

May 24, 2012 Agenda Item 10.0: Suspension of Competitive Bidding:

Delivery Truck Lease, Office Supplies and
Video Surveillance Equipment Maintenance Services (2/3 vote)

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

**RE:** Suspension of Competitive Bidding: Delivery Truck Lease,

Office Supplies and Video Surveillance Equipment Services

(2/3 vote)

### **RECOMMENDED ACTION(S):**

**Adopt** Resolution 12-20, A Resolution Suspending Competitive Bidding for Truck Leasing, Office Supplies and Video Surveillance Equipment Maintenance Services, in the best interest of the Library Authority, and Authorizing the Use of an Alternative Request for Proposal (RFP) Solicitation Process.

### **BACKGROUND**

The Sacramento Public Library Authority uses various competitive procurement processes to ensure the best price for goods, services and commodities. Several major procurements will be undertaken by Library staff over the next few months that will be best accomplished by using a Request for Proposal (RFP) process rather than an Invitation for Bid (IFB) process. The RFP process will allow other relevant information, such as vendor's product maintenance and service quality, to be assessed along with the financial benefit to the Library in selecting a vendor for contract award.

- 1. Delivery Truck Lease: The Library is seeking proposals to provide a seven year lease for three delivery trucks and all associated truck maintenance services to be performed on site at the Central Library. An RFP will allow competing firms to submit their own unique solutions to meet this need..
- 2. Office Supplies: The Library's current agreement with Staples expires in 2012. The Library will be exploring use of cooperative purchasing agreements to procure office supplies, or in the alternative, seek competitive pricing, delivery and reporting proposals, and the vendor that best meets the Library's needs will be recommended.
- 3. Video Surveillance Equipment Maintenance Services: Eighteen Library locations have video surveillance systems installed. Many of these systems are over three years old and are beginning to require regular maintenance of a highly specialized nature that cannot be provided by staff. An RFP for these services will be written and released for competitive procurement in the next two months.



May 24, 2012 Agenda Item 10.0: Suspension of Competitive Bidding:

Delivery Truck Lease, Office Supplies and
Video Surveillance Equipment Maintenance Services (2/3 vote)

### REASON FOR RECOMMENDATION

Competitive bidding is required for commodity items. Suspension of competitive bidding and use of the alternative RFP solicitation process for truck leases and maintenance, office supplies and video surveillance equipment maintenance services will allow staff to assess vendor's qualifications in addition to price, and recommend the best solutions to meet the needs of the Library.

#### **ATTACHMENTS:**

Resolution #12-20, A Resolution Suspending Competitive Bidding for Truck Leasing, Office Supplies and Video Surveillance Equipment Services, in the best interest of the Library Authority, and Authorizing the Use of an Alternative Request for Proposal (RFP) Solicitation Process.



None.

# **Sacramento Public Library Authority**

#### **RESOLUTION NO. 12-20**

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

## May 24, 2012

A RESOLUTION SUSPENDING COMPETITIVE BIDDING FOR TRUCK LEASING, OFFICE SUPPLIES AND VIDEO SURVEILLANCE EQUIPMENT MAINTENANCE SERVICES, IN THE BEST INTEREST OF THE LIBRARY AUTHORITY, AND AUTHORIZING THE USE OF AN ALTERNATIVE REQUEST FOR PROPOSAL (RFP) SOLICITATION PROCESS

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

- 1. Competitive bidding for the lease of delivery trucks, purchase of office supplies and video surveillance equipment maintenance services is suspended, in the best interest of the Authority.
- 2. Use of an alternative Request for Proposal solicitation process for the lease of delivery trucks, purchase of office supplies and video surveillance equipment maintenance services is authorized.

	Sophia Scherman, Chair
ATTEST: Rivkah K. Sass, Secretary	
By:Brenda Haggard, Assistant Secret	ary
ATTACHMENTS:	