



**M E M O R A N D U M**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: June 9, 2020  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Library Materials Purchasing Exception – Multiple Vendors

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**ACTION REQUESTED**

Approve the award of contracts to multiple vendors for the purchase of library materials in the maximum aggregate amount of \$500,000 for the period of July 1, 2020 through June 30, 2021.

Approve the option to renew the contracts for two (2) additional one-year periods in the maximum aggregate amount of \$500,000 annually and authorize change orders not to exceed a cumulative amount of \$50,000, consistent with the Procurement Policy.

Authorize the Purchasing Manager to sign all required documents, subject to departmental concurrence and available funding.

**BACKGROUND**

The Library's core function is to provide library services to the residents of Placer County, including an up-to-date collection of library materials reflective of community interests, skilled staff to assist customers, attract community libraries, and enriching, entertaining library programs. The Placer County Libraries hold more than 250,000 items. Those items are continuously being purchased, processed, and distributed to one of ten library facilities including the mobile library (bookmobile).

Since 2000, the Placer County Library has purchased library materials from vendors awarded contracts as a result of the competitive bidding process which limits the department to contracting with one or two vendors. Often the competitive process is not responded to by all potential providers due to a variety of reasons. Due to the changing nature of library services and the material provided for the patrons, the Procurement Division and the Library believe it is appropriate to utilize the exception to competition noted in Procurement Policy Section 3.5(E) which allows for the Purchasing Agent to determine that competitive proposals would not produce any advantage. This flexibility will enable the Library to solicit the best market price based on their needs at any particular time and enable them to order from any vendor without other restrictions. At this time there are no providers in Placer County for library materials.

With your Board's approval, contracts will be awarded to a variety of vendors in the maximum aggregate amount of \$500,000 to meet the Library's changing needs.

**FISCAL IMPACT**

Funding for these purchases is included in the Library's FY 2020-21 Requested Budget and will be included in future budget requests.

