



City Clerk Document No. _____

City Council Meeting Date: December 8, 2022

**AMENDMENT TO CITY OF CHANDLER AGREEMENT
LIBRARY MATERIALS & RELATED SERVICES
CITY OF CHANDLER AGREEMENT NO. CS9-956-3919**

THIS AMENDMENT NO. 2 (Amendment No. 2) is made and entered into by and between the City of Chandler, an Arizona municipal corporation (City), and Ingram Library Services, LLC (Contractor), (City and Contractor may individually be referred to as Party and collectively referred to as Parties) and made _____, 20____ (Effective Date).

RECITALS

WHEREAS, City Council approved the award of multiple Agreements for Library Materials & Related Services (Agreement); and

WHEREAS, the term of the Agreement was November 1, 2018 through October 31, 2020, with the option of up to two two-year extensions; and

AGREEMENT

NOW THEREFORE, the Parties agree as follows:

1. The recitals are accurate and are incorporated and made a part of the Agreement by this reference.
2. Section III, Period of Service is amended to read as follows: The term of the Agreement is extended for a two-year period November 1, 2022 through October 31, 2024.
3. Section IV, Payment of Compensation and Fees is amended to read as follows: The City will pay the Contractor the per unit cost set forth in Revised Exhibit B of the original Agreement, attached to and made a part of this Amendment No. 2. Total payments made to the Contractor during the term of this Amendment No. 2 will not exceed \$1,150,000.
4. All other terms and conditions of the Agreement remain unchanged and in full force and effect. If a conflict or ambiguity arises between this Amendment No. 2 and the Agreement, the terms and conditions in this Amendment No. 2 prevail and control.

IN WITNESS WHEREOF, the Parties have entered into this Amendment on the Effective Date.

FOR THE CITY

By: _____

Its: _____

FOR THE CONTRACTOR

By: Pamela Smith

Its: VP & General Manager

APPROVED AS TO FORM:

By: _____
City Attorney 

ATTEST:

By: _____
City Clerk

2022 Renewal Pricing Proposal

Dear Mr. Jean:

Please accept this letter as notification that Ingram Library Services LLC would like to continue providing library materials to the City of Chandler and Chandler Public Library. We review the business costs annually associated with the contract to be able to provide you with sufficient notice of any necessary change in terms.

To Renew this contract for one year term:

Discounts

Ingram is pleased to offer the following discounts to the City of Chandler, AZ.

<i>Binding Type or Press</i>	<i>Discount</i>
Trade Hardcover	45.0%
Trade/Quality Paperback	41.0%
Mass Market Paperback	41.0%
Graphic Novels	30.0%
Library Bindings	23.5%
University Press	10.0%
Short discount titles	10.0%
Spoken Word Audio, trade	45.0%
DVD and Blu-ray	30.5%
Music	26.0%
Net Titles	0%, with no service charges

Ingram does not recognize Large Print as separate discount categories. They will receive the discounts listed above, based on binding or press type.

Our discount schedule will remain firm for the initial contract period. Discounts are applied to the publisher's current list price and publisher's list price is subject to change without notice.

List prices of individual library materials are set by the publishers/manufacturers and not by Ingram as distributor. Therefore, we cannot guarantee that the retail/list price of an item will not change during the term of the contract. Prior to placing an order, the Library can determine a title's estimated discount by utilizing the "Price this List" or Quotation features on ipage.

In determining which titles receive less than full trade discounts, Ingram has utilized its best efforts to categorize books for pricing purposes by considering the binding, cost of acquisition, general marketing categories, publisher's discount, and other factors. Ingram reserves the right to be the sole and final determinant of the pricing category.

The discounts and terms reflected in this response are offered only to the City of Chandler, AZ. They are not extended to other libraries, schools, cooperatives or government agencies.

Cataloging and Processing:

Ingram offers a full range of integrated support services for print and audiovisual materials; our experienced Processing Specialists will ensure maximum efficiency and accuracy from order to delivery.

Ingram's processing prices are based on the use of Ingram's standard inventoried materials. If the library chooses to furnish materials or use non-standard supplies, it will be responsible for the costs. When nonstandard suppliers are introduced, pricing for processing them will be established.

We have included a copy of our current Value-Added price list for reference. Although the list is not comprehensive, it includes pricing for Ingram's most common shelf-ready services. This Pricing is subject to change with notice.

Freight:

We are pleased to offer **Ingram-paid freight from your designated primary and secondary distribution centers** on shipments of 15 units or more. Orders will be held until a minimum quantity of 15 units is met. The qualifying unit quantity is subject to change with notice. Items picked, packed, and shipped together count as an individual shipment

UPS ground service is used to transport the majority of Ingram's goods. Ingram will choose the most cost-effective shipping method. Ingram has the right to adjust distribution center designations in order to provide the greatest service to your Library. Orders will ship FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are delivered to the library. Once the items have been delivered, liability lies with the receiving agency. When freight charges on an individual account surpass 2.5% of the account's expenditures, Ingram reserves the right to change the shipping settings under this offer. Changes to account settings such as one warehouse for shipments or shipment timetables and order consolidation levels are examples of such alterations. We will work closely with the Library to ensure if changes are made, they are in the best interests of both parties

Due to the impact of rising oil prices, Ingram has instituted a \$3.00 fuel surcharge. This charge is subject to change with notice. These charges will appear as a Shipping and Handling charge on your invoice.

Payment Terms:

Payment terms under this offer shall be Net 30 Days. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

Ingram is agreeable to extend this Contract for one year:

Effective Dates:	<u>Start Date:</u>	November 1, 2022
	<u>End Date:</u>	October 31, 2023

Ingram Contact List:

The City of Chandler has toll-free telephone access to any Ingram point of contact at (800) 937-5300, or you may reach your Senior Sales Representative directly at:

- Amy Sackett, Senior Sales Representative.....(724) 953-9807
Email: amy.sackett@ingramcontent.com
- Brandy Swett, Inside Sales Representative..... Ext. 31310
Email: Brandy.Swett@ingramcontent.com

Ingram Library Services LLC looks forward to a successful partnership with the City of Chandler. To accept and Renew this offer, please send email acceptance to our Bids and Contracts Department at ilsbids@ingramcontent.com.

Best Regards,



Pamela R. Smith
Vice President, General Manager

PRS/ab

Certificate Of Completion

Envelope Id: DFFE7C7CFEFD4585B6A727A0573BAB99

Status: Sent

Subject: Complete with DocuSign: AZ-City of Chandler 2022 Renewal Pricing Proposal (003).pdf, 3919 Amend...

EDMS Application: CC-AGRMTS

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Saranna Davidson

AutoNav: Enabled

PO Box 4008

Enveloped Stamping: Enabled

Chandler, 85244

Time Zone: (UTC-07:00) Arizona

Saranna.Davidson@chandleraz.gov

IP Address: 198.241.2.1

Record Tracking

Status: Original

Holder: Saranna Davidson

Location: DocuSign

11/28/2022 | 12:26 PM

Saranna.Davidson@chandleraz.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Chandler

Location: DocuSign

Signer Events**Signature****Timestamp**

Pamela Smith

Pamela Smith

Sent: 11/28/2022 | 02:09 PM

Pamela.smith@ingramcontent.com

Resent: 11/30/2022 | 09:45 AM

VP & General Manager

Viewed: 11/30/2022 | 11:24 AM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Signed: 11/30/2022 | 11:24 AM

Using IP Address: 104.129.206.103

Electronic Record and Signature Disclosure:

Accepted: 11/30/2022 | 11:24 AM

ID: 0a888132-ff9c-4a5c-aeb1-86fd5cda3716

Victoria Roedig

victoria.roedig@chandleraz.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 5/12/2021 | 04:29 PM

ID: e8bc7d1d-9904-45bf-a2f0-f2704816bee9

Daniel Brown

Daniel.Brown@chandleraz.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 7/1/2021 | 08:17 AM

ID: 563d172a-e614-4b9b-b2a1-61a0afc8280a

Kevin Hartke

kevin.hartke@chandleraz.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 6/28/2021 | 11:17 AM

ID: 2531f230-027c-41f7-9166-1189df6a8c8f

Dana DeLong

Dana.DeLong@chandleraz.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
Accepted: 6/28/2021 01:03 PM ID: e796186e-c533-4a41-978c-34d69e29778a		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Victoria Roedig victoria.roedig@chandleraz.gov Carahsoft OBO City of Chandler Security Level: Email, Account Authentication (None)		Sent: 11/30/2022 11:24 AM
Electronic Record and Signature Disclosure: Accepted: 5/12/2021 04:29 PM ID: e8bc7d1d-9904-45bf-a2f0-f2704816bee9		
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Rosenda Contreras Rosenda.Contreras@chandleraz.gov Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Accepted: 3/30/2022 01:24 PM ID: fd43dfe1-51e8-4292-b795-54e27b662b8e		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/28/2022 02:09 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Chandler (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.15 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Chandler:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: esignature@chandleraz.gov

To advise City of Chandler of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at esignature@chandleraz.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Chandler

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to esignature@chandleraz.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Chandler

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to esignature@chandleraz.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Chandler as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Chandler during the course of your relationship with City of Chandler.