



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Authorize the Issuance of a Blanket Purchase Order for the Purchase of Audiovisual Materials for the Sunnyvale Public Library (F16-144)

#### **REPORT IN BRIEF**

Approval is requested to issue a blanket purchase order in the amount of \$147,000 to Midwest Tape of Holland, Ohio for adult and juvenile audiovisual materials for the Sunnyvale Public Library collection for a one-year period. Approval is also requested to delegate authority to the City Manager to renew the agreement for two additional one-year periods, provided pricing and service remain acceptable to the City.

#### **EXISTING POLICY**

Section 2.08.070(b)(6) of the Sunnyvale Municipal Code exempts from competitive bidding public library collection materials or services for the provision of public library collection materials or other books or periodicals.

#### **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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonable foreseeable indirect physical change in the environment.

#### **BACKGROUND AND DISCUSSION**

Audiovisual materials in the library collection include adult and juvenile DVDs, Blu-Rays, music CDs, and audiobooks. Midwest Tape is the preferred supplier of these materials on the basis of their discounted pricing, free shipping, broad selection of available titles and formats, audiobook repackaging for libraries, replacement disc availability, and compatibility of the library's software system with Midwest Tape's electronic ordering and invoicing system. The library has also elected to use Midwest Tape's pre-cataloging service, which means that materials are shipped to the library shelf-ready and can be more quickly available to library patrons.

#### **FISCAL IMPACT**

Funding for library materials acquisition is available in the FY 2016/17 Adopted Budget in the Department of Community Services operating budget in the Library program.

#### **Funding Source**

The funding source is the General Fund.

#### **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 Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

### **RECOMMENDATION**

1) Authorize the issuance of a blanket purchase order in substantially the same form as Attachment 1 to the report in the amount of \$147,000 to Midwest Tape; and 2) delegate authority to the City Manager to renew the purchase order for two additional one-year periods, not-to-exceed budgeted amounts, provided pricing and service remain acceptable to the City.

Prepared by: Pete Gonda, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Cynthia Bojorquez, Director of Library and Community Services

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENT**

1. Draft Blanket Purchase Order