



City of Killeen

Legislation Text

File #: RS-22-172, **Version:** 1

Consider a memorandum/resolution authorizing the purchase of library materials from Ingram Library Services through the TXSMARTBUY cooperative purchasing program for FY 2022-2023 in an amount not to exceed \$75,000.

DATE: November 29, 2022

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 Contract Program

BACKGROUND AND FINDINGS:

Ingram Library Services is one of seven 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: hardbound and paperback books for adults, teens, and children as well as DVDs for all ages. Ingram offers a slightly lower discount for books published by university presses than one competitor, but our library typically purchases less than five such books each year.

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 now exercised the second renewal option and extended the contract through October 31, 2023.

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 \$75,000 for Fiscal Year 2022-2023. The remaining \$5,000 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 on some books, such as Baker & Taylor or Brodart.
2. Authorize the purchase of library materials from Ingram Library Services through the TXSMARTBUY cooperative purchasing program contract, #715-M2.

Which alternative is recommended? Why?

Purchase of library materials from Ingram Library Services is the recommended alternative because it provides the best pricing for the material formats most often purchased 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 2022-2023, the expenditure will not exceed \$75,000.

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 materials.

Is this expenditure budgeted?

Yes, the expenditure is budgeted in the General Fund Community Development Library account 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

RECOMMENDATION:

Staff recommends that the City Council authorize the purchase of books and DVDs from Ingram Library Services through TXSMARTBUY Contract #715-M2 in an amount not to exceed \$75,000 for FY 2022-2023.

DEPARTMENTAL CLEARANCES:

Community Development
Purchasing
Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Vendor Comparison

Contract

Certificate of Interested Parties