



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/04/2026

ITEM NO: 6

DATE: August 4, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Purchase of Library Books and Materials from Ingram During Fiscal Year 2026–27 in an Amount Not to Exceed \$132,800 and Waive Formal Bidding Requirements**

RECOMMENDATION: Find that formal competitive bidding for the purchase of library books and other published materials would be impractical, would cause unnecessary expense or delay, and would be unlikely to result in a lower price pursuant to Town Code Section 2.50.130(b)(3); waive the formal bidding requirement; and authorize the Library Department to purchase library books and other published materials from Ingram during Fiscal Year 2026–27 in an aggregate amount not to exceed \$132,800.

FISCAL IMPACT:

The recommended action authorizes expenditures of up to \$132,800 for the purchase of library books and materials from Ingram. Sufficient funds are included in the FY 2026–27 Library budget to fully cover the anticipated purchase amounts. No additional appropriation or budget adjustment is required.

STRATEGIC PRIORITY:

This item is not directly related to a strategic priority.

BACKGROUND:

The Library purchases books, media, and other published materials from multiple vendors.

PREPARED BY: Ryan Baker
Library Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

Vendor selection for each purchase is based on price, availability, anticipated delivery time, and the vendor's ability to fulfill the Library's specific requirements. Prices and available inventory vary by title and may change frequently.

The Town's purchasing requirements ordinarily require formal competitive bidding for purchases exceeding the applicable bidding threshold. Town Code Section 2.50.130(b)(3) permits the Town Council to waive formal bidding when bidding would be impractical, would cause unnecessary expense or delay, or would be unlikely to result in a lower price.

Because the Library purchases many individual titles throughout the fiscal year, and because the price and availability of each title may vary among vendors at the time of purchase, a single formal bid process would not provide a practical or reliable means of identifying the lowest available price for each transaction. Staff therefore recommends that the Town Council make the findings stated in the Recommendation and waive formal bidding for purchases from Ingram during Fiscal Year 2026–27.

DISCUSSION:

Ingram is a distributor of books and other published materials obtained from major publishers. The Library has previously used Ingram as one of several vendors to obtain materials based on available pricing, inventory, and fulfillment capacity. The Library anticipates purchasing a greater volume of materials from Ingram during Fiscal Year 2026–27 because of changes in the library materials distribution market and Ingram's current inventory and fulfillment capacity.

The Library anticipates aggregate purchases from Ingram of up to \$132,800 during Fiscal Year 2026–27. Because the anticipated aggregate amount exceeds \$100,000, Town Council authorization is required under the Town's Purchasing Policy.

Formal bidding is not well suited to these purchases because the Library will not acquire a single fixed quantity of standardized items at one time. Instead, the Library will place individual orders for different titles throughout the fiscal year as community demand, pricing, and inventory change. A formal bid conducted before the fiscal year would not reliably establish which vendor will offer the best available price or have the required titles available when each order is placed.

Library staff will compare pricing, availability, delivery time, and fulfillment capability among available Library vendors when practicable. Authorization of the proposed aggregate amount does not require the Library to purchase exclusively from Ingram and does not guarantee Ingram a minimum purchase amount. Purchases will be made from Ingram only when staff determines that Ingram provides the preferred combination of price, availability, delivery, and fulfillment capability for the materials being ordered.

Approval of the recommended action will authorize purchases from Ingram during Fiscal Year 2026–27 in an aggregate amount not to exceed \$132,800. Any proposed purchases exceeding that amount will require additional authorization in accordance with the Town’s Purchasing Policy.

ALTERNATIVES:

1. Decline to waive formal bidding or authorize purchases from Ingram. Under this alternative, the Library would purchase materials from other available vendors within existing purchasing authority. This could reduce access to some titles or result in higher prices or longer fulfillment times.
2. Authorize purchases from Ingram in an amount lower than \$132,800. Staff would return to the Town Council for additional authorization if purchases were expected to exceed the amount approved.
3. Direct staff to conduct a formal competitive procurement. Staff does not recommend this alternative because the specific titles, quantities, prices, and vendor inventories change throughout the fiscal year, which would limit the usefulness of a traditional bid process.

CONCLUSION:

Approval of the recommended action will enable the Library to continue acquiring books and other published materials from Ingram to meet community demand while utilizing a cost-effective purchasing source. This action complies with the Town's Purchasing Policy and is supported by sufficient budgeted funds. Staff recommends that the Town Council authorize the proposed purchase.

COORDINATION:

This report was prepared in coordination with the Finance Department.

ENVIRONMENTAL ASSESSMENT:

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