



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 20, 2019

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: PURCHASE LIBRARY MATERIALS AND SERVICES FROM BRODART CO. IN ACCORDANCE WITH PURCHASING RESOLUTION 23256, SECTION 702(e) AND SECTION 405 FOR THE TOTAL AMOUNT OF \$155,000

## **ISSUE:**

Approve the purchase of library materials and services from Brodart Co., of Williamsport, Pennsylvania, in accordance with Purchasing Resolution No. 23256, Section 702(e) and Section 405 for the total amount of \$155,000.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase of library materials and services from Brodart Co., of Williamsport, Pennsylvania, in accordance with Purchasing Resolution No. 23256, Section 702(e) and Section 405 for the total amount of \$155,000; and
2. Authorize the City Manager, or designee, to execute all documents necessary to complete the transaction including making minor and non-substantive changes and extensions.

## **BACKGROUND:**

The Riverside Public Library is seeking to streamline its purchasing options for vendors to furnish, delivery, catalog, and process the Riverside Public Library's printed and/or audiovisual materials.

## **DISCUSSION:**

Brodart Co. is a full service library supplier for circulation-ready materials since 1939, delivering carefully selected, cataloged, and processed titles. Brodart, Co.'s distribution facility manages over 265,000 titles and five (5) million volumes annually and deals with more than 45,000 publishers. They have an excellent selection to meet the needs of a library because their inventory and purchasing profiles are based on the library market, not the retail market.

The City of Santa Clarita prepared a notice inviting proposals for multiple vendors to furnish, deliver, catalog, and process their print and/or audiovisual materials. After extensive review, the

City of Santa Clarita selected Brodart Co. in response to the proposal. Brodart Co. currently holds a purchase order for library materials and processing services with the City of Santa Clarita (Attachment).

Similar to the City of Santa Clarita, the Riverside Public Library intends to purchase its materials for the New Main Library Opening Day Collection as a onetime purchase from Brodart Co. The purchase also includes services such as a review of current material holdings, recommendations of what materials to purchase and full cataloging and processing services.

Purchasing Resolution 23256, Section 702(e) provides that competitive procurement through the informal or formal procurement process shall not be required when Cooperative Purchasing is available and undertaken or when services can be obtained through Federal, State and/or other public entity pricing contracts or price agreements.

Additionally, Purchasing Resolution 23256, Section 405 provides for a Riverside Public Library Exception, which allows the Library, 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, to acquire certain supplies, materials and services determined to be peculiar to the needs of the Library Department through City Charter section 808(d) 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. Qualified supplies include Books, Journals, Maps, Office Supplies, Publications, Subscription Services, and Other Needs as determined by the Manager.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 23256.

**FISCAL IMPACT:**

The total fiscal impact is \$155,000. Sufficient funds are budgeted in the New Main Library Opening Day Collection Account 5135000-450204 for Fiscal Year 2019-20.

Prepared by: Erin Christmas, Library Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Lea Deesing, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. City of Santa Clarita Invite for Proposals
2. Brodart Co. Proposal
3. Brodart Co. Purchase Order with the City of Santa Clarita