



**AGENDA ITEM REPORT**

**DATE:** August 1, 2023  
**DEPARTMENT:** Library  
**REQUESTER:** Mindi Simon  
**TITLE:** Approve Piggyback for Purchase of Library Supplies

**I. MOTION REQUESTED**

A) Approve Piggyback No. PB230057SML to utilize pricing on the National Cooperative Purchasing Alliance (NCPA) Contract No. 07-85, through lead agency Region 14 Education Service Center, for Furniture with from Demco, Inc., for the purchase of library supplies, on an as needed basis, through the contract expiration date of September 30, 2025, and any renewals or extensions approved by the NCPA, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

B) Authorize the County Manager or designee to execute any documents required to complete the purchases on behalf of the Board of County Commissioners.

C) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approve a piggyback to utilize pricing for library purchases from Demco, Inc. Demco, Inc. offers library-specific supplies such as book carts, repair supplies, and display items. The FY21-22 annual spend was \$43,576.19. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
Approve a piggyback to utilize pricing for library purchases from Demco, Inc. Demco, Inc. offers library-specific supplies such as book carts, repair supplies, and display items. The FY21-22 annual spend was \$43,576.19. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis  
FY 22-23 spend to date is \$53,479. Anticipated spend for FY 23-24 year is \$50,000, anticipated spend for FY24-25 is \$50,000.
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$70,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Library Program: Library System Project: Account Strings: KG5710114800.505120	
G)	Fund Type?	Other: Library
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Library Supplies Piggyback Package</a>	7/18/2023	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Library	Tucker, Mary	Approved	7/24/2023 - 10:32 AM
Library	Simon, Mindi	Approved	7/24/2023 - 10:34 AM
Budget Services	Henkel, Anne	Approved	7/24/2023 - 11:09 AM
Budget Services	Winton, Peter	Approved	7/24/2023 - 12:13 PM
County Attorney	Fraser, Andrea	Approved	7/24/2023 - 1:31 PM
County Manager	Codie, Robert	Approved	7/24/2023 - 2:50 PM