



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** January 26, 2026
SUBJECT: Consider approval of purchase of books from Brodart through a cooperative purchase through the Texas Comptroller of Public Accounts State Contract No. 715-M2 in the amount not to exceed the budgeted amount of \$170,000, with the option to renew the contract for up to two additional one-year terms.
PRESENTER: Cecilia Barham, Director of Library Services

SUMMARY:

This item is to authorize one-time as well as cumulative payments to Brodart for purchases that exceed the \$100,000 purchasing threshold for regularly budgeted maintenance-related items.

GENERAL DESCRIPTION:

The City is requesting authorization to enter into Texas Comptroller of Public Accounts State Contract No. 715-M2 cooperative purchase agreement with Brodart. This authorization allows the ongoing purchase for FY 2026 of materials through Texas SmartBuy Contract No. 715-M2. The agreement may be renewed for two (2) one-year renewal terms, at the City's option. Second- and third-year renewals would not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal period.

This structure provides cost stability, ensures continuity of service, and allows flexibility should operational needs change. The not-to-exceed amount reflects anticipated usage for the initial contract year.

By participating in the Texas SmartBuy cooperative purchasing program, the City is meeting all state competitive bidding requirements for this purchase. As part of the FY 2026 budget process, City Council approved the funding for the purchase of print books for the library's circulating collection.

The library prepares its materials budget by analyzing prior years' spending and circulation to establish monthly allocations. The library makes monthly purchases from Brodart using circulation-driven monthly spending targets in the amount of \$14,160 per month totaling \$170,000 year.

RECOMMENDATION:

Authorize purchases from Brodart for books in an amount not to exceed the budgeted amount of \$170,000 with the option to renew the contract for up to two additional one-year terms.