

## AGENDA



Thursday, April 5, 2007

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 23**

**Subject:** Authorize award and execution of a 36-month requirements supply contract with BAKER & TAYLOR, INC., Charlotte, NC for the purchase of standing order books in an estimated amount not to exceed \$309,495, with three 12-month extension options in an estimated amount not to exceed \$130,165 per extension option, for a total estimated contract amount not to exceed \$618,990.

**Amount and Source of Funding:** Funding in the amount of \$51,582 is available in the Fiscal Year 2006-2007 Operating Budget of the Library Department. Funding for the remaining 30 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Sydney Ceder, Senior Buyer/974-2035

**Purchasing Language:** Lowest responsive bid of three bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified, therefore, no goals were established for this solicitation.

This contract establishes a reliable source for the purchase of standing order adult and juvenile books for the Austin Public Library, including the Austin History Center, the John Henry Faulk Central Library and the 20 branch libraries.

This contract encompasses standing order or "continuous" titles, which are books that are published in a publishing pattern, such as annual editions of reference books and books that are published serially (i.e., Hardy Boys or Nancy Drew mysteries). Standing orders are set up in advance to be delivered in predetermined quantities immediately after they are released by the publisher.

MBE/WBE Solicited: 1/1

MBE/WBE Bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Forty notices were sent, including one MBE and one WBE. Three solicitations were issued. Three bids were received, with no response from the MBE/WBEs. One "No Bid" was received.
- c. The pricing offered represents a 1.8% decrease from the last contract award made in July 2003.

**APPROVAL JUSTIFICATION**

- a. Lowest responsible bid.
- b. The Purchasing Office concurs with the Library Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.