc. in substantially the same form as the attached draft blanket purchase order, not-to-exceed budgeted amounts, for adult and juvenile printed materials; and
2. Delegate authority to the City Manager to extend the contract for two additional one-year periods, not-to-exceed annual budgeted amounts, if pricing and service remain acceptable to the City.

Reviewed by:

Grace K. Leung, Director of Finance
Prepared by: Pete Gonda, Purchasing Officer

Reviewed by:

Lisa Rosenblum, Director of Library and Community Services

Approved by:

Gary M. Luebbers
City Manager

Attachments

- A. Draft Blanket Purchase Order



ORDERED FROM 01212 - 001 Ingram Library Services Inc 1 Ingram Blvd LaVergne, TN 37086-1986 (800) 937-5300	ORDER DATE	BILL TO: City of Sunnyvale Finance Department Accounts Payable PO Box 3707 Sunnyvale, CA 94088-3707
	EFFECTIVE DATE 12/1/2013	
	EXPIRATION DATE 11/30/2016	
	CONTRACT AMOUNT NOT TO EXCEED BUDGETED AMOUNT	
REQUISITIONING DEPARTMENT (5008) LCS/Library Acquisitions	FOB	FREIGHT CHARGES
	PAYMENT TERMS N/30	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	Blanket order for the purchase of adult and juvenile printed materials and pre-processing services, including subscriptions and standing orders, as required by the Sunnyvale Library in accordance with Request for Proposals F14-11, vendor's response, and e-mail dated 11/4/2013, attached and incorporated by this reference. Requisition No. RQ011642 This order replaces BL004781. Awarded by City Council 11/19/2013, RTC No. _____	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
5008	LCS/Library Acquisitions	\$100,000.00

DOCUMENT TERMS

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 10/8/2010, a copy of which is attached and incorporated by reference (Form #TCBPO-G). Invoices must be sent directly to Accounts Payable by mail to the address above or by e-mail to accountspayable@sunnyvale.ca.gov and must reference the purchase order number. Failure to comply will result in a delay in payment processing.

BUYER:

Dietz, Noel

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