



STAFF REPORT

DATE: November 30, 2021

TO: Kent Cagle, City Manager

FROM: Leslie Hinkle, Executive Director of Community Development

SUBJECT: Purchase of Library Materials from Ingram Library Services through the TXSMARTBUY Cooperative Purchasing Program

BACKGROUND AND FINDINGS:

Ingram Library Services is one of six vendors providing books and DVDs through the State of Texas TXSMARTBUY cooperative purchasing program. Ingram offers the deepest discounts on the formats that comprise the bulk of the city's purchases: adult hardbound and paperback books, juvenile hardbound and paperback books, and DVDs. The latest State Contract went into effect on June 29, 2020, for a 16-month term with the option for annual renewals for four years. The State of Texas has exercised the first renewal option and extended the contract through October 31, 2022.

The Library Services Division seeks approval to purchase the majority of our books and DVDs from Ingram Library Services in an amount not to exceed \$90,000 for Fiscal Year 2021-2022. It is anticipated that the Library Services Division will expend 70.9% of the new materials budget with Ingram Library Services through the State of Texas TXSMARTBUY contract. The remainder of the budget will be used with other vendors.

THE ALTERNATIVES CONSIDERED:

Alternatives considered were:

1. Choose another vendor from the TXSMARTBUY cooperative purchasing program who offers a slightly lower discount, such as Baker & Taylor or Brodart.
2. Select Ingram Library Services through TXSMARTBUY cooperative purchasing program contract #715-M2.

Which alternative is recommended? Why?

Ingram Library Services is the recommended alternative because it provides the best pricing for the material formats most often obtained by the Library Services Division.

CONFORMITY TO CITY POLICY:

This purchase conforms to City policy. Purchases made through a cooperative contract are exempt from the competitive bidding process as stated in Texas Local Government Code (TLGC) section 271.102, subchapter F; a local government that purchases goods or services under this

subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

For Fiscal Year 2021-2022, the expenditure will not exceed \$90,000.

Is this a one-time or recurring expenditure?

This is a recurring expenditure, but future purchases are dependent on budget approval and Library Services' needs for library materials.

Is this expenditure budgeted?

Yes, the expenditure is budgeted in 010-3215-423.61-20.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes, funds were approved in the FY 2021-22 Budget.

RECOMMENDATION:

Staff recommends that the City Council authorize the purchase of books and DVDs through Ingram Library Services through TXSMARTBUY cooperative purchasing contract #715-M2 in an amount not to exceed \$90,000 for FY 2021-2022.

DEPARTMENTAL CLEARANCES:

Community Development
Purchasing
Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Vendor Comparison
Contract
Certificate of Interested Parties