

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

Members of the Council:

SUBJECT: COMMUNITY SERVICES - Council Authorization of a Purchase Order to
Furnish the Annual Requirement of Periodicals for the Torrance Public
Library System

Ref: Bid #B2009-29
Expenditure Not to Exceed: \$58,000

RECOMMENDATION

Recommendation of the Community Services Director that City Council authorize the award of a purchase order to Popular Subscription Services of Terre Haute, IN, in an amount not to exceed \$58,000 for the purchase of the annual requirement of periodicals for the Torrance Library System for Calendar Year 2010.

Funding

Funding is available in the Community Services-Library Division FY2009-10 and FY2010-11 operating budgets.

BACKGROUND

The Torrance Public Library provides magazines and periodicals to patrons of the Katy Geissert Civic Center Library and the five branch libraries. The use of one vendor to furnish the required 800-plus subscriptions eliminates the need to issue individual purchase orders for each subscription. Magazines are the most up-to-date hard copy material each library offers, as some subscriptions are received weekly. These periodicals are a major resource for student assignments, as well as one of the most popular browsing collections maintained by the Library.

ANALYSIS

Formal bids were opened on August 27, 2009. Bids were received from three vendors: EBSCO Information Services of Los Angeles, CA, W.T. Cox Subscriptions, Inc., of Shallotte NC, and Popular Subscription Services of Terre Haute, IN.

Of the 805 line items listed on the bid, Popular Subscription Services did not bid on 42 of the line items, EBSCO Information Services did not bid on 55 of the line items, and W.T. Cox Subscriptions, Inc., did not bid on 48 of the line items. 742 of the line items were bid on by all three vendors. For evaluation purposes, staff used those 742 line items as follows:

Vendor Name	*Popular Subscription Services	EBSCO Information Services	W.T. Cox Subscriptions, Inc.
# of line items bid	763	750	757
Spine label price with anticipated usage of 800 each	\$.55 each / \$440.00	\$.69 each / \$552.00	\$.65 each / \$520.00
Total for 742 line items bid by all three vendors	\$43,800.35	\$45,803.89	\$47,958.40

* Lowest responsible bidder

Library staff is familiar with, and has previously used the services of, all three of the vendors that submitted bids to the City.

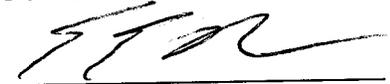
Popular Subscription Services bid the lowest price and staff is recommending them as the lowest responsible bidder.

Respectfully submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 
Craig Buehler
Acting Support Services Supervisor

CONCUR:



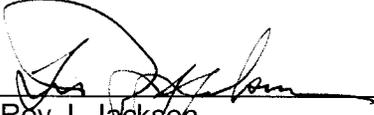
Eric E. Tsao
Finance Director



John Jones
Community Services Director



Paula J. Weiner
City Librarian



LeRoy J. Jackson
City Manager