

## A G E N D A



## Recommendation for Council Action (Purchasing)

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|---------------------|----------|-------|---------------|-----|
| Austin City Council | Item ID: | 23686 | Agenda Number | 52. |
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| Meeting Date: | April 25, 2013 |
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| Department: | Purchasing |
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## Subject

Authorize award and execution of a 36-month requirements supply agreement with INGRAM LIBRARY SERVICES, INC. for the purchase, cataloging, and processing of adult and juvenile books for the Austin Public Library in an estimated amount not to exceed \$6,451,650, with three 12-month extension options in estimated amounts not to exceed \$2,150,550 per extension option, for a total estimated contract amount not to exceed \$12,903,300.

## Amount and Source of Funding

Funding in the amount of \$646,063 is available in the Fiscal Year 2012-2013 Operating Budget of the Library Department. Funding in the amount of \$250,000 is available in the Fiscal Year 2012-2013 Capital Budget of the Library Department. Funding for the remaining 31 months of the original contract period and extension options is contingent upon available funding in future budgets.

## Fiscal Note

A fiscal note is attached.

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| Purchasing Language: | Lowest bid received. |
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| Prior Council Action: |  |
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| For More Information: | Sharon Patterson, Senior Buyer, 974-2995 |
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| Boards and Commission Action: |  |
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| Related Items: |  |
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| MBE / WBE: | This contract will be awarded in compliance with City Code Chapter 2-9D (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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## Additional Backup Information

This contract is for the purchase of adult and juvenile books and will include cataloging and processing services for the Austin Public Library (APL). The books will be fully cataloged and processed as "shelf ready" for immediate checkout by library card-holders. In addition to cataloging and processing services, APL will have access to the contractor's online ordering system. Some features of the online ordering system include the ability to track orders, provide real-time inventory information, download reports, access to pre-publication announcements, advance notification of upcoming release dates, and other features which will aid APL staff in the development and selection of its book collection.

This contract encompasses both hardback and paperback books, including newly published novels and reference books. The Contractor will ship directly to each of the 20 branch libraries, the Central Library, and the Austin History Center.

MBE/WBE solicited: 3/0

MBE/WBE bid: 0/0

#### **BID TABULATION**

**IFB SAP0166  
(17 line items)**

|   |             |
|---|-------------|
| Ingram Library Services, Inc.<br>La Verne, TN | \$2,150,550 |
|---|-------------|

|                                       |             |
|---------------------------------------|-------------|
| Baker & Taylor, Inc.<br>Charlotte, NC | \$2,165,850 |
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| Brodart Company<br>Williamsport, PA | * |
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|  |    |
|--|----|
| Cherry Lake Publishing<br>North Dakota, MN | ** |
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\* Brodart Company was deemed non-responsive since its online ordering system does not meet specification as required by the solicitation; therefore, cannot be considered for award.

\*\* Cherry Lake Publishing was deemed non-responsive since it did not submit the bid sheet and other documents as required by the solicitation; therefore, cannot be considered for award.

A copy of the complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

#### **PRICE ANALYSIS**

- a. Adequate competition.
- b. Eighty-five notices were sent, including three MBEs. There are no known WBEs for this commodity code. Four bids and three no-bids were received. The MBEs did not respond.
- c. The pricing offered represents a 1% increase from the last contract awarded in 2007.

**APPROVAL JUSTIFICATION**

- a. Lowest bid received. Ingram Library Services, Inc. is the current provider.
- b. The Purchasing Office concurs with the Austin Library Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.