



Agenda Action Form Overview

Awarding Contracts for Purchase of Books and Cataloging/Processing Services

Background/Justification

The Board is requested to authorize the County Manager to enter into two contracts with Baker & Taylor, Inc. and Ingram Library Services, LLC for the purchase of books and cataloging and processing services as specified in RFP #25-031 for a total not to exceed \$760,000.00 between both contracts. In addition, the Board is requested to provide approval for the Manager to execute any other related contracts such as amendments and/or change orders, if necessary, in an amount not to exceed \$930,000 in any year of either contract. The term of the original contracts is from July 1, 2025 through June 30, 2026, with the option to renew for five (5) successive one (1) year periods. The funds for this contract will come from the Library’s existing FY26 budget.

Library and Purchasing staff developed the specifications for RFP #25-031 for the primary vendor to deliver books and to provide cataloging/processing services on an as-needed basis. The RFP was advertised on February 19, 2025. A total of two (2) responses were received and evaluated, one from Baker & Taylor, LLC and one from Ingram Library Services, LLC. The specifications allow the County the right to award to multiple contractors deemed to be fully qualified on the basis of the evaluation factors included in the Request for Proposals. Both vendors provide comparable services at comparable prices, factoring in projected discounts on materials. Given this relative parity, Library staff propose that the contract for the provision of books and cataloging/processing services be divided between the two proposers. This will allow Library staff to submit orders to whichever vendor will fill a given order in the shortest timeframe possible, thus allowing for greater flexibility for Library staff and better service for Library customers.

There has also been enough instability in the library book vendor marketplace that it seems prudent to have a contract with both vendors in place in case one vendor goes out of business.

Policy Impact

There is no impact to current policy.

Procurement Background

Type of purchase

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

Did this request for purchase go through a bid process? Yes No

Goods: Bids required if ≥ \$30,000, BOCC approval if ≥ \$90,000

Services: Bids required if ≥ \$30,000, BOCC approval if > \$40,000

Construction/Repair work: Bids required if ≥ \$30,000, BOCC approval if ≥ \$500,000



If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes No

Fiscal Impact

The funds for this contract will come from the Library’s existing FY26 budget. No new or additional funds are being requested.

Recommendation

The Board is requested to authorize the County Manager to enter into two contracts with Baker & Taylor, Inc. and Ingram Library Services, LLC for the purchase of books and cataloging and processing services as specified in RFP #25-031 for a total not to exceed \$760,000.00 between both contracts. In addition, the Board is requested to provide approval for the Manager to execute any other related contracts such as amendments and/or change orders, if necessary, in an amount not to exceed \$930,000 in any year of either contract. The term of the original contracts is from July 1, 2025 through June 30, 2026, with the option to renew for five (5) successive one (1) year periods. The funds for this contract will come from the Library’s existing FY26 budget.