Sacramento Public Library Authority

May 23, 2013

Agenda Item 12.0: Suspension of Competitive Bidding: Office Supplies and On-Call Maintenance Services (2/3 vote)

TO: **Sacramento Public Library Authority Board**

FROM: **Don Tucker, Director of Facilities**

RE: **Suspension of Competitive Bidding: Office Supplies and On-Call Maintenance Services (2/3 vote)**

RECOMMENDED ACTION(S):

Adopt Resolution 13-19, suspending competitive bidding for office supplies and on-call 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. Office Supplies: The Library's current agreement with Staples expires in 2013. The Library will be exploring the use of cooperative purchasing agreements to procure office supplies, or in the alternative, seeking competitive pricing, delivery and reporting proposals. The vendor that best meets the Library's needs will be recommended.

2. On-Call Maintenance Services: The Library uses several small local contractors to supplement the routine maintenance work normally done by Library Facilities staff. Some work requests exceed the capacity of staff, and these on-call contractors help to expedite repairs and projects. An RFP for these services will be written and released for competitive procurement within the next month for a targeted start date of July 1, 2013.

REASON FOR RECOMMENDATION

Competitive bidding is required for commodity items. Suspension of competitive bidding and use of the alternative RFP solicitation process for office supplies and on-call maintenance services will allow staff to assess vendors' qualifications in addition to price and recommend the best solutions to meet the needs of the Library.

ATTACHMENT(S):

Resolution 13-19, suspending competitive bidding for office supplies and on-call maintenance services in the best interest of the Library Authority and authorizing the use of an Alternative Request for Proposal (RFP) solicitation process.

Sacramento Public Library Authority

RESOLUTION NO. 13-19

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

May 23, 2013

A RESOLUTION APPROVING THE SUSPENSION OF COMPETITIVE BIDDING FOR OFFICE SUPPLIES AND ON-CALL MAINTENANCE SERVICES 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. Approve suspension of competitive bidding for office supplies and on-call maintenance services in the best interest of the Sacramento Public Library Authority.

2. Authorize the use of an Alternative Request for Proposal ("RFP") solicitation process for the purchase of on-call maintenance services and office supplies by the Sacramento Public Library Authority.

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Phil Serna, Chair
Angelique Ashby, Vice Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Linda J. Beymer, Assistant Secretary

ATTACHMENT(S):
None