



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Award a Contract to Baker & Taylor, LLC, for Library Materials and Related Services (F19-126).

REPORT IN BRIEF

Approval is requested to award a contract in an amount not to exceed \$1,839,000 to Baker & Taylor, LLC of Charlotte, North Carolina for the purchase of print and audiovisual library materials and related services. Approval is also requested to authorize the City Manager to increase the not-to-exceed contract amount and to extend the contract term, with both actions subject to annual budgeted funding and if pricing and service remain acceptable to the City.

EXISTING POLICY

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of service are awarded pursuant to a Request for Proposals (RFP) best value process, unless otherwise exempt from the competitive bidding process. Additionally, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 in any one transaction.

Pursuant to Section 2.08.040(d) of the Sunnyvale Municipal Code, Council approval is required for the procurement of goods and services exceeding \$100,000 in any one transaction. Consistent with Section 2.08.070(b)(6) of the Municipal Code, public library collection materials or services for the provision of public library collection materials or other books or periodicals are exempt from competitive bidding requirements.

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 reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

The Library had previously procured printed materials under delegated purchasing authority from the City Manager since 2000 and up through 2013, consistent with Section 2.08.050 of the Sunnyvale Municipal Code. Since that time, the Library has purchased collections material from Ingram Content Group and several other smaller suppliers under the competitive bidding exemption provided in the Sunnyvale Municipal Code.

A past Library audit recommended competitively bidding these materials to evaluate pricing and services offered by other vendors. The City previously awarded a competitively bid contract to Ingram Content Group in 2013 (RTC No. 13-273), which has been extended through September 30, 2019.

A Request for Proposal (RFP) was posted on the DemandStar public procurement network on April 19, 2019 and 16 firms requested the RFP documents. Five proposals were received on May 17, 2019 from Baker & Taylor, LLC, Brodart Co., Ingram Content Group, Midwest Tape, LLC, and Recorded Books, Inc. A team consisting of staff from the Library and Community Services Department ranked and evaluated the proposals based on qualifications and services offered. The top three ranked vendors were invited to an interview and demonstration of their user portal.

Following the interview and demonstrations, Baker & Taylor, LLC was unanimously selected as the highest ranked proposer for both print and audiovisual materials based on their diverse selection of materials, robust ordering and selection interface system, and competitive pricing which offers the best value to the City. Staff is recommending an initial contract award through June 30, 2022 with authorization for the City Manager to increase the not-to-exceed and to extend the contract term, with both actions subject to annual budgeted funding and if pricing and service remain acceptable to the City, in accordance with the Sunnyvale Municipal Code Sections 2.08.050 and 2.08.070.

FISCAL IMPACT

The Library typically spends between \$527,000 and \$543,000 annually on print and audiovisual materials. Over the course of the approximate three-year agreement, the total not-to-exceed would equal \$1,839,000, which includes an estimate of \$180,000 to cover processing fees. The approximate annual amount, excluding processing fees, would total \$553,000.

Funding Source

Funding is available in Program 620 - Library.

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

Take the following actions:

- Award a contract in substantially the same form as Attachment 1 in the amount of \$1,839,000.00 to Baker & Taylor, LLC.;
- Authorize the City Manager to execute the contract when all necessary conditions have been met; and
- Authorize the City Manager to increase the not-to exceed contract amount and extend the contract term, with both actions subject to available annual budgeted funding and if pricing and service remain acceptable to the City.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Cherise Brandell, Interim Director of Library and Community Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Services Agreement