



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: August 21, 2024

To: Honorable Mayor and City Council Members

From: Rochelle Clayton, Acting City Manager;
Ed Erjavek, Library Director

Department: Library

Subject: **Amendment No. 3 to Goods Purchase Agreement with Ingram Library Services, LLC. (All Wards)**

Recommendation:

It is recommended that 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.

Executive Summary

This Goods Purchase Agreement amendment is third and final annual option for the purchase of library books including their cataloging and processing with Ingram Library Services, LLC, to provide books for Library patrons for an amount not to exceed \$150,000 in Fiscal Year 2024/25. This amendment is an increase of \$65,000 from the not to exceed amount of \$85,000 for the previous amendment that expired June 30, 2024 with the conclusion of the previous fiscal year.

Background

The Library posted RFQ F-21-25 through the Finance Department seeking proposals for book purchases, including cataloging and processing of books, for Fiscal Year 2021/22, with three possible one-year extensions. The RFQ opened on April 15, 2021 and closed on April 30, 2021 seeking a not-to-exceed amount of \$45,000 since that was the Library's annual book purchasing budget for Fiscal Year 2020/21. The Library was fortunate to have an increase of \$40,000 to \$85,000 later approved by the Mayor and City Council for each Fiscal Year 2021/2022, 2022/2023 and 2023/24, therefore \$85,000 has been the amount of annual amendments. The Library is fortunate to have

more money approved for books in Fiscal Year 2024/25, so that's why an increase from \$85,000 to \$150,000 is requested. Ingram was one of two bids received by the Finance Department's Purchasing Division.

On Sept. 1, 2021, the Mayor and City Council Adopted Resolution No. 2021-215 of the Mayor and City Council of the City of San Bernardino, California, approving an agreement award with Ingram Library Services, LLC, for the purchase of library books in an amount not to exceed \$85,000 for Fiscal Year 2021/22.

On October 5, 2022, for Fiscal Year 2022/23 the Mayor and City Council of the City of San Bernardino, California, authorized 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.

For Fiscal Year 2023/24, the City Manager executed Amendment 2 for an amount not to exceed \$85,000 as that amount was within the City Manager's signature authority for up to \$100,000 before Mayor and City Council approval was required.

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The Library provides books for our patrons at its four locations to further their educational, cultural, and recreational interests.

Discussion

The proposed contract extension is warranted because of staff satisfaction with the vendor. Ingram offers books from most book publishers to public libraries to simplify the book ordering process. It also catalogs and processes books so when the Library receives its books, 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 fill orders with minimal cancellations and providing books that are in stock within several days.

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 \$150,000. Sufficient budget is available in the Library's FY 2024/25 budget to support this.

Conclusion

It is recommended that 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.

Attachments

- Attachment 1 - Amendment 3
- Attachment 2 - Amendment 2
- Attachment 3 - Amendment 1
- Attachment 4 - Original Agreement

Ward:

All Wards

Synopsis of Previous Council Actions:

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| 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. |