

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: August 7, 2012

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Baker & Taylor for Library Materials in the Maximum Amount of \$113,000.00

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**ACTION REQUESTED**

Approve the renewal of a competitively awarded Blanket Purchase Order (BPO) with Baker & Taylor of Charlotte, NC for Library Materials in the maximum aggregate amount of \$113,000.00 and authorize the Purchasing Manager to sign the resulting blanket purchase order and to transfer funds between BPOs as needed.

**BACKGROUND**

The County Library requires BPOs with qualified vendors to supply Library materials for all County operated Libraries. On August 23, 2011 your Board approved the first renewal of competitive Bid No. 9979 for library materials for the County Library. As a result, BPOs were issued in the maximum aggregate amount of \$225,000 to Baker & Taylor and Ingram Library Services of La Vergne, TN for the period October 1, 2011 through September 30, 2012.

Library Services has requested to renew these BPOs for another year. Baker & Taylor has agreed to renew with no change to discounts, pricing, terms or conditions. Ingram Library Services agreed to renew with changes to their delivery terms. Section 1.3(o) of the Purchasing Policy Manual allows the County to renew these contracts based on satisfactory services and reasonable pricing offered by the vendors. The resulting BPOs will be effective from October 1, 2012 through September 30, 2013.

**FISCAL IMPACT**

A new BPO will be awarded to Baker & Taylor in the maximum amount of \$113,000.00. The BPO renewal with Ingram Library Services is within the Purchasing Manager's delegated signature authority. The department's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Mary George, Director of Library Services

## Fiscal Impact Statement

**TO:** Honorable Board of Supervisors

**FROM:** Mary George, Director of Library Services

**DATE:** August 7, 2012

**SUBJECT: Fiscal Impact Statement:  
BPO request for Baker and Taylor for purchase of library materials for  
the period 10/1/12 – 9/30/13**

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The department has budgeted appropriately for this BPO and funding is available in Object Levels 2860 and 2456 for Fiscal Year 12-13.