



**Purchasing Supply Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 25
AGENDA DATE: Thu 08/05/2004
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month supply agreement with INGRAM LIBRARY SERVICES, INC., La Vergne, TN, for books on audio cassette and compact disc in an amount not to exceed \$170,593, with two 12-month extension options in an amount not to exceed \$170,593 per extension, for a total agreement amount not to exceed \$511,779.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$14,216 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Library Department. Funding for the remaining 11-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.

REQUESTING Purchasing
DEPARTMENT:for Library;

**DIRECTOR'S
AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Mick Osborne, Sr. Buyer/974-2995

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest responsive bid of five bids received

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 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 will establish a supply agreement for the purchase of books on audio cassette and compact disc for the collection of the Austin Public Library, including the Austin History Center, the John Henry Faulk Central Library and the current 20 branch libraries. The contract will also provide opening day collections for the Terrazas Branch Library scheduled to open June 2005, the Spicewood Springs Branch Library scheduled to open October 2006, the new North Village Branch Library scheduled to open January 2008 and the Twin Oaks Branch Library scheduled to open January 2009.

Ingram Library Services will provide audio books and processing services (application of bar codes and security strips).

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0



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**BID TABULATION
BOOKS ON AUDIO CASSETTE AND CD
(5 line items)
IFB No. MO04100084A**

<u>VENDOR</u>	<u>DISCOUNT FROM PUBLISHER'S LIST PRICE</u>	<u>TOTAL BID</u>
INGRAM LIBRARY SERVICES, INC. La Vergne, TN	33.2%	\$170,593.00
Landmark Audio Books Lexington, KY	5.0%	\$48,212.50*
Baker & Taylor, Inc. Charlotte, NC	16.9%	\$221,868.89
BWI Lexington, KY	**	
Audio Editions Auburn, CA	***	

*Non-responsive - did not bid all items as required by the solicitation.

**Non-responsive- did not bid for a firm price for processing; therefore, unable to calculate a total bid price.

***Not considered - submitted its bid via fax, instead of submitting a sealed bid as required by the solicitation.

A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

- Adequate competition.
- Nineteen notices were sent. Six solicitations were issued. Five bids were received. There are no certified M/WBEs for this commodity code.
- The discounts bid by the recommended awardee are not comparable with the previous contract discounts, as the item descriptions have changed from the last contract.

APPROVAL JUSTIFICATION

- Lowest responsive bid.
- The Library Department concurs with the recommended award.
- Advertised in the Austin American Statesman and on the internet.