



**COUNTY OF DURHAM, NORTH CAROLINA  
BOARD OF COUNTY COMMISSIONERS  
Agenda Action Form**

**ITEM: Purchase of Books and Cataloging/Processing Services****DATE OF BOCC MEETING:** May 12, 2014**REQUEST FOR BOARD ACTION:**

The Board is requested to authorize the County Manager to enter into a contract with Baker & Taylor, Inc. that allows the company to serve as the primary vendor for the purchase of books and cataloging and processing services as specified in RFP #14-017 for a total not to exceed \$880,000.00. The term of the contract is from July 1, 2014 through June 30, 2015, with the option to renew for five (5) successive one (1) year periods. The funds for this contract will come from the Library's Books and Contracted Services fund lines of the FY15 budget.

Library and Purchasing staff developed the specifications and RFP #14-017 for the primary vendor to deliver books and to provide cataloging and processing services on an as-needed basis. The specifications allow the county the right to award to a single contractor deemed to be fully qualified and best suited. The RFP was advertised on February 9, 2014. A total of four (4) responses were received and carefully evaluated by an Evaluation Team. The team members determined that Baker & Taylor, Inc. offered the best combination of service, experience, cost and discounts. (See RFP #14-017-Attachments A and B).

Durham County established the following goals for the expenditure of funds with M/WBEs:

Ethnicity/Race/Gender Industry	African American	Asian American	Hispanic American	Native American	Women-Owned
Other Professional Services	7.20%	N/A	N/A	N/A	3.55%

In review of the M/WBE participation for the Books and Cataloging Processing Services, Baker & Taylor, Inc. will be utilizing their own workforce to perform the work on this project, and they have provided a responsive bid.

**Alignment with Strategic Plan:** This request aligns with the Strategic Plan Goal 5 "Accountable, Efficient and Visionary Government" in seeking the best combination of services, cost and discount for the provision of books and cataloging and processing services for library materials.

**RESOURCE PERSONS:** Tammy Baggett, Library Director

**COUNTY MANAGER'S RECOMMENDATION:** The County Manager recommends that the Board authorize the County Manager to enter into a contract with Baker & Taylor, Inc. for the acquisition of books and cataloging and processing services for a total amount not to exceed \$880,000.00.

  
County Manager: \_\_\_\_\_

Motion      Yes      No

- (x) Approved  
( ) Denied

Approved By The  
Board of County Commissioners

  
Clerk to the Board

Foster	<u>  1<sup>st</sup>  </u>	<u>  x  </u>	<u>      </u>
Howerton	<u>      </u>	<u>  x  </u>	<u>      </u>
Jacobs	<u>      </u>	<u>  x  </u>	<u>      </u>
Page	<u>      </u>	<u>  x  </u>	<u>      </u>
Reckhow	<u>  2<sup>nd</sup>  </u>	<u>  x  </u>	<u>      </u>