

# Mayor and Council Communication

**DATE:** 04/13/21

**M&C FILE NUMBER:** M&C 21-0288

**LOG NAME:** 84CONTRACT AMENDMENT NO. 2 WITH BIBLIOTHECA, LLC

**SUBJECT**

(ALL) Authorize Execution of Amendment No. 2 to City Secretary Contract 52743 to Increase the Contract Amount to \$130,000.00 Annually Under the Sole Source Agreement with Bibliotheca, LLC for the Purchase and Maintenance of Equipment Needed for the Library Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize execution of Amendment No. 2 to City Secretary Contract No. 52743 to increase the contract amount to \$130,000.00 annually under the sole source agreement with Bibliotheca, LLC for the purchase and maintenance of equipment needed for the Library Department.

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**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to authorize Amendment No. 2 to City Secretary Contract (CSC) No. 52743. The original contract with Bibliotheca, LLC was executed in 2018 for an amount up to \$99,000.00 annually for equipment and maintenance support for the Library Department. The agreement began on September 1, 2018, with a one-year term (Initial Term) and was renewed for another one-year term (First Renewal Term) from September 1, 2019, through August 31, 2020.

The Library Department is now expanding the services provided by this vendor under this contract by adding a new subscription named Open+. Open+ is a comprehensive system that allows libraries to provide more flexible hours and become more accessible to the community. The vendor's Open+ subscription is based on a three-year term for implementation. Consequently, the agreement term was amended and renewed beginning September 1, 2020, and expiring August 31, 2023 (CSC No. 52743-R2A1). Amendment No. 1 did not require Council authorization because the amount was less than \$100,000.00. Amendment No. 2 does require Council authorization to increase the contract amount from \$99,000.00 to \$130,000.00, which will be invoiced and paid annually.

Bibliotheca, LLC is the documented sole source vendor for these services.

M/WBE OFFICE - A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Department and approved by the Business Equity Division, in accordance with the BDE Ordinance, because the MBE/SBE is based on the sole source information provided to the Business Equity Division by the managing department's project manager.

CONTRACT TERM & RENEWAL OPTIONS: The amended agreement provides for an initial three-year term (Amended Term) beginning September 1, 2020, and expiring August 31, 2023, and unlimited one-year annual renewals at the City's option.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital/operating budget, as previously appropriated, in the General and ITS Capital Funds for the FY20: Lib Bibliotheca to support the approval of the above recommendation and authorization of amendment. Prior to any expenditure being incurred, the Library and IT Departments has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Dana Burghdoff 8018

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