

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: LIBRARY DEPARTMENT

AGENDA DATE:

CONTACT PERSON/PHONE: DIONNE L. MACK, DIRECTOR OF LIBRARIES, 543-5413
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

The extension of contract 2010-061, English Language Adult and Juvenile Books for 2 additional years, with a contract award of \$350,000.00 annually, or \$700,000.00 total contract award.

BACKGROUND / DISCUSSION:

Contract 2010-061, English Adult and Juvenile Books was awarded to Baker and Taylor, Inc. on March 9, 2010 for a 3-year contract total of \$1,050,000.00 with an option for an extension of 2 years. The Library recommends exercising the extension option for the full 24 months and adding an additional contract award amount of \$700,000.00.

SELECTION SUMMARY:

This solicitation was advertised on December 1, 2009 and December 8, 2009, and opened on December 30, 2009. On December 1, 2009, postcards were mailed out, the solicitation was posted on the City's website on and the email (Purmail) notification was sent out. No local bidders were solicited and no local bidders responded.

PRIOR COUNCIL ACTION:

Yes, Council awarded the original contract on March 9, 2010.

AMOUNT AND SOURCE OF FUNDING:

Department: Libraries
Amount: \$700,000.00 (2 Years)
Funds Available: 453-53010-1000-531030
Funds Source: Library Materials-General Fund

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

Name

Signature

Date

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **February 26, 2013**.

Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2010-061 English Language Adult and Juvenile Books with Baker and Taylor, Inc for two (2) additional years pursuant to the provisions of an award approved by the City Council on March 9, 2010. The extended contract period will be from March 9, 2013 to March 8, 2015.

Department:	El Paso Public Library
Award to:	Baker & Taylor, Inc. Charlotte, NC
Option:	One [of One]
Annual Estimated Amount:	\$350,000.00
Total Estimated Amount:	\$700,000.00 (2 years)
Account No.:	453-53010-1000-531030
Funding Source:	Library Materials- General Fund
District(s):	All

This is a low bid, requirements contract.

*******ADDITIONAL INFO BELOW*******

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S E R V I C E S O L U T I O N S S U C C E S S



To: Financial Services – Purchasing Division
From: Dionne L. Mack _____
Subject: Seven (7) Factor Option Memo
Date: 01/29/2013
Re: Solicitation No. 2010-061 ENGLISH ADULT AND JUVENILE BOOKS

Authorized Signature

DEPARTMENT OF LIBRARIES recommends authorizing the Option to Extend 2010-061 ENGLISH ADULT AND JUVENILE BOOKS for 2 years for the purchase of ENGLISH ADULT AND JUVENILE BOOKS. Exercising this option would meet the following threshold considerations:

1. *Are funds available for this Option to Extend?*
YES
2. *Does the Requirement covered by this option fill an existing need of the City?*
YES
3. *Is the option price better than current available market price?*
YES
4. *Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?*
YES
5. *Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher?*
YES
6. *Is the vendor currently under debarred status as per Excluded Parties List System (EPLS) at www.epls.gov/?*
NO
7. *Is the proposed vendor indebted to the City for any amount as documented through the City's Indebtedness Verification Form?*
NO

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lily

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Cortney Carlisle Niland

City Manager
Joyce A. Wilson



FINANCIAL SERVICES – PURCHASING DIVISION
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4308 FAX: (915) 541-4347 www.elpasotexas.gov



Texas Comptroller
Leadership Circle

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: 2010-061 ENGLISH ADULT AND JUVENILE BOOKS

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	BAKER AND TAYLOR, INC.		
COMPANY ADDRESS	2550 W. TYVOLA RD, S. 300, CHARLOTTE, NC 28217		
POINT OF CONTACT E-MAIL ADDRESS	jeff.mcclaniel@baker-taylor.com		
PHONE/FAX NUMBERS	PHONE	800-775-7930 x3212	FAX
CONTRACT AMOUNT (\$)	\$ 1,050,000.00		
% COMPLETED / COMPLETED	98%		
ESTIMATED COMPLETION DATE	3/10/2013		

TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-1)	"EXCELLENT" (10)	"GOOD" (7-9)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (2)	NOT APPLICABLE (N/A)
Completion of major tasks/ milestones/ deliverables on schedule.		10					
Responsiveness to changes in technical direction.		10					
Ability to identify risk factors and alternatives for alleviating risk.							N/A
Ability to identify and solve problems expeditiously.		9					
Ability to deliver goods or services accordance with specification		9					
Ability to employ standard tools/methods.		10					

MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-1)	"EXCELLENT" (10)	"GOOD" (7-9)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (2)	NOT APPLICABLE (N/A)
Overall communication with staff.	11						
Effectiveness and reliability of Contractor's Key Personnel		10					
Ability to recruit and maintain qualified personnel.							N/A
Ability to manage multiple and diverse projects/tasks from planning through execution.		10					
Ability to effectively manage subcontractors.							N/A
Ability to accurately estimate and control cost to complete tasks.		10					
Overall performance in planning, scheduling, and monitoring.		10					
Ability to resolve problems		10					
Use of management tools (e.g. cost/schedule, task management tools).		10					

CONTRACT ADMINISTRATION

FACTORS/RATINGS	YES	NO
Was the project completed on schedule? If not, how late was it: ___ < 30 days; ___ < 60 days; ___ < 90 days; ___ > 90 days	✓	
Did the contractor submit unnecessary Change Order requests?		✓
Were contractor proposals for Change Orders reasonably priced?	N/A	N/A
Were there any claims?		✓
Compliance with labor laws	N/A	N/A
Compliance with safety requirements	N/A	N/A
Given a choice, would you do business with this contractor again?	✓	

Report completed by: **MARGARET M. NEILL** Phone: **915-543-5449**
 Department Director: **DIONNE L. MACK** Phone: **915-543-5413**

**MOTION
MARCH 9, 2010**

Motion made by Representative Lilly, seconded by Representative Robinson, and unanimously carried to **AWARD** Solicitation No. 2010-061 (English Language Adult and Juvenile Books) to Baker & Taylor for a total estimated award of \$1,050,000.

NOT PRESENT FOR THE VOTE: Representatives Holguin and O'Rourke

Department:	El Paso Public Library
Award to:	Baker & Taylor Charlotte, NC
Items:	All
Option:	One or two years
Annual Estimated Amount:	\$350,000
Funding Source:	General Fund
Total Estimated Award:	\$1,050,000 (3 years)

This is a thirty-six month requirements type contract.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and El Paso Public Library recommend award to Baker & Taylor, the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk