



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: June 4, 2025

To: Honorable Mayor and City Council Members

From: Bill Gallardo, Interim City Manager;
Ed Erjavek, Library Director

Department: Library

Subject: **Approve a Goods Purchase Agreement with Ingram Library Services, LLC for the purchase of books in an amount not to exceed \$175,000 (All Wards)**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California,

1. Authorize the City Manager to execute the Goods Purchase Agreement with Ingram Library Services, LLC, through June 30, 2027, for the purchase of Library books; and
2. Authorize the Interim Director of Finance and Management Services to approve an annual purchase order for an amount not to exceed \$175,000 per fiscal year.

Executive Summary

This Goods Purchase Agreement continues the purchase of library books including their cataloging and processing from Ingram Library Services, LLC, to provide books for Library patrons at the four libraries for an annual amount not to exceed \$175,000 per fiscal year. The Library's existing agreement with Ingram expires June 30, 2025. This agreement is "piggybacking" on a city of Mission Viejo agreement for its Library with Ingram.

Background

The Library has purchased books for its patrons for the last several years from Ingram Library Services LLC, which is one of the major providers of books to public libraries in the United States. The Library's Ingram contract expires June 30, 2025. Since Library staff who orders books prefers to continue utilizing Ingram - the Library Director hoped to "piggyback" off another public agency's recent agreement following

an RFP process. The City's Resolution No. 2023-020 dated January 18, 2023, approved and adopted the City's Purchasing Policy and Procedure Guide ("Purchasing Policy"), which authorizes the City to engage in cooperative purchasing for goods or services as a third party agency piggybacking on another agency's competitively bid agreement pursuant to Section V(b) (Cooperative Purchases) of the Purchasing Policy; The Finance Department/Purchasing Division requested permission from the city of Mission Viejo to "piggyback" on its 2024 agreement and it was received March 31, 2025.

The agreement will allow for two (2) additional one (1) year terms and in no event shall the total amount paid for Goods provided by Supplier under this Agreement exceed the sum of seven hundred thousand dollars (\$700,000).

Pricing under this Agreement is based on and incorporates the pricing terms set forth in the City of Mission Viejo Agreement No. A24-24 with Ingram Library Services, LLC, dated July 1, 2024. Ingram Library Services agrees to honor these terms for the duration of this Agreement, including any renewal periods.

Discussion

The proposed agreement is warranted because of staff satisfaction with the vendor. Ingram offers a vast supply from most book publishers to public libraries to simplify the ordering process. It also catalogs and processes books so when the Library receives its order, they are soon ready for patrons to check out. Staff is satisfied with Ingram for its wide range of books available for all types of readers including Spanish language materials, its ability to fulfill orders with minimal cancellations and providing books that are in stock within several days. The Library provides books for our patrons at its four locations to further their educational, cultural, and recreational interests.

2021-2025 Strategic Targets and Goals

The request to purchase library books for the educational, cultural, and recreational interests of our patrons aligns with Key Target No. 3: Improved Quality of Life.

Fiscal Impact

The fiscal impact for this item is a not-to-exceed amount of \$175,000 for FY 2025/26. Sufficient budget is available in the Library's FY 2025/26 budget to support this as purchase of books for patrons to check out is an annual budgeted-purchase.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California,

1. Authorize the City Manager to execute the Goods Purchase Agreement with Ingram Library Services, LLC, through June 30, 2027, for the purchase of Library books; and

2. Authorize the Interim Director of Finance and Management Services to approve an annual purchase order for an amount not to exceed \$175,000 per fiscal year.

Attachments

- Attachment 1 Goods Purchase Agreement
Attachment 2 City of Mission Viejo RFP and Agreement

Ward: All

Synopsis of Previous Council Actions:

- Aug. 21, 2024 The Mayor and City Council of the City of San Bernardino, California, authorize the City Manager to execute Amendment No. 3 to the Goods Purchase Agreement with Ingram Library Services, LLC, for a one-year option for Fiscal Year 2024/25 and increasing the annual amount by \$65,000 for a not-to exceed amount of \$150,000 for the purchase of library books and authorize the Interim Director of Finance and Management Services to approve a purchase order for an amount not to exceed \$150,000.
- Oct. 5, 2022 The Mayor and City Council of the City of San Bernardino, California, authorize the Library Director to execute Amendment No. 1 to the agreement between San Bernardino Public Library (SBPL) and Ingram Library Services, LLC, for the purchase of library books and authorize the Agency Director of Administrative Services to approve an annual purchase order for an amount not to exceed \$85,000.
- Sept. 1, 2021 The Mayor and City Council adopted Resolution No. 2021-215, approving an agreement with Ingram Library Services, LLC.