



# City Council Memorandum

*City of Arts & Innovation*

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

**FROM: LIBRARY DEPARTMENT                                              WARDS: ALL**

**SUBJECT: PURCHASE LIBRARY MATERIALS AND SERVICES FROM BAKER & TAYLOR  
IN ACCORDANCE WITH PURCHASING RESOLUTION 23256, SECTION 702(e)  
AND SECTION 405 FOR THE TOTAL AMOUNT OF \$145,921**

**ISSUE:**

Approve the purchase of library materials and services from Baker & Taylor, of Charlotte, North Carolina, in accordance with Purchasing Resolution 23256, Section 702(e) and Section 405 for the total amount of \$145,921.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase of library materials and services from Baker & Taylor, of Charlotte, North Carolina, in accordance with Purchasing Resolution 23256, Section 702(e) and Section 405 for the total amount of \$145,921; 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 to streamline its purchasing options for vendors to furnish, delivery, catalog, and process the Riverside Public Library's printed and/or audiovisual materials.

**DISCUSSION:**

Baker & Taylor, is a full-line distributor of books, videos, and music products to library facilities. Baker & Taylor has been in business for over 189 years and ships more than 1 million unique ISBNs annually. They maintain one of the largest combined in-stock book, video, and music inventories in the United States with approximately one (1) million titles in inventory and over 3.3 million available for order.

Baker & Taylor holds an agreement for annual library materials and processing services with the City of Glendale (Attachment). The term of the contract began July 1, 2019 and ends January 31, 2021.

Similar to the City of Glendale, the Riverside Public Library intends to purchase 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 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 \$145,921. Sufficient funds in the amount of \$78,921 are budgeted in the Library Neighborhood Services Account 5135000-426800 and sufficient funds in the amount of \$67,000 are budgeted in the Library Gift and Trust Account 5145000-450201 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

Attachment: Baker & Taylor Contract #8000241