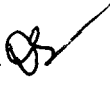


**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: David Seward, Purchasing Manager 
DATE: March 6, 2007
SUBJECT: Approve the Award of Competitive Bid No. 9654 to Baker & Taylor and Ingram Library Services for Library Materials in the Maximum Amount of \$490,000.00

ACTION REQUESTED

Approve the award of competitive Bid No. 9654 to Baker & Taylor of Charlotte, NC and Ingram Library Services of LaVergne, TN for Library Materials in the maximum amount of \$490,000.00 and authorize the Purchasing Manager to sign the resulting blanket purchase orders and transfer funds between blanket purchase orders on an as needed basis.

BACKGROUND

The County Library and the Jail Library require annual contracts for various library materials to be purchased on an as needed basis. Notices announcing the bid were mailed to fifty vendors that specialize in library materials. The bid was also posted on Procurement's website. Eleven bids and three no-bid responses were received.

A point system was used to determine the most responsive and responsible bidder. Scoring was based on bidders discounts, inventory, cost of additional processing services, delivery time, vendor ordering software, and references. Ingram Library Services received the highest number of points. Baker & Taylor ranked second.

FISCAL IMPACT

The County Library and the Jail Library have requested split awards between the two vendors so they are able to compare pricing and availability at the time of purchase in order to maximize cost savings. It is recommended that blanket purchase orders be awarded as follows:

Vendor	County Library	Jail Library
Baker & Taylor of Charlotte, NC	\$240,000.00	\$5,000.00
Ingram Library Services of LaVergne, TN	\$240,000.00	\$5,000.00

Actual usage of each blanket purchase order is difficult to forecast. It is recommended that funding be transferred between the blanket purchase orders if needed. The departments have budgeted appropriately for these expenditures.

Attachment A, Bid Evaluation Summary

Cc: Mark Parker, Director of Library Services
Barbara Besana, Administrative Services Officer, Sheriff



BID EVALUATION SUMMARY & AWARD RECOMMENDATION

Bid No. 9654 **Buyer Name:** Shery Meschede
Title: Library Materials **Phone:** 530-889-4252
Due Date: 1/25/07 **Estimated Award Date:** 3/6/07

(Recommended award is highlighted)

Name of Firm City/State Telephone Fax Number Invoice Terms (2)	BWI Lexington, KY 800-888-4478 800-888-6319	Baker & Taylor, Inc Charlotte, NC 28217 800-775-7930 x3248 704-998-3260 N/30	Ingram Library Services La Vergne, TN 800-937-5300 615-213-6004 1%/10 N/30	Regent Book Co Lodi, NJ 07644-0750 800-999-9554 888-597-3661 N/30	Brodart Co./Nubro Inc. Williamsport, PA 800-233-8467 570-326-1479 N/30	Bound to Stay Bound Books Jacksonville, FL 62650 800-637-6586 800-747-2872 N/30	Points	Points	Points	Points	Points
Section 3.0 Discount Offered											
Items 1-10	73	104	90	52	68	2					
Items 4-10	53	70	66	32	38	0					
Section 4.0 Inventory											
Total Points for Library	30	56	72	8	37	10					
Total Points for Jail	30	56	72	8	37	10					
Section 6.0 Additional Processing Services											
Items 6.1a-c	2	10	6	15	3	3					
Item 6.2a	1	5	4	2	3	0					
Section 9.3 Delivery											
Total Points for Library	0	5	4	3	1	0					
Total Points for Jail	0	5	4	3	1	0					
Section 13.0 Vendor Software Programs											
Total Points for Library	10	10	10	10	10	0					
Section 14.0 References											
Total Points for Library	NA	42	47	NA	NA	NA					
Total Points for Library	115	227	229	88	119	17					
Total Points for Jail	84	136	146	45	79	14					

Scoring for the Placer County Library is based on responses to Sections 3.0, 4.0, 6.1, 9.3, 13.0 and 14.0
 Scoring for the Jail Library is based on responses to Sections 3.0 (items 4-10), 4.0, 6.2, and 9.3

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Name of Firm City/State Telephone Fax Number Invoice Terms ⁽²⁾	Library Video Company Wynnewood PA 19096-0 610-645-4000 610-645-4050 N/30	Educational Record Center Wilmington, NC 28403-2 888-438-1637 800-438-1637 N/30	Audio Editions Auburn, CA 95604 800-231-4261 x644 800-882-1840 N/30	Garkat Enterprises, Inc. dba Instructional Video Lincoln, NE 68502 402-475-6570 402-475-6500 N/30	Midwest Tape, LLC Holland, OH 43528 800-875-2785 800-444-6645 N/30
Section 3.0 Discount Offered	Points	Points	Points	Points	Points
Items 1-10	0	4	6	5	10
Total Points for Library		4	6	5	10
Items 4-10	0	4	6	5	10
Total Points for Jail		4	6	5	10
Section 4.0 Inventory					
Total Points for Library	2	6	7	0	13
Total Points for Jail	2	6	7	0	13
Section 6.0 Additional Processing Services					
Total Points for Library	2	0	0	4	6
Items 6.1a-c					
Item 6.2a	0	0	0	0	0
Total Points for Jail					
Section 9.3 Delivery					
Total Points for Library	2	1	1	0	0
Total Points for Jail	2	1	1	0	0
Section 13.0 Vendor Software Programs					
Total Points for Library	0	0	0	0	0
Section 14.0 References					
Total Points for Library	NA	NA	NA	NA	NA
Total Points for Library	12	12	18	4	19
Total Points for Jail	10	12	18	0	13

Scoring for the Placer County Library is based on responses to Sections 3.0, 4.0, 6.1, 9.3 13.0 and 14.0
 Scoring for the Jail Library is based on responses to Sections 3.0 (items 4-10), 4.0, 6.2, and 9.3

