

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: September 24, 2013  
SUBJECT: Library Materials – Baker Taylor Inc. and Ingram Library Services

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**ACTION REQUESTED**

1. Approve the renewal of a competitively awarded Blanket Purchase Orders (BPOs) with Baker & Taylor of Charlotte, NC and Ingram Library Services Inc., La Vergne, TN, for Library Materials in the maximum aggregate amount of \$270,000.00, funded by the budget of the Placer County Library with no new or additional net county cost, for the period of October 1, 2013 to September 30, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order and to transfer funds between blanket purchase orders as needed.

**BACKGROUND**

The County Library requires BPOs with qualified vendors to supply Library materials for all County operated Libraries. On August 7, 2012 your Board approved the second 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 \$151,000 to Baker & Taylor and Ingram Library Services of La Vergne, TN for the period October 1, 2012 through September 30, 2013.

Library Services has requested to renew these BPOs for another year. The increase in the requested amount is due to a consolidation of library material requirements under these BPO's. Baker & Taylor and Ingram have agreed to renew with no change to discounts, pricing, terms or conditions. 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, 2013 through September 30, 2014.

**FISCAL IMPACT**

Upon your Board's approval, BPOs will be awarded to Baker & Taylor and Ingram Library Services for a maximum aggregate amount of \$270,000.00. The department's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Mary George, Director of Library Services



## PLACER COUNTY LIBRARY

Applegate Library • Auburn Library • Bookmobile • Colfax Library • Foresthill Library • Granite Bay Library  
Kings Beach Library • Loomis Library • Meadow Vista Library • Penryn Library • Rocklin Library • Tahoe City Library

**TO:** Honorable Board of Supervisors

**FROM:** Kelly Heikila, Administrative Services Officer  
Library Administration

**DATE:** September 24, 2013

**SUBJECT:** Fiscal Impact Statement – Library Materials  
Baker & Taylor, Inc. and Ingram Library Services, Inc.

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The Placer County Library annually contracts the purchase of Library Materials for 11 Branch Libraries and 1 Bookmobile. The primary vendor is Baker & Taylor, Inc. with a not to exceed contract amount of \$250,000.00. The secondary vendor is Ingram Library Services Inc. with a not to exceed contract amount of \$20,000.00. Library Materials are generally purchased from Ingram Library Services, Inc. when certain items cannot be purchased via the primary vendor. Both vendors support the appropriate system interface for electronic ordering and services.

The contract's renewal periods are effective from October 1, 2013 through September 30, 2014. The department estimates that not more than \$250,000 will be expended in the remainder of FY 2013/14 and an estimated \$20,000 in the first quarter of FY 2014/15.

The department has included library material costs in the FY 2013-2014 budget with no additional net county costs.

cc: Mary George, Director of Library Services

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