



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

**AGENDA ITEM NO.: 26
AGENDA DATE: Thu 08/05/2004
PAGE: 1 of 3**

SUBJECT: Authorize execution of a 12-month supply agreement with INGRAM LIBRARY SERVICES, INC., La Vergne, TN, for the purchase of VHS and DVD videos in an amount not to exceed \$213,814.39, with two 12-month extension options in an amount not to exceed \$213,814.39 per extension option, for a total agreement amount not to exceed \$641,443.17.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$17,818 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 the 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 eight 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 VHS and DVD videos 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 videos 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

VHS AND DVD VIDEOS (3 line items)
IFB No. MO04100087B

<u>VENDOR</u>	<u>DISCOUNT FROM PUBLISHER'S LIST PRICE</u>	<u>TOTAL BID</u>
INGRAM LIBRARY SERVICES, INC. La Vergne, TN	32.5% VHS, 25.3% DVD Processing \$1.10 ea.	\$213,814.39
Midwest Tape Holland, OH	30.0% VHS, 25.0% DVD Processing \$1.00 ea.	\$215,644.00
Baker & Taylor, Inc. Charlotte, NC	32.6% VHS, 26.0% DVD Processing \$1.65 ea.	\$216,089.20
BWI Lexington, KY	25.0% (both) Processing \$2.40 ea.	\$229,121.10
AV Café, Inc. Lincoln, NE	20.0% (both) Processing \$1.75 ea.	\$238,795.50
Library Video Co. Wynnewood, PA	0.0% (both) Processing \$1.75	\$295,469.50
Distribution Video & Audio, Inc. Palm Harbor, FL	30% VHS, 25% DVD Processing \$.50 ea.	\$212,187.00*
Garkat Enterprises, Inc. Lincoln, NE	** Processing \$.75	**

*Non-responsive - did not submit samples and catalogs as required by the solicitation.

**Non-responsive - did not bid a firm discount from publisher's list price; therefore, unable to calculate total bid price.

A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

- Adequate competition.
- Thirty eight notices were sent. Eleven bids were issued. Eight bids were received. There are no certified M/WBEs for this commodity code. Three "no bids" were received.
- The discount from publisher's list price for the recommended awardee will be 32.5% for VHS and 25.3% for DVD. The previous contract discount was 32.4% for VHS and 25.3% for DVD.



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APPROVAL JUSTIFICATION

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