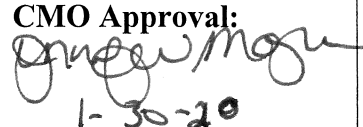


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Library, CAO, CMO - Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  1-30-20

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR SHELF-READY ENGLISH LANGUAGE DVDS & CDS

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a Purchase Orders with Baker Taylor, LLC (Charlotte, NC), Midwest Tape, LLC (Holland, OH), and Ingram Library Services (LaVergne, TN) for Shelf-Ready English Language DVDs and CDs for the Library Department for an initial twelve-month period starting on or about February 12, 2020 and ending on or about February 11, 2021 for a total cumulative compensation not-to exceed amount of \$660,000; and
2. Exercise up to four additional one-year options to extend the initial term of the purchase orders with the last option year ending on or about February 11, 2025, subject to the annual appropriation of funds.

Desired Outcome: Provide English Language DVDs and CDs to patrons of the San Jose Library.

BASIS FOR RECOMMENDATION:

San José Public Library (Library), the City's library system, consists of one main library and twenty-four (24) branches serving a diverse population in excess of one million people who live and work in Silicon Valley. The Library maintains popular and educational DVD (Digital Video Disc or Digital Versatile Disc) collections, and popular compact disc (CD) collections in all its branch libraries. DVDs and CDS are among the most highly desired items in the Library's overall collection, and the Library seeks to purchase newly-published and replacement English Language DVDs and CDs to meet customer demand.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure these DVDs and CDs. The RFB was structured to allow multiple awards. Three bids were submitted, with each bidder offering a different selection of titles. None of the bidders qualified for the local and small business preference, and no protests were received. Pursuant to the bidding procedures of the San Jose Municipal Code, Section 4.12.310.B, Staff recommends award to all three bidders to ensure that the Library can provide a full selection of titles to its customers.

Climate Smart San Jose: The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This Council item is consistent with the City's 2019-2020 Adopted Budget City Areas Delivery Framework: "To serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods."

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2019-2020 Adopted Budget Page	Last Budget Action (Date, Ord. No)
393	4078	Acquisition of Materials	\$3,930,000	\$660,000	V-240	10/22/2019 30325

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance at 408-535-7059