



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/18/2024

ITEM NO: 12

DATE: June 6, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve Change to Existing Purchase Order with Baker and Taylor Not to Exceed \$115,800.

RECOMMENDATION:

Approve change to existing purchase order with Baker and Taylor not to exceed \$115,800.

BACKGROUND:

The Library works with several book distributors to purchase books and other Library materials. Baker and Taylor is a discount distributor of published materials working directly with major publishers. The Library has frequently used Baker and Taylor as one of their purchasing channels for over thirty years to obtain high-demand books and other published materials at discounted prices.

DISCUSSION:

Based on previous year spending with the vendor, the Library estimated expenditures for books and print materials with Baker and Taylor in FY 23/24 to be close to \$95,000. A purchase order for this amount was opened at the beginning of the fiscal year. The Library is requesting a change to the purchase order to a not to exceed amount of \$115,800 to accommodate additional purchases with the vendor due to community demand for books and materials available from this distributor. The purchase order and change order constitute the agreement between the parties.

PREPARED BY: Ryan Baker
Library Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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FISCAL IMPACT:

There is no fiscal impact associated with this item. The request is only to change the amount of an existing purchase order. Funds are already budgeted in the appropriate line items to cover the change in full.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.