



### **Agenda Action Form Overview**

#### **Request to Approve an Amendment to the Existing Contract for Books, Cataloging, and Processing Services with Baker & Taylor**

### **Background/Justification**

The Board is requested to provide approval to add Opening Day Collection Books and Cataloging and Processing Services to the existing contract for Books and Cataloging and Processing Services with Baker & Taylor Inc. for an expenditure not to exceed \$1,019,183 by June 30, 2019. The expenditures for this contract amendment will include \$143,870 for the second year of purchasing for the Opening Day Collection of the Main Library, as well as \$34,802 for the purchase of a replacement collection for the Bragtown Library. There was extensive damage to the building and collection at Bragtown after a water pipe burst. No additional funding is requested.

On May 12, 2014, Baker & Taylor Inc was awarded the contract to serve as the primary vendor for the Library's purchase of books and cataloging and processing services as specified in RFP #14-017. The specifications of RFP #14-017 included the provision of Opening Day Collection services on an as needed basis.

The initial term of the contract was from July 1, 2014 through June 30, 2015, with the option to renew for five (5) successive one (1) year periods. The Library has renewed this contract for three fiscal years based on the satisfactory performance of the vendor.

The Main Library is scheduled to re-open in 2019 after extensive renovation and expansion, and an opening day collection is needed to supplement the existing collection which is being held in storage. For past new library and renovation projects at East, South, and Southwest Regional Libraries, \$400,000 has been allocated the purchase opening day collections. This same amount is being planned for the Main Library Opening Day Collection. The Board of County Commissioners graciously approved \$272,300 for books and audiovisual materials in the FY18 budget to support this collection. The remaining \$143,870 was requested in the FY19 budget.

### **Policy Impact**

There is no impact to current policy. Durham County Library has been using this vendor for books and cataloging processing services for ongoing materials under the contract approved for RFP #14-017. This request adds services to the contract that were identified in RFP #14-017 as future services which would be implemented on an as-needed basis.

### **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  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

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

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

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 ☐**

If no, why?

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**Fiscal Impact**

Funds for this contract will come from Library's existing Resources and Technical Services FY19 budget for books and cataloging and processing services.

**Recommendation**

The County Manager recommends that the Board approve an amendment to the existing contract for Books and Cataloging and Processing Services with Baker & Taylor Inc. for an expenditure not to exceed \$1,019,183 by June 30, 2019.