City of Arts & Innovation

City Council Memorandum

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: DECEMBER 2, 2025**

FROM: **LIBRARY DEPARTMENT** **WARDS: ALL**

SUBJECT: **INCREASE PURCHASE ORDER NO. 260025 WITH BRODART CO., IN THE AMOUNT OF $166,829 FOR A REVISED PURCHASE ORDER AMOUNT OF $206,829.**

ISSUE:

Increase Purchase Order No. 260025 with Brodart Co., in the amount of $166,829 for a revised purchase order amount of $206,829 for the purchase of library materials and services.

RECOMMENDATIONS:

That the City Council:

1. Approve an increase in Purchase Order No. 260025 with Brodart Co., of McElhattan, PA, in the amount of $116,829 for a revised purchase order amount of $206,829 for the purchase of library materials and services; and

2. Authorize the City Manager, or designee, to execute all documents necessary to complete the purchase including making minor and non-substantive changes and extensions.

BACKGROUND:

The Riverside Public Library is seeking purchasing options for vendor to furnish, catalog, process, and delivery of printed and/or audiovisual materials to the Riverside Public Library.

DISCUSSION:

The Riverside Public Library intends to purchase print books and other materials from Baker & Taylor. The purchase also includes processing services, which includes, but is not limited to, adding book jackets and barcodes.

Purchasing Resolution 24101, Section 405 Riverside Public Library Exception states, “The following supplies, materials and services are determined to be peculiar to the needs of the Library Department through City Charter Section 808(d). If it appears to the Manager to be in the best interest of overall economy and efficiency of the City to do so and is within existing budget appropriation, be acquired by Informal Procurement or Negotiated Procurement, regardless of

their estimated Procurement expenditure amounts, provided that the City's Board of Library Trustees or City Council shall have approved the proposed acquisition if required under the provisions of the City Charter, either by approval of the procurement contract or approval of annual purchase orders: Books, Journals, Maps, Office Supplies, Publications, Subscription Services, Other Needs as determined by the Manager," and Section 1104 Change Orders states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval…. (a) 10% of the original contract price for Contracts and/or Purchase Orders for Goods Services and Professional Services up to $100,000".

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 24101.

FISCAL IMPACT:

The total fiscal impact is $166,829. Sufficient funds to cover the increase in the Purchase Order amount are budgeted available in the following accounts as listed in Table 1 below.

Table 1.

Fund	Expenditure	Account	Amount
General Fund	Library Special Department	5135000-426800	$71,829
Grants & Restricted Programs	Library Trust Expenditures	5145001-450200	$78,000
	Library Gift Expenditures	5145001-450201	$17,000
		Total Expenditures	**$166,829**

Prepared by: Jorge Rocha, Principal Management Analyst
Approved by: Erin Christmas, Library Director
Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Pricing Proposal