



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: OCTOBER 28, 2019

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: UPDATE ON PURCHASE OF LIBRARY MATERIALS AND SERVICES FROM VARIOUS VENDORS

ISSUE:

Receive an update on the purchase of library materials and services from Midwest Tape, Brodart Co., and Baker and Taylor.

RECOMMENDATION:

That the Board of Library Trustees receive and file the update on the purchase of library materials from Midwest Tape, Brodart Co., and Baker and Taylor.

BACKGROUND:

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

DISCUSSION:

On August 20, 2019, the City Council approved the purchase of library materials and services from Midwest Tape, Brodart Co. and Baker and Taylor in accordance with Purchasing Resolution 23256, Section 702(e) and Section 405.

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.

Purchasing Resolution 23256, Section 405 provides for a Riverside Public Library Exception, which allows the Library, if it appears to the Purchasing 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 Purchasing Manager.

The purchase order for Midwest Tape is in the amount of \$19,000, Brodart Co. is in the amount of \$155,000, and Baker & Taylor is in the amount of \$145,921.

FISCAL IMPACT:

The total fiscal impact is \$319,921. Sufficient funds are budgeted in the Library Neighborhood Services Account 5135000-426800, the Library Gift and Trust Account 5145000-450201 and 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/City Treasurer
Approved by: Lea Deesing, Assistant City Manager