

**ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 08/27/14
ITEM FROM FINANCE COMMITTEE MEETING OF 08/18/14**

ISSUE:

13. Request for Approval of Procurement under State Price Agreement – Books and Library Services for Library Division; Baker & Taylor, Inc. (Patricia Hodapp)

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of procurement under state price agreement for books and library services for library division with Baker & Taylor, Inc. in the approximate amount of \$300,000. Budget is available in various funds.

FUNDING SOURCE: 12100.530750, 121.530700, 22774.530750 , 22507.530750

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Chair		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	Absent to vote		

3-17-14

City of Santa Fe, New Mexico

memo

DATE: July 24, 2014

TO: Finance Committee

FROM: Robert Rodarte, Officer
Purchasing Division



VIA: Teresita Garcia, Assistant Director
Finance Department



ISSUE: Procurement of Books and Library Services:
State Price Agreements #10-000-00-00044 and #20-000-00-00029:
Vendor: Baker & Taylor, Inc

SUMMARY:

The Library Division is requesting approval to purchase additional books, related materials and subscription services for the City Libraries from the aforementioned State Price Agreements. One of the authorized vendors (Baker & Taylor Inc,) is the only one that is projected to exceed the \$50,000 allowable threshold for year ending 6/30/2015.

Vendor:	Year	Amount
Baker & Taylor Inc	2014/15	\$300,00.00 (projected)
	2013/14	\$305,106.84 actual
	2012/13	\$295,512.28 actual
	2011/12	\$258,969.52 actual
	2010/11	\$270,540.54 actual

The Library Division is also requesting the use of the Price Agreements for smaller purchases from several of the additional listed vendors that will not exceed the \$50,000 threshold.

By City policy, the City can use State or Federal Price Agreements without having to bid the items on its own. By City policy, procurement from State or Federal Price Agreements over \$50,000.00, require City Council approval (City Purchasing Manual Section 11.1).

ACTION:

It is requested that this procurement to purchase books, related materials and subscriptions from Baker & Taylor Inc and other smaller vendors, from the aforementioned State Price Agreements, in the approx. amount of \$300,000.00 be reviewed, approved and submitted to the City Council for its consideration.

City of Santa Fe, New Mexico

memo

Date: July 15, 2014

To: Finance Committee

Via: Robert Rodarte, Purchasing Director

Isaac J. Pino, Community Services Department Director

From: Patricia Hodapp, Library Division Director

Re: Request for approval to spend over \$50,000 with vendor on State Price Agreements

BACKGROUND

The Santa Fe Public Library provides library services to the citizens and guests of the City of Santa Fe. To facilitate this vital community service, the Library purchases new books on a regular basis. While the book budget is split among many vendors, Baker & Taylor Inc. is utilized for the majority of the Library's book purchases. This vendor is included on State Price Agreements #10-000-00-00044 for hardcover books and #20-000-00-00029 for paperback books. In the fiscal year just ended, the Library spent approximately \$318,000.00 with Baker & Taylor Inc. The Library anticipates spending approximately \$300,000.00 with Baker & Taylor Inc. in Fiscal Year 14/15.

ACTION REQUESTED

Procurement rules require Council approval for expenditures over \$50,000 to a single vendor off of the cooperative price agreements. Please consider this request and recommend Council approval for the Library Division to exceed expenditures of \$50,000 with the vendor listed above. Sufficient funds have been budgeted in the Book Acquisition lines (12100.530750, 12100.530700, 22774.530750 & 22507.530750) for FY14/15. State price agreements are already in place for these vendors.

If you need additional information, please call David Larkins at ext. 6787.

Cc: David Larkins

Attachments: SPA Contracts



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment


Awarded Vendor 11 Vendors Telephone No. _____

Price Agreement Number: 10-000-00-00044

Price Agreement Amendment No.: Three

Term: January 8, 2011 - January 7, 2015 ←

Ship To: All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.
Invoice: <p style="text-align: center;">As Requested</p>

Procurement Specialist: India Garcia 

Telephone No.: (505) 827-0483

Title: Books, Hardcover

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from January 8, 2014 to January 7, 2015 at the same price, terms and conditions.

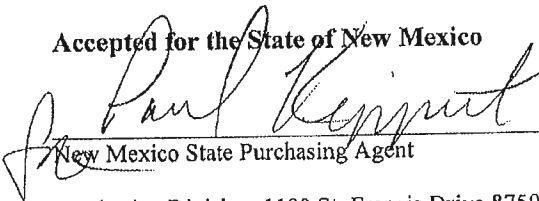
Vendors (AA) Avanti Enterprises, Inc and (AC) Book Wholesalers, Inc. did not extend.

Also, correct address for vendor (AB) Baker & Taylor, Inc. to

Baker & Taylor, Inc.
Pricing Services
 2250 W/ Tyvola Rd. Ste. 300
 Charlotte, NC 28217

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico



 New Mexico State Purchasing Agent

Date: 01/07/2014

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472

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STATE OF NEW MEXICO
 GENERAL SERVICES DEPARTMENT
 PURCHASING DIVISION
 PRICE AGREEMENT #: 10-000-00-00044

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ITEM	* APPROX*	UNIT *	ARTICLE AND DESCRIPTION	* UNIT PRICE
	* QTY *			
001		%	Category A – Trade Books – Books run in large quantities to meet popular demand. Price basis: publishers list price less discount	
				(AA) 41.5%
				(AB) 45.6% Categories I & II
				(AC) 40-42%
				(AE) 10%
				(AF) 0-70% off list price
				(AG) 20%
				(AH) Up to 45%
				(AJ) 45.3%
				(AK) Up to 40%
				(AL) 30%
				(AM) 15%
				(AN) 30.98%
002		%	Category B – Technical or Text Books – Books run in limited quantities primarily for the academic market. Short discount books. To include text, technical, reference and scientific books. Price basis: publishers list price less discount.	
				(AA) 15.5%
				(AB) 20.0%* Categories IX & XI
				(AC) 0-42%
				(AE) 5%
				(AG) 5%
				(AD) 0%
				(AJ) 10.2%
				(AK) Up to 35%
				(AL) 11%
				(AN) 13.48%

STATE OF NEW MEXICO
 GENERAL SERVICES DEPARTMENT
 PURCHASING DIVISION
 PRICE AGREEMENT #: 10-000-00-00044

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ITEM	* APPROX * * QTY *	UNIT *	ARTICLE AND DESCRIPTION	* UNIT PRICE
005		%	Category E – Publishers reinforced library binding. Price basis: publishers list price less discount.	(AA) 20.N% (AB) 20.0% Category VII (AC) 20% (AE) 1% (AF) 0-70% off list price, average 32% (AG) 20% (AH) Up to 30% (AJ) 16.2% (AK) Up to 40% (AL) 05% (AM) 15% (AN) 3%*
006		%	Category F – Prebound books (bidders to indicate under this item the discount offered on the books). Price basis: publishers list price less discount.	(AA) 20.N% (AC) 20% (AD) 30% Discount from publisher list price in effect at time of shipment plus prebinding charge. Short discount titles are reduced by 10% (AG) 30% (AH) 30% (AJ) 28.0% (AK) Up to 40% (AL) (NET) 00% (AM) 15-30% (AN) 3%*



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor 10 Vendors Telephone No. _____

Price Agreement Number: 20-000-00-00029

Price Agreement Amendment No.: Two

Term: January 22, 2012 - January 21, 2015



Ship To: All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.
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Procurement Specialist: India Garcia

Telephone No.: (505) 827-0483



Invoice: <p style="text-align: center;">As Requested</p>
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Title: **Books, Paperback**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from January 22, 2014 to January 21, 2015 at the same price, terms and conditions.

Vendor (AA) Avanti Enterprises, Inc. did not extend.

Correct Company name for vendor (AD) Brodart Co. By: Nubro, Inc., General Partner to: Brodart Company

Also, correct addresses for vendor (AB) Baker & Taylor, Inc. and (AE) Complete Book & Media Supply, Inc. to:

Baker & Taylor, Inc.
Pricing Services
2250 W Tyvola Rd. Ste. 300
Charlotte, NC 28217

Complete Book & Media Supply, Inc.
1200 Toro Grande Dr. #200
Cedar Park, TX 78613

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

Paul Kappert
New Mexico State Purchasing Agent

Date: 01/21/2014

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472

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State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 20-000-00-00029

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(AA) 0000013657
Avanti Enterprises, Inc.
P.O. Box 3563
Oak Brook, IL 60522-3563
800-799-6464

Payment Terms: 0.25%-10 days; Net 30
Delivery: FOB Destination

(AB) '0000028880
Baker & Taylor, Inc. 
2550 W. Tyvola Road, Suite 300
Charlotte, NC 28217
800-775-7930

Payment Terms: Net 30 days from date of invoice
Delivery: Free shipping from primary service center.
In-stock items (non-processed will be delivered
within 4-5 days of receipt of order. Please see our
response to p.1, Vendor Delivery, for additional
detail.

(AC) 0000055580
The Book House, Inc.
208 W. Chicago St.
Jonesville, MI 49250
800-248-1146

Payment Terms: Net 30 days
Delivery: 3-5 weeks ARO

(AD) '0000010752
Brodart Co. By: Nubro, Inc., General
Partner
500 Arch Street
Williamsport, PA 17701
800-233-8467

Payment Terms: Net 30 days
Delivery: As specified by the library

(AE) 0000062683
Complete Book & Media Supply, Inc.
715 Discovery Blvd., Suite 301
Cedar Park, TX 78613
800-986-1775

Payment Terms: Net 30
Delivery: 7-10 days ARO

(AF) 0000009442
Follett Educational Services, Inc.
1433 Internationale Parkway
Woodridge, IL 60517
800-621-4272

Payment Terms: Net 30 days
Delivery: 5-10 Business days

(AG) 0000005810
Houghton Mifflin Harcourt Publishing Co.
3800 Golf Road, Suite 200
Rolling Meadows, IL 60008
800-767-8420

Payment Terms: Net 30*
Delivery: 45 days ARO, barring any unforeseen circumstances

State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 20-000-00-00029

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(AH) 0000042193

Ingram Library Services, Inc.
Bids and Contracts MS#623
One Ingram Blvd.
La Vergne, TN 37086-1986
800-937-5300

Payment Terms: 1% 10 days/EOM
Delivery: 1-2 days ARO for in stock & titles not receiving
original cataloging.

(AI) 0000015440

Mackin Educational Resources
3505 Country Road 42 West
Burnsville, MN 55306
800-245-9540

Payment Terms: Net 30 days
Delivery: 28-45 days ARO

(AJ) 0000015440

Midwest Library Service
11443 Saint Charles Rock Road
Bridgeton, MO 63044
800-325-8833

Payment Terms: Net 30 days
Delivery: Destination

(AK) 0000066690

Perfection Learning Corp.
1000 N 2nd Ave., P.O. Box 500
Logan, IA 51546
800-831-4190

Payment Terms: Net 30 days
Delivery: Free shipping with bid award

(AL) 0000014023

Perma-Bound Books
617 E. Vandalia Road
Jacksonville, IL 62650
800-637-6581

Payment Terms: Net 30 days
Delivery: 30 days ARO