



Sacramento Public Library Authority

October 22, 2009

Agenda Item 13.0: Memorandum of Understanding: Books/Materials and Equipment Purchases Robbie Waters Pocket-Greenhaven Library

TO: Sacramento Public Library Authority Board Members

FROM: Rick Teichert, Deputy Director – Administrative Services

RE: Memorandum of Understanding with City of Sacramento:
Books/Materials and Equipment Purchases – Robbie Waters
Pocket-Greenhaven Library

RECOMMENDED ACTIONS:

1. **Acknowledge** the City of Sacramento has a project requirement to purchase the books and materials collection for the Robbie Waters Pocket-Greenhaven Library project, with a budget of \$1,200,000; and to purchase technology related software and equipment for the Robbie Waters Pocket-Greenhaven Library project, with a budget of \$400,000.
2. **Approve** a Memorandum of Understanding with the City of Sacramento to reimburse the Library for purchases related to the Robbie Waters Pocket-Greenhaven Library Project: for the books and materials collection in an amount not to exceed \$1,200,000, and for software and equipment in an amount not to exceed \$400,000, as detailed in Exhibit A.
3. **Authorize** the Library Director to sign all documents related to a Memorandum of Understanding with the City of Sacramento within the approved terms.

REASON FOR RECOMMENDATION

It is expedient for both the Library and the City of Sacramento to have the Library take the lead and procure the books and materials totaling up to \$1,200,000, and the software and equipment totaling up to \$400,000 for the project. This proposed agreement provides the mechanism for the City to reimburse the Library for advancing and expending the funds to complete these project expenditures.

Staff will adhere to the Sacramento Public Library Authority's Contracts and Procurement Policy for all purchases.

Fiscal Impact

The Library Board approved the budget appropriations related to the reimbursement and the project expenditures as an element of the Final Budget for FY 2009/10 on September 24, 2009.



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City of Sacramento Action

The City of Sacramento City Council will consider approval of this MOU at a future date.

ATTACHMENT

Exhibit A: Memorandum of Understanding with the City of Sacramento: Robbie Waters Pocket Greenhaven Library Project

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF
SACRAMENTO AND THE SACRAMENTO PUBLIC LIBRARY AUTHORITY
REGARDING THE ACQUISITION OF LIBRARY INFORMATION TECHNOLOGY
SOFTWARE AND HARDWARE AND OPENING DAY MATERIALS
COLLECTION SERVICES FOR THE ROBBIE WATERS POCKET-GREENHAVEN
LIBRARY.

This Memorandum of Understanding dated October 22, 2009, by and between the City of Sacramento (City), a municipal corporation, and the Sacramento Public Library Authority (Library), a Joint Powers Authority, is made and entered into this 22nd day of October, 2009.

The City and Library may be referred to collectively as “parties” or in the singular as “party”, as the context requires.

RECITALS

WHEREAS, the Library and the City are constructing the Robbie Waters Pocket-Greenhaven Library, and completion of the project requires the acquisition of Information Technology (IT) hardware and software and new opening day materials collection services.

WHEREAS, a project budget, which includes funding for the acquisition of IT hardware and software, and new opening day materials collection services for the library was approved by the Sacramento City Council.

WHEREAS, the Library is best suited to competitively bid and implement the procurement process for these materials.

WHEREAS, it is the City’s desire to fund the acquisition of IT hardware and software, including, but not limited to, access control, burglar alarm, paging, and surveillance cameras, and opening day materials collection services including, but not limited to, books, DVDs, and audio books from the project budget by reimbursing the Library for the cost of these materials. The reimbursements of identified expenditures will be subject to funding availability in the project budget.

AGREEMENT

THEREFORE, the City authorizes the Library to competitively procure the IT hardware and software and the opening day materials collection services for the Robbie Waters Pocket-Greenhaven Library and reimburse the Sacramento Library for the cost of materials, up to \$1,200,000.00 for materials collection services and up to \$400,000 for IT hardware and software.

MISCELLANEOUS

A. Counterparts. This MOU may be executed in counterparts so that signatures appear on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed MOU. Signatures transmitted by facsimile shall be deemed original signatures.

B. Authority. The persons executing this MOU have the capacity and are authorized to execute this MOU as the representatives of their respective Party, and to bind their respective Party to the terms of this MOU.

CITY OF SACRAMENTO (“City”)

By: _____
Ray Kerridge, City Manager

Dated: _____

ATTEST:

City Clerk, City of Sacramento

SACRAMENTO PUBLIC LIBRARY AUTHORITY
 (“Library”)

By: _____
Rivkah K. Sass, Director

Dated: _____

APPROVED AS TO FORM:

Matthew D. Ruyak, Authority Counsel
Sacramento Public Library Authority

APPROVED AS TO FORM:

Jerry Hicks
Senior Deputy City Attorney
City of Sacramento