



**Subject: Encumber Additional Funds to Open
Purchase Order OP 46295 with Baker &
Taylor**

**Council Agenda: 3/06/12
Item: 2.8**

City Council Action Request			
Department: Finance	CEQA: Not a Project, File No. PP10-066 (a) Agreements and Contracts for Purchase of Supplies	Coordination: Library; CAO and CMO Budget	CMO Approval:  Dept. Approval: Julia H. Cooper /s/
RECOMMENDED ACTION:			
<p>1. Authorize the City Manager to amend Open Purchase Order 46295 with Baker & Taylor, Inc. (Commerce, GA), to increase the total amount by \$200,000 not to exceed \$1,700,000 for the period July 1, 2011 through June 30, 2012, to purchase books and eBooks including trade editions, publishers library binding, single binding editions, quality paperbacks and preprocessing as required.</p> <p>2. Revise the limitation on the authority to exercise the remaining three one-year options to renew the purchase order from a \$1,500,000 per year to a limitation based on the appropriation of funds for the year.</p> <p>Desired Outcome: To ensure a complete and up-to-date inventory of reference and resource materials for City of San José Library branches.</p>			
BASIS FOR RECOMMENDATION:			
<p>This requirement was competitively solicited and awarded in May 2010 to the low bidder, Baker & Taylor.</p> <p>On June 21, 2011 (Item 2.24), Council approved exercising four one-year options to renew the Purchase Order, for a not-to-exceed amount of \$1,500,000 per year, subject to the appropriation of funds.</p> <p>During Fiscal Year 2011/12, the Library materials budget was slightly decreased due to reduction in staff services at Library branches. However, the eBook budget did not decrease since this format is still available to customers whether a branch is open or closed. In addition, as part of streamlining the services provided by Library staff, the Library strategy has been to increase the use of more self-service type of materials including eBooks and pre-processed print and media materials such as those available from Baker & Taylor. The increased funds are required for the additional processing of electronic services. It is important to note that the increased expenditure for electronic material and related services is offset by reduced Library staff time required to treat book jackets, apply labels, and preparing “shelf ready” materials for Library customers.</p> <p>Approval of the recommended action will allow staff to purchase library materials without further Council action other than its annual appropriations actions</p> <p>This Council item is consistent with Council approved Budget Strategy General Principle #2: “We must focus on protecting our vital core City services.”</p>			
COST AND FUNDING SOURCE:			
Appropriation 4078, Library Parcel Tax Fund (418)			
FOR QUESTIONS CONTACT: Mark Giovannetti, Purchasing Division Manager, at 408-535-7052			