



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 MIDWEST TAPE IN ACCORDANCE WITH PURCHASING RESOLUTION 23256 SECTION 702(e) AND SECTION 405 FOR THE TOTAL AMOUNT OF \$19,000

ISSUE:

Approve the purchase of library materials and services from Midwest Tape, of Holland, Ohio, in accordance with Purchasing Resolution 23256, Section 702(e) and Section 405 for the total amount of \$19,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the purchase of library materials and services from Midwest Tape, of Holland, Ohio, in accordance with Purchasing Resolution 23256, Section 702(e) and Section 405 for an amount of \$19,000; 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:

Midwest Tape, LLC, is a library-dedicated, full service entertainment media distributor that provides physical and audiovisual products: DVDs, music CDs and audiobooks exclusively to public libraries across the U.S. and Canada.

Midwest Tape holds an agreement for professional services with Redwood City based on the Request for Proposal issued in March of 2017 for a pool of vendors for the provision of library materials, collection development services, and library materials processing.

On June 26, 2019, Midwest Tape extended their approval for the City of Riverside Public Library to utilize the Redwood City Public Library’s agreement (Attachment).

The discounts and processing pricing for the Riverside Public Library include the following:

Description	Discount
DVD’s and Blu-Ray DVD	30% off Manufacturer’s Suggested Retail Price
Music CD/s	25% off Manufacturer’s Suggested Retail Price
Universal Music	10% off Manufacturer’s Suggested Retail Price
Description	Processing Pricing*
Single Disc DVD/Blu-Ray	\$3.75
Audiobook flat rate	\$4.25
Double Disc DVD/Blu-Ray	\$4.45
Multi-disc (3 or more) DVD/Blu-Ray	\$5.75

*Processing pricing is the price per copy of DVD/Blu-Ray DVD and Audiobooks to physically process according to the Library’s specifications.

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 \$19,000. Sufficient funds in the amount of \$13,000 are budgeted in the Library Neighborhood Services Account 5135000-426800 and sufficient funds in the amount of \$6,000 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: Midwest Tape Letter to utilize Redwood City Public Library Agreement