Council Meeting of
June 26, 2007

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

Members of the Council:

SUBJECT: Community Services/Library Division - Council authorization to enter into six (6) purchase agreements for the sole-source purchase of various books, audio and video materials, electronic databases, and miscellaneous library supplies on an as needed basis for the Torrance Public Library system for fiscal year 2007-08

Anticipated expenditure: Not to exceed $450,430

RECOMMENDATION

The Acting Community Services Director recommends that the City Council authorize purchase agreements in a combined total not to exceed $450,430 to:

- Baker and Taylor of Reno, Nevada, in the amount of $300,000;
- Gale Group of Farmington Hills, Michigan, in the amount of $46,255;
- ProQuest Information and Learning of Ann Arbor, Michigan, in the amount of $38,175;
- Baker and Taylor Entertainment of Reno, Nevada, in the amount of $20,000;
- Random House, Inc., of Finksburg, Maryland, in the amount of $28,000;
- Demco Company of Williamsport, Pennsylvania, in the amount of $18,000

These are for the purchase of the annual requirement of various books, audio and video materials, electronic databases, and miscellaneous library supplies on an as needed basis for the Torrance Library system for fiscal year 2007-08.

Funding

Funding is available in the Library Division operating budget for fiscal year 2007-08.

BACKGROUND/ANALYSIS

The Library Division provides books, audio and video materials, and access to electronic databases to patrons of the Katy Geissert Civic Center Library and the five branch libraries.

Between 15,000 and 20,000 books, videos, and compact discs are purchased annually from a variety of wholesale vendors and publishing houses. Beyond the wholesalers, there are hundreds of separate publishers (for example, *National Geographic*) that do not allow the use of wholesalers to purchase their publications. The book purchase budget, therefore, is not put out to bid because no single vendor can supply the diverse needs of the Library.

The Torrance Municipal Code, Section 22.3.17 **Exceptions; sole-source purchases**, states:

8F

"(a) The provisions of this Article shall not apply to purchases of sole-source services or property, which purchases shall be made in accordance with such procedures and regulations as shall be established by the City Manager.

(b) For purposes of this Section, "sole-source purchases" shall mean those purchases where it would be undesirable or impossible for the City to advertise for bids for particular work or for patented items, or experimental or unique services or products, or where competitive purchases would be unavailable or would not prove advantageous for the City. No sole-source purchases shall be made where to do so would show favoritism, improvidence, extravagance, fraud or corruption, or result in the waste of public funds, but shall be used only to obtain the best economic result for the public."

Although the Library purchases books and audio materials from various wholesalers, Baker and Taylor, Baker and Taylor Entertainment, and Random House have consistently provided items the Library requires – competitively – and within the time frames required. In addition, Gale Group and ProQuest provide electronic databases such as full-text newspaper database and the electronic Literature Resource Center used by many students and researchers. Library supplies such as book jackets and pockets, as well as library equipment and furniture are purchased from Demco.

Purchase agreements will be established indicating a not-to-exceed amount for each of the six (6) vendors. The not-to-exceed amounts are based on historical usage. Funds for these purchases are not encumbered until the goods are ordered on an as-needed basis. Internal controls are in place to prevent over-expending the departmental budget at the time the goods are ordered. The combined expenditure will not exceed $450,430.

Respectfully submitted,

PAULA J. WEINER
ACTING COMMUNITY SERVICES DIRECTOR

By Hillary Theyn for
Norm Reeder
Library Services Manager

CONCUR:

Paula J. Weiner
Acting Community Services Director

LeRoy J. Jackson
City Manager