



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Modify an Existing Contract Purchase Agreement with OverDrive Inc. for eBooks and eAudio Content (F23-051) and Find that this Action is Exempt from the California Environmental Quality Act (CEQA) Pursuant to CEQA Guideline 15378(b)(2)

#### **REPORT IN BRIEF**

Approval is requested to modify an existing contract purchase agreement with OverDrive Inc. of Cleveland, OH, for eBooks and eAudio content, increasing the not-to-exceed amount by \$60,000, to a new not-to-exceed total amount of \$285,000.

#### **EXISTING POLICY**

Pursuant to Section 2.08.040 (d) of the Sunnyvale Municipal Code, Council approval is required for the procurement of goods and/or services greater than \$250,000 in any one transaction.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(2) (administrative and maintenance activities including purchases of supplies).

#### **BACKGROUND AND DISCUSSION**

The City currently contracts with Overdrive for the purchase of eBooks and eAudio content to enhance the digital publication collection at the Sunnyvale Public Library. The existing two-year contract was established in July 2021 under the City Manager's authority. In FY 2021/22, the Library received \$50,000 in unsolicited donations from a private donor for the purpose of acquiring additional content through Overdrive Inc. (RTC Nos. 21-0882 and 22-0407). To utilize this and other operational funding available, staff is requesting to increase the not-to-exceed amount by \$60,000, from \$225,000 to a new not-to-exceed total amount of \$285,000.

#### **FISCAL IMPACT**

Purchase of eBooks and eAudio content is funded through the Library Program 11900 - Adult Services, Books, Publications and E-Publications. The revised purchase agreement will not result in an increase to the operating program budget.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Public Library, Senior Center, Community Center and in the Department of Public Safety Lobby. In addition, the agenda and report are available at the Sunnyvale Public Library, Office of the City Clerk, and on the City's website.

**RECOMMENDATION**

Authorize the City Manager to modify the existing Contract Purchase Agreement with OverDrive Inc. for eBooks and eAudio content, increasing the not-to-exceed amount by \$60,000 to a new not-to-exceed total amount of \$285,000.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Michelle Perera, Director of Library & Recreation Services

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager