



# REPORT TO COUNCIL

## City of Sacramento

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915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

**CONSENT**  
January 7, 2010

**Honorable Mayor and  
Members of the City Council**

**Title: Agreement: Robbie Waters Pocket-Greenhaven Library Project  
(B13000500)**

**Location/Council District:** 7335/7345 Gloria Drive, Council District 7

**Recommendation:** Adopt a **Resolution** authorizing the City Manager or the City Manager's designee to execute a memorandum of understanding (MOU) between the City and the Sacramento Public Library Authority (Library Authority) to reimburse the Library Authority for the purchase of the opening day materials collection and information technology (IT) hardware and software in an amount not to exceed \$1.6 million.

**Contacts:** Cynthia Kranc, Facilities Manager, 808-2258; Jeff Blanton, Associate Architect, 808-8423

**Department:** General Services,

**Division:** Facilities and Real Property Management

**Organization No:** 13001541

**Description/Analysis:**

**Issue:** The City has a project requirement to purchase the opening day materials collection and IT hardware and software for the Robbie Waters Pocket-Greenhaven Library. The opening day materials collection will include but not be limited to books, DVDs, and audio books. The IT equipment will include but not be limited to computers, printers, projectors, book and building security, and other technology hardware and software to provide staff and customers access to library resources such as the online catalog, full-text journal articles, word processing, and the Internet.

**Policy Considerations:** The Robbie Waters Pocket-Greenhaven Library Project was included in the 2006 Community Reinvestment Capital Improvement Program (CRCIP) approved by City Council on February 7, 2006. The recommendation is also consistent with the *2005-2010 Parks and Recreation Master Plan* policies including:

Policy 6.9: Partner with school districts and other local agencies to maximize funding opportunities.

Policy 12.1: Actively pursue and formalize partnership agreements with a broad range of public and private entities, including but not limited to schools, for the purpose of building or improving facilities for maximum community use.

**Committee/Commission Action:** None

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The current project has been determined to be exempt from the requirements of CEQA under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. This report involves only the purchase of the opening day materials collection and IT equipment. Therefore, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

**Sustainability Considerations:** None

**Rationale for Recommendation:** The Robbie Waters Pocket-Greenhaven Library is a 15,000 square foot new building that will offer space for programs, services, and collections.

On April 27, 2009, a Request for Proposal (RFP) was issued by the Library Authority to provide the opening day materials collection for the Robbie Waters Pocket-Greenhaven Library. The RFP was posted on the Library, City, and County websites. Additionally, five vendors that had been identified as major library materials vendors were invited to participate. Baker and Taylor (print materials) and Midwest Tape (media) were the recommended vendors for providing the opening day materials collection.

On May 28, 2009, the Governing Board of the Library Authority adopted Board Action No. 08-46, approving a contract with Baker and Taylor, and Midwest Tape for the opening day materials collection for the Robbie Waters Pocket-Greenhaven Library.

The Library will purchase desktop computers using the Western States Contracting Alliance (WSCA) contract no. B27160, an intergovernmental agreement between Dell, Inc. and the California Department of General Services. This contract is valid through December 2014 and meets the requirements of the Library Authority's Contracts and Procurement Policy for the purchase of goods and services without separate competitive bidding.

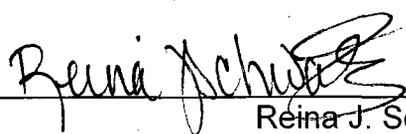
Staff will adhere to the Library Authority's Contracts and Procurement Policy for hardware and software purchases less than \$50,000 not requiring approval from the Library Authority Governing Board.

Libraries regularly rely on vendor assistance in the selection, cataloging and processing of the materials to develop collections of this size. These materials will be stored by the vendor and delivered directly to the branch, in rough shelf order as part of the move-in process to the new facility.

**Financial Considerations:** The total approved project budget for the Robbie Waters Pocket-Greenhaven Library is \$15.1 million. The purchase of opening day materials collection and IT hardware and software in an amount not to exceed \$1.6 million are included in the budget. Reimbursement will be made to the Library Authority from project funds including both 2006 CRCIP bond issuance (Fund 3004) in the amount of \$1,512,170 and General Fund (Fund 1001) in the amount of \$87,830.

**Emerging Small Business Development (ESBD):** The Governing Board of the Library Authority has adopted a Contracts and Procurement Policy to establish standards and controls for the purchase of all goods and services, including the purchase of opening day materials collections and IT hardware and software. As part of the purchasing process, Library Authority staff will adhere to the policy above to ensure full and open competition, cost-effective procurement, and proper accountability for all purchases.

Respectfully Submitted by:   
Cynthia Kranc  
Facilities Manager

Approved by:   
Reina J. Schwartz  
Director, Department of General Services

Recommendation Approved:

  
Ray Kerridge  
City Manager

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**Attachment 1****BACKGROUND INFORMATION**

- On November 22, 2005, City Council adopted Resolution No. 2005-846 endorsing the development of this joint-use project in conjunction with the Sacramento Unified School District (District) and the Library Authority.
- On May 23, 2006, City Council authorized the issuance of approximately \$150 million in 2006 Capital Improvement Revenue Bonds (CIRBs), authorized funding for the Tier I Community Reinvestment Capital Improvement Program (CRCIP) projects, and adopted policy directives. The Robbie Waters Pocket-Greenhaven Library project was approved as a Tier I project with an allocation of \$12.7 million from the 2006 CIRBs.
- On October 16, 2007, City Council adopted Resolution 2007-758 approving a Memorandum of Understanding between the City and District to specify the parties' obligations with respect to the design, environmental review, construction, project management, and payment for all construction and improvements associated with the School, Library and related improvements. The District used an RFP process to select Regent Development, Inc. ("Regent") as the contractor. City staff also participated in that process. The City Council approved suspension of competitive bidding and awarded the construction contract to Regent. The City's contract with Regent is for a guaranteed maximum price of \$9,850,354.
- On July 15, 2008, the Environmental Impact Report prepared by the Sacramento City Unified School District (Lead Agency) was ratified. The City Council suspended competitive bidding, and the City Manager executed various agreements with the District and Regent regarding the joint-use project consisting of the Robbie Waters Pocket-Greenhaven Library, School of Engineering and Sciences, City park and related improvements,
- On February 24, 2009, City Council adopted Resolution 2009-106 approving a \$300,000 change order to Regent's guaranteed maximum price to maintain program functions, retain the building square footage, and achieve a LEED silver rating.
- On May 28, 2009, the Governing Board of the Library Authority adopted Board Action No. 08-46, approving a contract with Baker and Taylor and Midwest Tape for the opening day materials collection for the Robbie Waters Pocket-Greenhaven Library.

**RESOLUTION NO. 2010-XXXX**

**Adopted by the Sacramento City Council**

**January 7, 2010**

**APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SACRAMENTO AND THE SACRAMENTO PUBLIC LIBRARY AUTHORITY FOR REIMBURSEMENT OF THE PURCHASE OF OPENING DAY MATERIALS COLLECTION AND INFORMATION TECHNOLOGY HARDWARE AND SOFTWARE FOR THE ROBBIE WATERS POCKET-GREENHAVEN LIBRARY PROJECT (B13000500)**

**BACKGROUND**

- A. The City of Sacramento has a project requirement to purchase the opening day materials collection and IT hardware and software for the Robbie Waters Pocket-Greenhaven Library.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The City Manager or the City Manager's designee is authorized to execute a memorandum of understanding with the Sacramento Public Library Authority to reimburse the Sacramento Public Library Authority for the purchase of the opening day materials collection and IT hardware and software in an amount not to exceed \$1.6 million.