

## AGENDA



Thursday, December 11, 2008

**Purchasing Office**  
**RECOMMENDATION FOR COUNCIL ACTION**

**Item No. 55**

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**Subject:** Authorize award and execution of a 12-month requirements supply contract with BAKER & TAYLOR, Charlotte, NC for the purchase of music compact discs for the Austin Public Library in an estimated amount not to exceed \$137,360, with two 12-month extension options in an estimated amount not to exceed \$137,360 per extension option, for a total estimated contract amount not to exceed \$412,080.

**Amount and Source of Funding:** Funding in the amount of \$114,467 is available in the Fiscal Year 2008-2009 Operating Budget of the Library Department. Funding for the remaining two 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:** Steve Cocke, Buyer II/512-974-2003

**Purchasing Language:** Lowest bid of two 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.

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This contract will establish a supply agreement for the purchase of musical compact discs for the Austin Public Library, including the Austin History Center and 20 branch libraries.

The compact discs encompass all musical styles and are available for checkout by Library patrons.

The contract includes the provision of processing services to the Library. Processing consists of recasing the CD's in CD strongboxes, applying barcodes to the strongbox, and adding security strips to each disc.

MBE/WBE solicited: 1/0

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Twenty-one notices were sent, including one MBE. There are no known WBEs available for this commodity. Two bids were received, with no response from the MBE.
- c. The pricing offered reflects an 8% decrease from the last contract award in May 2005.

**APPROVAL JUSTIFICATION**

- a. Lowest bid received. Baker & Taylor is the current provider of these products and services.
- b. The Purchasing Office concurs with Austin Public Library Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.