



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Modify a Purchase Order with Ingram Library Services, Inc. for Purchase of Library Printed Materials and Pre-Processing Services (F20-069)

REPORT IN BRIEF

Approval is requested to amend an existing purchase order with Ingram Library Services, Inc. of LaVergne, TN, increasing the not-exceed amount by \$12,000 for a new not-to-exceed amount of \$108,000 and to extend the termination date until November 30, 2019.

EXISTING POLICY

Pursuant to Chapter 2.08.040 of the Sunnyvale Municipal Code, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 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(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 City currently contracts with Ingram Library Services (Ingram), Inc for the purchase of adult and juvenile publications for the Sunnyvale Public Libraries. In April, the City went through a competitive Request for Proposal (RFP) process and selected Baker and Taylor (RTC No. 19-0884) to provide audiovisual and print materials with a contract beginning on October 1, 2019. In advance of this transition, an increase in orders submitted to Ingram was required to avoid disruption of services. In addition, many outstanding backorders and pre-published titles were fulfilled late. The request will increase the purchase order by \$12,000 to provide funding for necessary services, and back orders fulfilled before the purchase order expired on September 30, 2019 and will extend the termination date until November 30, 2019.

FISCAL IMPACT

Funding for the increase of the purchase order is available in the Library Program - 620. The funding for the purchase order 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 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

Authorize the City Manager to amend the existing Purchase Order with Ingram Library Services, Inc., in substantially the same format as Attachment 1 to the report, increasing the not-exceed amount by \$12,000 for a new total not-to-exceed amount of \$108,000 and to extend the termination date until November 30, 2019.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

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

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Change Order to Purchase Order