

Council Meeting of  
November 16, 2010

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

Members of the Council:

**SUBJECT: COMMUNITY SERVICES** - Award of a purchase order to furnish the annual requirement of periodicals for the Torrance Public Library system for a period of three years

Ref: Bid #B2010-22

Expenditure: Not to exceed \$58,000 annually (\$174,000 for the three-year period)

### **RECOMMENDATION**

Recommendation of the Community Services Director that City Council authorize the award of a purchase order to EBSCO Information Services of Los Angeles, CA, in an amount not to exceed \$58,000 per year (\$174,000 total for the three year period), for the purchase of the annual requirement of periodicals for the Torrance Public Library System for calendar years 2011, 2012, and 2013.

### **Funding**

Funding is available in the Community Services-Library Division FY 2010-11 and FY 2011-12 operating budgets; it is anticipated that funding will be available through FY 2013-14.

### **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 October 21, 2010. Bids were received from two vendors: EBSCO Information Services of Los Angeles, CA, and W.T. Cox Subscriptions, Inc., of Shallotte, NC.

Of the 769 line items listed on the bid, EBSCO Information Services did not bid on 18 of the line items, and W.T. Cox Subscriptions, Inc. did not bid on 16 of the line items.

The evaluation of the bid was based on the 751 line items that were bid by both vendors. The bid submittals were as follows:

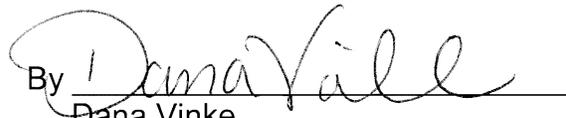
Vendor Name	*EBSCO Information Services Los Angeles, CA	W.T. Cox Subscriptions, Inc. Shallotte, NC
Spine label price with anticipated usage of 800 each	\$ .79 each \$632.00	\$ .45 each \$360.00
Total for 751 line items bid by both vendors	\$45,348.61	\$47,211.11
Annual Total	\$45,980.61	\$47,571.11

\* Lowest responsible bidder

Staff is requesting a purchase order in a not to exceed amount of \$58,000 annually (additional amount to cover the purchase of additional titles should they become available during the term of the purchase order). Library staff is familiar with, and has previously used the services of, both of the vendors that submitted bids to the City.

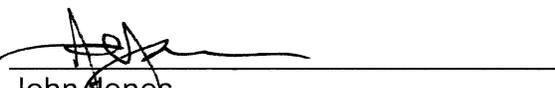
Respectfully submitted,

JOHN JONES  
COMMUNITY SERVICES DIRECTOR

By   
Dana Vinke  
Support Services Supervisor

CONCUR:

  
Paula J. Weiner  
City Librarian

  
John Jones  
Community Services Director

  
LeRoy J. Jackson  
City Manager