



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

☒ Award   ☐ Contract   ☐ Grant

Requested Board Meeting Date: 10/17/17

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Baker & Taylor LLC

**\*Project Title/Description:**

Book Leasing

**\*Purpose:**

Amendment of Award: Master Agreement No. MA-PO-16-381. This revision exercises the annual renewal option to extend the termination date to 11/02/2018 and increases the annual award amount by \$84,875.00 from \$215,125.00 to \$300,000.00 for a cumulative not-to-exceed contract amount of \$949,242.38. Administering Department: Library

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010 Competitive Sealed Bidding, on October 31, 2014 the Procurement Director approved an award of contract MA-PO-15-101 for an initial term of one (1) year and an annual award amount of \$215,125.00 with four (4) one-year renewal options.

On 10/29/15, a revision extended the termination date for one (1) year to 11/2/2016 and added the full annual award amount of \$215,125.00 for a cumulative not-to-exceed contract amount of \$430,250.00. Annual award amount remained at \$215,125.00 with three (3) renewals remaining.

On 6/1/16, MA-PO-15-101 was replaced by MA-PO-16-381 due to the vendor's legal name change from Baker & Taylor Inc. to Baker & Taylor LLC. The remaining available not-to-exceed amount on MA-PO-15-101 was carried over to the new MA.

On 11/3/2016, a revision extended the termination date for one (1) year to 11/2/2017 and added the full annual award amount of \$215,125.00 for a cumulative not-to-exceed contract amount of \$645,375.00. Annual award amount remained at \$215,125.00 with two (2) renewals remaining.

On 11/14/2016, a revision for a one-time increase of \$3,867.38 was added to the not-to-exceed amount to adjust invoicing and apply a discount for term 2016-2017.

This increase is required to provide the capacity to meet the Library's needs due to the reopening of the Flowing Wells and Sam Lena South Tucson libraries.

PRCUID: 152333

Attachments: Department Memorandum and Master Agreements.

**\*Program Goals/Predicted Outcomes:**

Meet customer demand and reduce wait time.

**\*Public Benefit:**

Book leasing reduces cost, reduces inventory surplus, and provides for higher customer satisfaction.

**\*Metrics Available to Measure Performance:**

The department monitors performance to ensure compliance with the agreement.

**\*Retroactive:**

No

**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): 16-381Amendment No.: \_\_\_\_\_ AMS Version No.: 7Effective Date: 11/03/2017 New Termination Date: 11/2/18

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 300,000.00Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** Library District FundFunding 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 OfficerDivision Manager: [Signature]Department: Procurement May 10/3/17 Telephone: 520-724-3563Department Director Signature/Date: [Signature]Deputy County Administrator Signature/Date: [Signature] 10/3/2017County Administrator Signature/Date: C. R. [Signature] 10/4/17  
(Required for Board Agenda/Addendum Items)

# MEMORANDUM



Date: September 8, 2017

To: Robin Samitz, Administrative Services Manager

Thru: Michelle Simon, Deputy Director Support Services

From: Richard DiRusso, Library Services Manager

Re: B & T Book Leasing, MA 16\*381 Renewal 11/2/17

The Library is requesting an increase in the annual award of \$219,000 to \$300,000 for the renewal period 11/2/17 – 11/1/18 and each consecutive award until the contract expires.

Background: The Library initiated the book leasing program with Baker & Taylor in 2015 to meet the increased demand for bestseller titles and reduce the wait time for customers. The leasing program eliminated the need to purchase excessive amounts of the same bestseller titles, resulting in the overall reduction of staff time related to the management of copies once the high demand was exhausted. The leasing program has provided additional benefits in the form of reduced costs, reduced inventory surplus, and higher customer satisfaction. The book leasing also meets the goal of sustainability for Pima County since the vendor recycles all books returned to them. The program is a tremendous success. PCPL has evaluated the success of the program and identified the need to increase the overall number of books leased for each consecutive year in order to meet customer demand.

By increasing the annual award of the contract:

- Allows more ordering flexibility. Popular materials pending publication may not be available until the next contract period or overlap fiscal year periods.
- The lease contract entitles the library to a 2% discount for early payment.
- Cost of leased materials has a 50-60% discount over retail cost and a 10-20% greater discount than the price of non-leased library materials.
- Due to the quantity of titles/items leased, library customers do not experience long wait times for bestsellers.
- Uncirculated books no longer crowd the shelves after their popularity peaks as items are recalled and returned to the vendor every six months.
- Sustainability – Leased books are returned to vendor and resold or recycled.
- The vendor, Baker and Taylor, pays for the return of leased books.
- The leasing program is a relatively new model for meeting customer demand and has grown with popularity.
- PCPL is starting the expansion of the Flowing Wells location and remodeling of the Sam Lena-South Tucson building due to heavy usage. Leasing will provide these locations with popular titles to meet increased demand after they reopen.
- PCPL evaluation of usage patterns of leased materials identified the need for a 15-25% increase annually. The requested award increase will provide for contract capacity to meet this need.



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 16000000000000000381

MA Version: 7

Page: 1 of 2

Description: Book Leasing

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
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T E R M S	Initiation Date: 11-03-2017 Expiration Date: 11-02-2018  <table><tr><td>NTE Amount:</td><td>\$519,338.64</td></tr><tr><td>Used Amount:</td><td>\$219,338.64</td></tr></table>	NTE Amount:	\$519,338.64	Used Amount:	\$219,338.64
NTE Amount:	\$519,338.64				
Used Amount:	\$219,338.64				

V E N D O R	Baker & Taylor LLC 2550 W Tyvola Rd, Ste 300 Charlotte NC 28217  Contact: Lee Ann Queen Phone: 800-775-7930 Email: bids@baker-taylor.com Terms: 0.00 % Days: 30
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Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	This revision exercises the annual renewal option to extend the termination date to 11/02/2018 and increases the annual award amount by \$84,875.00 from \$215,125.00 to \$300,000.00.

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: 16000000000000000381

MA Version: 7

Page: 2 of 2

Line	Description					
1	DO NOT USE Discount 0.0000 %	UOM EA	Unit Price \$0.00	Stock Code	VPN	MPN
2	Best Seller Lease price Discount 0.0000 %	UOM EA	Unit Price \$17.21	Stock Code	VPN	MPN
3	FREE FORM LINE Discount 0.0000 %	UOM	Unit Price \$0.00	Stock Code	VPN	MPN



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 1500000000000000101

MA Version: 7

Page: 1 of 2

Description: Book leasing IFB 152333

I S S U E R	<p>Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701</p> <p>Issued By: JOHN NANOSKY Phone: 5207248165 Email: john.nanosky@pima.gov</p>
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T E R M S	<p>Initiation Date: 11-03-2015 Expiration Date: 10-03-2017</p> <table><tr><td>NTE Amount:</td><td>\$429,903.74</td></tr><tr><td>Used Amount:</td><td>\$429,903.74</td></tr></table>	NTE Amount:	\$429,903.74	Used Amount:	\$429,903.74
NTE Amount:	\$429,903.74				
Used Amount:	\$429,903.74				

V E N D O R	<p>BAKER &amp; TAYLOR INC DBA: BAKER &amp; TAYLOR 2550 W TYVOLA RD STE 300 PRICING SERVICES CHARLOTTE NC 28217</p> <p>Contact: LEE ANN QUEEN Phone: 704-998-3245 Email: bids@btol.com Terms: 0.00 % Days: 30</p>
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Shipping Method:

Delivery Type:

FOB:

Modification Reason

Correcting Vendor threshold amount to match Header amount (AW)

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

**PIMA COUNTY**

Master Agreement No: 1500000000000000101

MA Version: 7

Page: 2 of 2

Line	Description					
1	Best seller book lease program					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
2	Best seller book lease program					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$17.21			