

Agenda Report

February 5, 2018

TO: Honorable Mayor and City Council

FROM: Department of Libraries and Information Services

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT FOR MAGAZINE AND PERIODICAL ACQUISITION & MANAGEMENT WITH W.T. COX FOR AN AMOUNT NOT TO EXCEED \$150,000 FOR A THREE (3) YEAR TERM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b) (3); and
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with W.T. Cox, for the provision of magazines and periodical subscriptions and services to the Pasadena Public Library in an amount not to exceed \$150,000 over a three-year period with the option for two additional one-year terms in the annual amount of \$55,000, subject to the approval of the City Manager, for a maximum total contract amount of \$260,000. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional or unique services).

BACKGROUND:

The City of Pasadena Public Library ("Library") enhances and enriches the lives of local residents and visitors by providing library and information services and collections. This includes originating and maintaining subscriptions to magazines and periodicals throughout the year. The Library seeks to maintain a collection of 596 periodicals and newspapers distributed throughout the Central Library and the nine neighborhood branches. Such materials are for adult, young adult (teen), and juvenile audiences. The Library requires a periodical management vendor that can provide cost effective

processes and tools, timely and high-level customer service and delivery, and a wide-ranging collection of daily, weekly, monthly, and quarterly periodical subscriptions.

The Library conducted a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code and issued a Request for Proposals ("RFP") designed to identify the periodical service vendor that would best meet the needs of the community.

The RFP was released in October 2017 via Planet Bids and included a title list for each designated collection and location throughout the Library. Vendors were requested to provide information on availability, cost, customer service, and subscription management processes and tools to provide for these 12 collection title lists that represents popular and research oriented titles for the adult, young adult, and children's collections at Central Library and each of the nine neighborhood branches.

Two proposals were received in response to this RFP. Each response was reviewed and scored by City Staff in accordance with the evaluation criteria outlined in the RFP. During this review, one vendor was found to lack five of the twelve title lists required by the RFP, and were deemed non-responsive.

The second proposal was from W.T. Cox, located in Shallotte, NC and was reviewed and scored by Library technical experts. The proposal was evaluated on the ability to supply titles listed by account location; on discounts and service charges; on available reporting and renewal tools and systems; and on feedback from references attesting to the level of compliance with public library delivery and ongoing maintenance qualifications.

The proposal submitted by W.T. Cox best met the requirements laid out by the Library in the RFP. W.T. Cox is therefore recommended for award of the proposed contract. The current project timeline calls for the implementation of the new subscriptions during February 2018.

COUNCIL POLICY CONSIDERATION:

This contract supports the City Council's goals of maintaining fiscal responsibility and stability and supporting the quality of life in Pasadena.

ENVIRONMENTAL ANALYSIS:

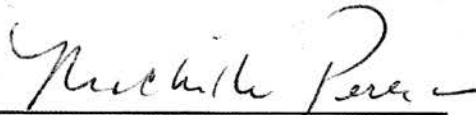
This action is exempt from CEQA review pursuant to State CEQA Guidelines section 15061 (b) (3). The contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

The proposed action is to enter into a contract with W.T. Cox for magazines and periodical subscriptions and services to the Pasadena Public Library. No construction is involved. These are no actions that would have a significant effect on the environment.

FISCAL IMPACT:

The cost of this contract is \$260,000 and the funding for this action will be addressed by the utilization of existing budgeted appropriations in the Department of Libraries and Information Services operating budget account 21219007-813500 Library Reference Materials Subscriptions.

Respectfully submitted,



MICHELLE PERERA
Director
Department of Libraries and Information
Services

Prepared by:



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Approved by:



STEVE MERMELL
City Manager

Attachments: (1)

Attachment A – Evaluator Scoring