Sacramento Public Library Authority

May 28, 2009

Agenda Item 6.08: Purchase Contract Opening Day Collections – North Natomas Library and Robbie Waters Pocket-Greenhaven Library

TO: **Sacramento Public Library Authority Board Members**

FROM: **Carolyn Rokke, Collection Development and Technical Services Manager**

RE: **Purchase Contracts for Opening Day Collections – North Natomas and Robbie Waters Pocket-Greenhaven Libraries**

RECOMMENDED ACTION(S):

1. **Approve** purchase contracts with the following vendors for the development, purchase, and shelf-ready delivery of opening day collections for the North Natomas and Robbie Waters Pocket-Greenhaven Libraries, contingent upon approval of a Memorandum of Understanding by the City of Sacramento City Council to reimburse the Library for these costs for each project:

   a. Baker and Taylor for print materials in an amount not to exceed $1,160,000 for the North Natomas Library and not to exceed $1,070,000 for the Robbie Waters Pocket-Greenhaven Library
   b. Midwest Tape for media materials in an amount not to exceed $140,000 for the North Natomas Library and not to exceed $130,000 for the Robbie Waters Pocket-Greenhaven Library.

2. **Authorize** the Library Director to sign all documents related to this contract within the approved terms, contingent upon approval of a Memorandum of Understanding by the City of Sacramento City Council to reimburse the Library for these costs for each project.

REASON FOR RECOMMENDATION

The City of Sacramento is well underway with the construction of two new library branches. The City has a project requirement to purchase opening day materials collections for these two projects. There is $1,300,000 in the City of Sacramento project budget for the North Natomas Library and $1,200,000 in the project budget for the Robbie Waters Pocket-Greenhaven Library.

In compliance with the Sacramento Public Library Authority's Contracts and Procurement Policy, a Request for Proposal (RFP) was sent to the major vendors of library materials, and was posted on the Library's and the County's RFP websites.

Responses were received from five vendors – Baker and Taylor, Book Wholesalers, Inc., Brodart, Ingram Library Services, and Midwest Tapes (for the media portion). Vendor selection was based on cost, breadth of resources to provide a full library collection, comprehensiveness of the proposal and the proposed logistics of the process, and quality of product produced in past experiences with the vendor. The

proposals were reviewed by staff from branch services, youth services and collection management. Baker and Taylor received top ratings from every reviewer, and Midwest Tape received second place in all but one review.

The recommendation to split this award between two vendors is made for two reasons:

1. The North Natomas opening day collection is on a tight timeline. Two vendors working on separate areas of the collection simultaneously will speed the project.

2. The superior packaging of Midwest Tapes media cases will equal long-term savings for the library. Staff needs to repackage this vendor's media cases less often due to wear and tear because they are sturdier and longer-lasting.

References contacted for both vendors were consistently positive.

A copy of the original Request for Proposal and the successful responses are available upon request.