

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

DEPARTMENT: Library

AGENDA DATE: July 25, 2006

CONTACT PERSON/PHONE: Carol A. Brey-Casiano - 543-5413

DISTRICT(S) AFFECTED: All

**SUBJECT:**

**APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.**

Approval of the option to extend Contract #2004-212 (Adult & Juvenile books). The vendor is Baker and Taylor Books. The estimated annual expenditure is \$450,000.

**BACKGROUND / DISCUSSION:**

**Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?**

The Library would like to exercise the option to extend the above-mentioned contract that was awarded in 2004.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

The contract was awarded in 2004.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

Funds for this contract is under Department ID - 53153056 (Library Capital Outlay), Account - 508039 (Library Books), Fund - 27505, Project - ~~P540010LIB~~ **P540010LIB**

**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** Carol A. Brey-Casiano  
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: July 12, 2006  
TO: Municipal Clerk  
FROM: Terrence Freiburg  
Purchasing Manager, ext. 4308  
THRU: Aurora Wells  
Bid Clerk ext. 4038

Please place the following item on the **CONSENT** agenda for the Council Meeting of **JULY 25, 2006**.

Item should read as follows:

Request that the Purchasing Manager for Financial Services be authorized to exercise the City's option to extend the term of the agreement for two (2) additional years, from August 18, 2007 to August 17, 2009 pursuant to the provisions of Contract 2004-212 with Baker & Taylor Inc., Charlotte, NC for Adult & Juvenile Material (Books, Audio, VHS & DVD).

Option No.: ONE [OF ONE]  
Amount of Award: \$900,000.00 (total for two years extension)  
Account No's: 53153056-508039-27505-P540010LIB  
Funding Source: Library Capital Outlay-Library Books  
Department: El Paso Public Library

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

\*\*\*\*\*  
AGENDA FOR: **JULY 25, 2006**  
\*\*\*\*\*

DATE: July 12, 2006  
TO: Municipal Clerk  
FROM: Terrence Freiburg / ~~Jesus M. Juarez~~

Financial Services-Purchasing Division (915) 541-4308/4317

Please place the following item on the CONSENT City Council Agenda for July 25, 2006.

Item should read as follows:

Request that the Purchasing Manager for Financial Services be authorized to exercise the City's option to extend the term of the agreement for two (2) additional years, from August 18, 2007 to August 17, 2009 pursuant to the provisions of Contract 2004-212 with Baker & Taylor Inc., Charlotte, NC for Adult & Juvenile Material(Books, Audio, VHS & DVD.).

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$900,000.00 (total for two years extension)

ACCOUNT NOS: 53153056-508039-27505-P540010LIB

FUNDING SOURCE: Library Capital Outlay-Library Books

DEPARTMENT: El Paso Public Library

----- City Clerk's Use -----

ITEM NO. \_\_\_\_\_

JOHN COOK, MAYOR

JOYCE WILSON  
CITY MANAGER

CAROL A. BREY-CASIANO  
DIRECTOR OF LIBRARIES



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
J. ALEXANDRO LOZANO, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
PRESI ORTEGA JR., DISTRICT 5  
EDDIE HÖLQUIN, JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

**EL PASO PUBLIC LIBRARY**  
**Memorandum**

TO: Joyce Wilson, City Manager  
CC: Deborah Hamlyn, Deputy City Manager, Quality of Life  
FROM: Carol A. Brey-Casiano, Director of Library Services *CAB*  
Date: July 12, 2006  
RE: Bid #2004-212 – Adult and Juvenile Books

The El Paso Public Library would like to extend Contract #2004-212 with Baker and Taylor Books for library materials. This contract covers Library materials in several formats, (Books, Audio visual, Books on Tape/CD, DVD and music CDs), as well as some processing services. This extension will be for an additional two years. The estimated annual expenditure is \$450,000.

I would recommend extending the contract for the following reasons:

1. Good discounts.- Our current discounts with Baker & Taylor are very favorable and locking them in for an additional two years will benefit the Library and the City.
2. Processing Prices.- Since this contract was last bid there has been a steady increase in the prices of some added services that are covered by the current contract. Locking those lower prices in for an additional two years will benefit the Library and the City.
3. Special Projects.- The Library is currently involved with four special projects with Baker & Taylor. Extending the contract will allow us to finish up these projects in the current pricing structure.

When this contract was last bid, Baker & Taylor was judged to have the best service at the best price. This contract period has seen Baker & Taylor continue to partner with the Library in creative ways to improve services to our patrons through developing and expanding collections at Dorris Van Doren Regional Branch Library, the Main Library, Lower Valley Branch Library, and Esperanza Acosta Moreno Regional Branch Library.

If you need additional information please feel free to contact me at 543-5413. Thank you for your assistance with this extension.

h:/Other/Depts./Justification for B&T Exten



MOTION  
AUGUST 17, 2004

Motion made by Representative Cook, seconded by Representative Lozano and unanimously carried to award Bid No. 2004-212 Adult & Juvenile Material (Books, Audio, VHS, CD & DVD)

Award to: Baker & Taylor, Inc.  
Charlotte, NC  
Item (s): #1 thru #5 (all)  
Amount: \$1,000,000.00 (estimated annually)

Department: Library  
Funds available: 31130563-508039-PPW0056003YR2  
Funding source: 60005-Library Books & Materials  
Total award: \$3,000,000.00 (estimated)  
District (s): All

The El Paso Public Library and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Vendor offers the City the option to extend the term of the contract at the same unit prices for two (2) additional years if the option is exercised within two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty-Six (36) months.

Representative Rojas was not present for the vote.

Richarda Duffy Momsen, City Clerk

**OPTION TO EXTEND THE TERM OF THE AGREEMENT - PLEASE CHECK APPROPRIATE BOX**  
**NOTE: \*NOT AN AWARD FACTOR**

The City at its sole discretion, may exercise any option to extend the term of the agreement, by giving the Contractor written notice within the time period noted on the selected options.

Bidder offers the City the option of extending the term of the contract for:

- One additional year at the same unit prices, if the option is exercised within.
- Two additional years at the same unit prices, if the option is exercised within:

- A. One year from date of award of the contract.      YES       NO
- B. Two years from date of award of the contract.      YES       NO
- C. NO OPTION OFFERED

**PROMPT PAYMENT:**

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices to be submitted in single copy.

PAYMENT TERMS :      Please mark appropriate block.

- \_\_\_\_\_ % - 10 Days
- \_\_\_\_\_ % - 20 Days
- \_\_\_\_\_ % - 30 Days
- Net - 30 Days       from date of invoice

**LATE PAYMENTS:**

Late Payment fees will incur at the State of Texas statutory rate.

BIDDER'S ( COMPANY ) NAME Baker & Taylor, Inc.