



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: June 20, 2017

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

Baker & Taylor, LLC

***Project Title/Description:**

Library Materials & Related Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-16-338. This revision adds a one-time increase of \$200,000.00 to the current annual award of \$2,600,000.00, effective immediately, and requests approval to increase each subsequent annual award amount by \$400,000.00 from \$2,600,000.00 to \$3,000,000.00, effective on renewal date 7/1/17. Administering Department: Library District.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive Sealed Bidding, on 6/7/16, the Board of Supervisors approved an award of contract for an initial term of one (1) year in an annual award amount of \$2,600,000.00 and four (4) one-year renewal options.

The Library is requesting the immediate increase of \$200,000.00 for books ordered and invoiced through 6/30/17. These materials are preordered in advance of the Publisher's release date and there is no way of knowing when exactly the materials will be shipped. This year in addition to the outstanding orders being filled prior to 6/30/17, this Contractor expanded their inventory of items available, which reduced the library's need to use alternate Contractors.

The increase in the annual award amount is necessary to meet public demand and to fall in line with the increase of the library's book budget of \$5,600,000.00, plus a projected amount of \$76,000.00 in donations. In addition, the Contractor has expanded inventory, which will increase the number of items available to the Library, and greatly reduce the need to purchase elsewhere. Publishing industry costs have also increased.

PRCUID: 212244

Attachments: Department Memorandum and Master Agreement.

***Program Goals/Predicted Outcomes:**

This contract is to obtain services of library materials from a source that is able to provide multiple formats of popular materials (Print, audio, visual and digital) for Pima County Libraries.

***Public Benefit:**

This contract will provide a source that has shelf ready materials and/or digital materials to meet the needs of all patrons of the Pima County Libraries.

***Metrics Available to Measure Performance:**

Attain an order fill rate of 90% for materials published within a year of order date.

***Retroactive:**

No

Procure Dept 06/14/17 PM0149

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$ _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-338

Amendment No.: _____ AMS Version No.: 3 & 4

Effective Date: 06/20/17 & 7/1/17 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ \$200,000.00 & \$400,000.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** Library District Fund

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Nancy Page, Commodity/Contracts Officer

Department: May 2 Telephone: 520-724-8168

Department Director Signature/Date: [Signature] 6/13/17

Deputy County Administrator Signature/Date: [Signature] 6/14/17

County Administrator Signature/Date: [Signature] 6/14/17

(Required for Board Agenda/Addendum Items)

INTEROFFICE MEMORANDUM

TO: MARY JO FURPHY, PROCUREMENT DIRECTOR
FROM: RICHARD DIRUSSO, LIBRARY SERVICES MANAGER
SUBJECT: MA 16*338 REQUEST FOR INCREASE IN ANNUAL AWARD
DATE: JUNE 6, 2017
CC: ROBIN SAMITZ, ADMINISTRATIVE SERVICES MANAGER
MICHELLE SIMON, DEPUTY DIRECTOR
DIANE WARD, LIBRARIAN II
RE: Justification for contract increase with vendor Baker & Taylor (B&T)

The library is requesting an increase of \$200,000 in the current annual award to pay for books received and invoiced through 6/30/17. The library preorders materials well in advance of the publisher's release date. So at times, it can be challenging to know exactly when materials will be shipped. This year in addition to the outstanding orders being filled prior to June 30th, Baker and Taylor expanded their inventory of items available, which reduced the library's need to use alternate vendors.

We would also request an increase in each subsequent annual award from \$2,600,000 to \$3,000,000:

- To meet the public demand and fall in line with the increased library's book budget \$5,600,000, plus a projected \$76,000 in donations.
- Baker & Taylor expanded inventory – increasing the number of items available to us and greatly reducing the need to purchase elsewhere
- Greater demand for all materials and the wide range of formats acquired from B&T are: DVDs, Audiobook, Large Type, Hardback, and Paperback.
- Publishing Industry costs have increased. Paper Backs that were once \$5.99 - \$7.99 are now \$7.99 - \$9.99 a copy. The same is true for hardback books and large type. When buying in the volume we buy (10-26 copies for each title) costs add up.

Please contact me if you need any further information to support this request.



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 16000000000000000338

MA Version: 3

Page: 1 of 3

Description: Library Materials & Related Services

I S S U E R	Pima County Procurement Department
	130 W. Congress St. 3rd Fl
	Tucson AZ 85701
	Issued By: NANCY PAGE
	Phone: 5207243563
	Email: nancy.page@pima.gov

T E R M S	Initiation Date: 06-20-2017
	Expiration Date: 06-30-2017
	NTE Amount: \$2,800,000.00
	Used Amount: \$2,543,824.02

V E N D O R	Baker & Taylor LLC	Contact: Lee Ann Queen
	2550 W Tyvola Rd, Ste 300	Phone: 800-775-7930
	Charlotte NC 28217	Email: bids@baker-taylor.com
		Terms: 0.00 %
		Days: 30

Shipping Method:

Delivery Type:

FOB:

Modification Reason
 This revision adds a one-time increase of \$200,000.00 to the current annual award of \$2,600,000.00, effective immediately, and requests approval to increase each subsequent annual award amount by \$400,000.00 from \$2,600,000.00 to \$3,000,000.00, effective on renewal date 7/1/17.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 1600000000000000338

MA Version: 3

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Line	Description	Discount	UOM	Unit Price	Stock Code	VPN	MPN
1	Library Materials Misc- Free Form Line	0.0000 %	EA	\$0.00			
2	Fool Me Once ISBN 9780525955092	0.0000 %	EA	\$18.49			
3	The Nature of the Beast ISBN 9781250022080	0.0000 %	EA	\$18.48			
4	Fool me once ISBN 9781410485359	0.0000 %	EA	\$38.35			
5	All American Paleo Table ISBN 9781624141720	0.0000 %	EA	\$18.49			
6	Against all grain ISBN 9781628600421	0.0000 %	EA	\$23.92			
7	The Hunger Games ISBN 9780439023481	0.0000 %	EA	\$13.71			
8	What color is my parachute ISBN 9781607746614	0.0000 %	EA	\$19.54			
9	Harry Potter & Chamber of Secrets ISBN 9780439064866	0.0000 %	EA	\$17.95			
10	Lizards ISBN 9781426309236	0.0000 %	EA	\$14.08			
11	Hunger's mate ISBN 9781250042927	0.0000 %	EA	\$8.28			
12	Stranger by me ISBN 9781416559597	0.0000 %	EA	\$8.28			
13	Breaking for Bodies ISBN 9780425268957	0.0000 %	EA	\$8.28			
14	Guilty Pleasures ISBN 9781496704306	0.0000 %	EA	\$8.28			
15	Buccaneer at heart ISBN 9780778318781	0.0000 %	EA	\$8.28			
16	Eleanor the snow white fairy ISBN 9780545851909	0.0000 %	EA	\$6.54			



MASTER AGREEMENT DETAILS

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Line	Description					
17	Lego City Reader ISBN 9780545913867					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$5.96			
18	Lydia the Reading fairy ISBN 9780545852074					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$6.54			
19	The Hunger Games ISBN 9780545425117					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$11.18			
20	Lies ISBN 9780061449116					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$9.44			
21	One-Punch man ISBN 9781421569543					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$9.44			
22	Fool me once - Audio Visual ISBN 9781501217586					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$28.05			
23	Hunger Games - Audio Visual ISBN 9780545091022					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$28.05			
24	Harry Potter & the deathly hallows ISBN 9780739360385					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$49.59			
25	The Hobbit: the desolation of Smaug UPC 00794043165016					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$23.99			
26	The Hunger games: Mockinjay part i ISBN 9786315868184					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$20.49			
27	Pcard Interface					
	Service Contract Amt (Not-To-Exceed)			Service From	Service To	
	0.00			2016-07-01	2021-06-30	
28	Sales Tax					
	Service Contract Amt (Not-To-Exceed)			Service From	Service To	
	0.00			2016-07-01	2021-06-30	