



Agenda Report

December 12, 2016

TO: Honorable Mayor and City Council

FROM: Department of Library and Information Services

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH BAKER & TAYLOR, LLC IN AN AMOUNT NOT TO EXCEED \$550,000 FOR THE PURCHASE OF MATERIALS FOR THE LIBRARY COLLECTION

RECOMMENDATION:

It is recommended that the City Council

- 1 Find that the action proposed is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15061(b)(3), as it will not have a potentially significant environmental affect and, therefore, falls under the "general rule" exemption, and
- 2 Authorize the City Manager to enter into a purchase order contract with Baker and Taylor, LLC, for the period November 1, 2016 through August 31, 2017, in an amount not to exceed \$550,000 for the purchase of library material for the Library Collections, which includes ratifying the amount of \$37,275 expended prior to December 12, 2016 Competitive bidding is not required pursuant to the City Charter Section 1002(H), contracts with other governmental entities or their contractors for labor, materials, supplies or services, and
- 3 Grant the proposed purchase order contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4 08 049(B), contracts for which the City's best interests are served

BACKGROUND:

Standard best practice for public libraries who purchase library material in volume is to use a vendor who can negotiate and coordinate volume discount purchases of library

material from different publishers and then be able to catalog and process (i.e. attach bar codes, property stamps, book jackets, security devices, etc.) according to individual library specification

On May 9, 2012, County of Los Angeles, Internal Service Department, issued Request for Bid (IS-12201047) specification for County of Los Angeles Public Library books and services. The County Library serves most of the unincorporated territory in the County of Los Angeles and 50 of its 88 cities, within an area of 3,095 square miles. Population served is 3,340,309 with annual estimated expenditures for books of \$4.4 million in fiscal year 2010/2011. The bid was awarded competitively to the Baker & Taylor LLC, as the vendor that provided the best discounts for the books. On August 10, 2016, Contract amendment No. 2 was issued extending the contract through August 31, 2017.

The identified vendor, Baker & Taylor LLC, is the largest vendor of library materials to public libraries in the United States and provides a full range of services, including online selection and ordering tools, acquisition of library material in different formats from multiple publishers, full cataloging, processing of material, and standing orders. Staff recommends entering into a contract with Baker & Taylor LLC, on the same terms and conditions as the LA County contract, without competitive bidding, on the basis that competitive bidding is not required pursuant to the City Charter Section 1002(H), contracts with other governmental entities or their contractors for labor, materials, supplies or services.

Examples of discounts extended include 47% on adult and juvenile hardcover titles, 41% on adult, juvenile and mass market paperbacks, 24% on special and library editions, and 46% on spoken audio books.

It is recommended that the City Council grant the proposed purchase order contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served. It is in the best interests of the City to grant the exemption, as opposed to undertaking an RFP process because by utilizing the "piggyback" provision of the Purchasing Division, the Library is able to take advantage of a publicly-bid contract by the County of Los Angeles Public Library, and to capitalize on the discounts they are able to obtain because of the volume in which they purchase.

The contract period is from for the period November 1, 2016 through August 31, 2017, in an amount not to exceed \$550,000. Council is asked to ratify the amount of \$37,275 expended prior to December 12, 2016. The reason ratification is required is that there was an administrative policy that this type of purchase did not need to comply with competitive purchasing rules. Staff wishes to bring these purchases into compliance with competitive purchasing rules, but needs to pay for library materials secured under the former policy.

COUNCIL POLICY CONSIDERATION:

The action supports City Council's strategic goal to maintain fiscal responsibility and stability

ENVIRONMENTAL ANALYSIS:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the General Rule that CEQA only applies to projects that may have an effect on the environment

FISCAL IMPACT:

Sufficient funds have been appropriated for these services in the FY 2017 Adopted Operating Budget, Citywide account under line item 21219007-813600

Respectfully submitted,



ROBERT KARATSU
Interim Director
Libraries and Information Services

Approved by



STEVE MERMELL
City Manager