

ACTION FORM BRYAN CITY COUNCIL

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| DATE OF COUNCIL MEETING: September 22, 2015 | | DATE SUBMITTED: August 31, 2015 | |
| DEPARTMENT OF ORIGIN: Library Services | | SUBMITTED BY: Larry Koeninger | |
| MEETING TYPE: | CLASSIFICATION: | ORDINANCE: | STRATEGIC INITIATIVE: |
| <input type="checkbox"/> BCD | <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> 1ST READING | <input type="checkbox"/> PUBLIC SAFETY |
| <input type="checkbox"/> SPECIAL | <input type="checkbox"/> CONSENT | <input type="checkbox"/> 2ND READING | <input checked="" type="checkbox"/> SERVICE |
| <input checked="" type="checkbox"/> REGULAR | <input checked="" type="checkbox"/> STATUTORY | | <input type="checkbox"/> ECONOMIC DEVELOP. |
| <input type="checkbox"/> WORKSHOP | <input type="checkbox"/> REGULAR | | <input type="checkbox"/> INFRASTRUCTURE |
| | | | <input checked="" type="checkbox"/> QUALITY OF LIFE |
| <p>AGENDA ITEM DESCRIPTION: Consider a second one-year extension of annual price agreements for “Library Books and Related Materials” for the Bryan+College Station Public Library System to Baker & Taylor, Inc. (Section I: Books & Audio/Visual Materials and Section III: Processing) in the not to exceed amount of \$150,000 and to Bound to Stay Bound Books, Inc. (Section II: Juvenile Pre-Bound Books and Section III: Processing) in the not to exceed amount of \$7,000.</p> | | | |
| <p>SUMMARY STATEMENT: The Bryan+College Station Public Library System uses annual price agreements to purchase library books and related materials for the Clara B. Mounce Public Library, the Carnegie History Center, and the Larry J. Ringer Library. This item is a request to extend the current annual price agreements with two vendors for an additional year.</p> <p>Initial bids were received in 2012. Eight (8) bid responses and one (1) No Bid were received and publicly opened on Tuesday, August 2, 2012. Of the eight (8) bids received, three (3) were complete. It was determined by staff the bid providing the best value for Section I was submitted by Baker & Taylor, Inc. of Charlotte, NC and the bid providing the best value for Section II was submitted by Bound to Stay Bound Books, Inc. of Jacksonville, IL.</p> <p>The first one-year extension of the contract approved by City Council on 9/25/14 is nearing completion. The Parties have the option of extending the original contracts for up to eight (8) additional one (1) year terms, subject to approval of funding and review of the service provided by the Vendor. Per the contract the unit pricing for extensions remain the same as the original bid pricing. At this time both parties wish to continue the contract.</p> | | | |
| <p>STAFF ANALYSIS AND RECOMMENDATION: Staff believes the service received from these two vendors is excellent and the pricing is still competitive. The current contracts allow the library system to continue to meet the expectations of the citizens of both Bryan and College Station at the lowest cost and best quality available. Therefore, staff recommends extending the current contracts including Section I: Books & Audio/Visual Materials and Section III: Processing to Baker & Taylor, Inc. in the annual not to exceed contract amount of \$150,000 and Section II: Juvenile Pre-Bound Books to Bound to Stay Bound Books, Inc. in the annual not to exceed amount of \$7,000.</p> <p>Staff continues to closely monitor contract compliance, pricing, and quality of materials purchased through these current vendors. Prior to each annual extension in the future, staff will continue to assess the situation and recommend alternatives as needed.</p> | | | |
| <p>OPTIONS (In Suggested Order of Staff Preference):</p> <ol style="list-style-type: none"> 1. Approve the extension of contracts with two current vendors to continue supplying services in the not to exceed amounts of \$150,000 to Baker & Taylor, Inc. and \$7,000 to Bound to Stay Bound Books, Inc. | | | |

2. Do not approved the contract extensions with Baker & Taylor, Inc., and Bound to Stay Bound Books, Inc. This action would require rebidding for possible new vendors with unknown timeframes with potentially greater costs for material purchases.

ATTACHMENTS:

1. Signed Extension Letters and contracts from Baker & Taylor, Inc. and Bound to Stay Bound Books, Inc. (in a single pdf document)

FUNDING SOURCE: General fund-Library Department-Improvements to Buildings line item (as budged in the FY16 proposed budget)

APPROVALS: Joey Dunn, 08-31-15; Hugh R. Walker, 09/04/2015

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 9/1/2015

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 9/1/2015

Revised 05/2013