

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: October 7, 2014
SUBJECT: Library Materials

ACTION REQUESTED

1. Approve the purchase of Library Materials in the maximum aggregate amount of \$330,000, funded by the FY 2014-15 budget of the Placer County Library with no new or additional net county cost, for the period of October 1, 2014 to September 30, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase orders and purchase orders as needed.

BACKGROUND

The Library provides free and open access to services, programs and materials that enrich, inform, empower, and entertain. There are eleven libraries and one Bookmobile that service all of Placer County.

Since 2000, the Placer County Library has purchased library materials using the competitive bidding process, limiting them to one or two providers. This process limited the Library's ability to provide a variety of materials that came their way. Due to the changing nature of Library services and the material provided for the patrons, at this time both the Procurement Division and the Library believe it is appropriate to utilize the exception to competition noted in the Purchasing Policy Manual. Section 1.3(d) of the Manual allows books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts without competitive bidding. At this time there are no providers in Placer County for library materials.

With your Board's approval the Library will request either blanket purchase orders (BPOs) or purchase orders (POs) with a variety of vendors in order to meet their changing needs. The flexibility this offers the Library will enable them to find the best markets price based on their needs at any particular time and enable them to order from any vendor without other restrictions.

Therefore your Board's approval is required to authorize the Purchasing Manger to issue BPOs or POs up the maximum aggregate amount of \$330,000 for Library Materials.

FISCAL IMPACT

Upon your Board's approval, BPOs or PO's will be awarded to various vendors for a maximum aggregate amount of \$330,000. Funding for these purchases is included in the Library's FY2014-15 budget.

cc: Mary George, Director of Library Services

