

Council Meeting of
June 19, 2012

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Services – Authorize a change order to a purchase order for books, audio, and video materials for the Torrance Public Library. Expenditure: Not to exceed \$60,000.

RECOMMENDATION

Recommendation of the Community Services Director that the City Council authorize a change order to the purchase order to Ingram Library Services Inc., (PO# 2012-158) increasing each of the 3 years by \$20,000 for a new annual amount of \$375,000 and a new total not to exceed \$1,125,000 over a three year period for the purchase of books, audio, and video materials for the Torrance Public Library.

FUNDING

Funding is available in the materials budgets for the Library Services Division.

BACKGROUND/ANALYSIS

In July, 2012, the Library selected a new materials vendor from a bid process (Bid B2011-24). Council then awarded a purchase order to Ingram Library Services Inc. for books, audio, and video materials for an amount not to exceed \$355,000 per year, or a total of \$1,065,000 for the three year period.

During the last year staff have found the vendor, Ingram Library Services Inc., to offer very good discounts and to be able to supply more material than originally anticipated. In addition, the Library has spent FY 2011-12 examining the ordering process and centralizing/streamlining purchasing and billing. As a result, we are cancelling most of the Library's standing orders with publishers, and moving those items to Ingram. Additional standing order plans have been cancelled by the publishers, as we now buy those items direct from Ingram. Centralizing more of our purchasing under Ingram assists in managing the budget and tracking purchasing and billing.

We have also been fortunate to receive many generous donations for Library materials this year. We accept donations, then transfer the funds into the materials budgets and buy a majority of the materials from Ingram. This allows us to purchase more material

with each donation and work within our streamlined ordering process. As a result, we have spent more money than anticipated with the original Purchase Order.

It is the recommendation of staff that Council approve an increase in the amount of \$20,000 to the total purchase with Ingram Library Services for a new not to exceed amount of \$375,000 per year, or a total of \$1,125,000 for the three year period.

Respectfully Submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

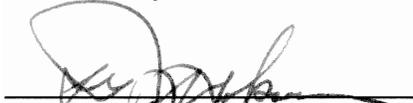


Hillary Theyer
City Librarian

CONCUR:



John Jones
Community Services Director



LeRoy J. Jackson
City Manager