



## Legislation Text

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**File #:** 17-233, **Version:** 1

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### **AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH BRODART, INC., FOR LIBRARY PRINT BOOKS AND MATERIALS**

Staff Contact: Elaine Adamczyk, Interim Director, Community Services

#### **Purpose and Recommended Action**

This is a request for City Council to authorize the City Manager to enter into a two-year agreement with Brodart, Inc., in an amount of approximately \$630,886 per year for library print materials. This request also authorizes the City Manager to renew the agreement for an additional three years, in one-year renewal increments, in an amount not to exceed \$3,154,430 for the term of the contract.

#### **Background**

Each fiscal year, the Glendale Public Library spends approximately \$630,886 for the purchase of new books and reading (print) materials. The Glendale Public Library has an annual circulation of 1.5 million with 135,000 registered borrowers and digital needs from 10,000 Internet and 4,000 E-Source users. In FY15-16, approximately 48,000 volumes were ordered. The Glendale Public Library purchases materials based on the needs and requests of patrons and vendors must be able to effectively and efficiently accommodate these diverse interests.

#### **Analysis**

The Community Services Department has been working with the Materials Management Division, since October 2016, to coordinate a Request for Proposals (RFP) process. During this process, it was determined that because of a possible increase in product pricing and the time involved to establish cataloging specifications and profiles, it would be prudent to request proposals with multi-year renewal options. Changing print vendors can take months to establish a new customer profile and system. The RFP 17-06 was issued in November 2016, and a total of five bid responses were received. The bids were reviewed by a five-member committee based on the following criteria:

- Compliance with specifications;
- Capability of the vendor's experience, programs and references;
- Capability of the vendor to provide ordering, cataloging and other services;
- Inventory and availability; and costs, fees and discounts.

Brodart, Inc., was determined to be the highest-rated and responsible bidder whose bid met the requirements and evaluation criteria set forth in the RFP.

**Community Benefit/Public Involvement**

The award of this contract will position the Glendale Public Library to meet the needs of the community and to ensure a continuation of the best prices in order to maximize the Library's book budget. Library patrons will have access to best-selling fiction and non-fiction titles covering all subjects and genres, large print materials, adult and youth foreign language materials, youth picture and board books, beginning readers and chapter books, books with media, graphic novels for adults, youth and teens, pop-up and novelty books, movie and TV tie-in titles, and adult and youth reference materials. Brodart, Inc. also provides a single point of contact/warehouse and online ordering and collection development tools to ensure that Library patrons have access to materials quickly and tailored to their interests.

**Budget and Financial Impacts**

FY 16-17 funds in the amount of \$630,886 are budgeted in the Library Operating Budget account 1000-15220-527400 and the Library Development Impact Fees Budget account 74751-527400. The same amount of funding has been requested in the FY 17-18 proposed base budget. Future budget amounts are contingent on budget approval by the Council.

Cost	Fund-Department-Account
\$320,886	1000-15220-527400, Books
\$310,000	1000-74751-527400, DIF Library Books

Capital Expense? No

Budgeted? Yes

Requesting Budget or Appropriation Transfer? No

If yes, where will the transfer be taken from?