

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 5.

Date of Request: July 7, 2008

Date Request Received: July 7, 2008

Board Meeting Date Requested: July 21, 2008

Board Meeting Date Assigned: July 21, 2008

**Short Title:** Resolution Authorizing Purchase Order To W.T. Cox Subscriptions For Annual Library Periodical Renewals: \$6075.35.

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** Most library newspaper and magazine renewals are managed by a single periodical vendor whose service places orders, handles payment to individual publishers, and rectifies any customer complaints. This saves money for the county as it greatly reduces staff time and provides discounts off regular consumer prices.

(Administrative Use Only)

Cox contracts with the school system, and has long given the public library the same discount schedule as the much larger school account. For this reason, they have consistently beat out competing bids for 12 years or more to the point that we solicited, but did not receive, competing bids from the other two subscription agencies we know of.

## CONTRACT TYPE

This expenditure is budgeted in FY2008-2009.

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**Specific Action Requested:** Approve a purchase order in the amount of \$6075.35 to W.T. Cox Subscriptions from "Periodical" library line item 630-410200 as budgeted.

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Requested by: Mike Taylor  
Department: Library  
Title: Director  
Contact Phone: ext. 3926  
Contact Fax: 910-259-0656

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**FINANCE** Sufficient Funds  Available  Not Available  
Date Rec'd:  Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

OBP  
Initials

**NOW, THEREFORE, BE IT RESOLVED** by the Pender County Board of Commissioners that

a purchase order is authorized to be executed by the County Manager to W.T. Cox Subscriptions in the amount of \$6,075.35 from library line item 630-410200 for renewal of magazine and newspaper subscriptions. The County Manager is authorized to execute any/all agreements necessary to implement the resolution.

AMENDMENTS:

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Williams \_\_\_ Tate \_\_\_ Blanchard \_\_\_ Brown \_\_\_ Rivenbark \_\_\_

\_\_\_\_\_  
J. David Williams, Jr., Chairman  
Date July 21, 2008

\_\_\_\_\_  
ATTEST  
Date July 21, 2008