



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

**AGENDA ITEM NO.: 32  
AGENDA DATE: Thu 03/24/2005  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month supply agreement with BAKER & TAYLOR, INC., Charlotte, NC, for the purchase of music compact discs for the Austin Public Library in an amount not to exceed \$145,860, with two 12-month extension options in an amount not to exceed \$145,860 per extension option, for a total agreement amount not to exceed \$437,580.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$50,321.70 is available in the Fiscal Year 2004-2005 Approved Operating Budget of the Library Department. Funding in the amount of \$22,608.30 is available in the Fiscal Year 2004-2005 Approved Capital Budget of the Library Department. Funding for the remaining six months of the original contract period and extension options is contingent upon available funding in future budgets.

**FISCAL NOTE:** A fiscal note is attached.

**REQUESTING** Purchasing  
**DEPARTMENT:**for Library;

**DIRECTOR'S**  
**AUTHORIZATION:** Vickie Schubert

**FOR MORE INFORMATION CONTACT:** Mick Osborne, Senior Buyer/974-2995

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** One bid 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.

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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 John Henry Faulk Central Library, the Austin History Center and the twenty branch libraries. It will also allow for purchase of compact disc collections for the new Terrazas Branch and the expansion of the George Washington Carver Branch.

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 CDs in Allsop CD strongboxes, applying barcodes to the strongbox and security strips to each disc.

MBE/WBE solicited: 1/0

MBE/WBE bid: 0/0



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**BID TABULATION  
COMPACT DISCS (4 line items)  
IFB No. MO05100044**

**Vendor  
BAKER & TAYLOR, INC.  
CHARLOTTE, NC**

**Total Bid  
\$145,860**

**PRICE ANALYSIS**

- a. One bidder. One previous bidder for this product does not provide processing services, as required by the solicitation. Another previous bidder was issued a bid package, but according to the bidder, the package was not forwarded to the appropriate person; therefore, could not provide a bid at this time.
- b. Fourteen bids were issued including one MBE. No WBE firms are listed under this commodity code. One bid was received with no MBE response.
- c. The discount from publishers' list price for this contract will be 22%, compared to the previous contract discount of 20%. The average list price of compact discs has increased 1%, compared to the previous contract.

**APPROVAL JUSTIFICATION**

- a. One bidder.
- b. The Library Department concurs with the recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.

**CIP BUDGET  
FISCAL NOTE**

**DATE OF COUNCIL ACTION:**  
**WHERE ON AGENDA:**  
**DEPARTMENT:**

**03/24/05**  
**Resolution**  
**Library**

**SUBJECT:** Authorize execution of a 12-month supply agreement with BAKER & TAYLOR, INC., Charlotte, NC for the purchase of music compact discs for the Austin Public Library in an amount not to exceed \$145,860, with two 12-month extension options in an amount not to exceed \$145,860 per extension option, for a total agreement amount not to exceed \$437,580.

<b>Parent Project Name:</b>	<b>Terrazas Library Expansion</b>
<b>Project Authorization:</b>	<b>2004-2005 Approved Capital Budget</b>
<b>Funding Source:</b>	<b>1998 GO Bond Election, P4</b>
<b>Fund/Agency/Orgn:</b>	<b>8101-857-6002</b>

<b>Current Appropriation:</b>	<b>\$3,635,000</b>
<b>Unencumbered Amount:</b>	<b>\$ 462,535</b>
<b>Amount of This Action:</b>	<b>\$ 22,608</b>
<b>Remaining Balance:</b>	<b>\$ 439,927</b>

**Use of Remaining Balance:**

Remaining funds will be used for construction and equipment as necessary to complete the Terrazas Branch Library Expansion Project.

**Austin Public Library Financial Manager:**

**Signature** *Celina McBee*

**Date:** *3/2/05*