

# Memorandum



CITY OF DALLAS

Date: January 17, 2014

To: Honorable Members of the Arts, Culture, & Libraries Committee:  
Philip T. Kingston (Chair), Monica R. Alonzo (Vice Chair), Vonciel Jones Hill, Jerry R. Allen, Carolyn R. Davis, Jennifer Staubach Gates

Subject: Authorize Service Contract for Library "Shelf-Ready" Books – Council Agenda February 12, 2014

On February 12, 2014, a council agenda item will be presented for the authorization of a five-year service contract with Brodart, Co., the lowest responsible bidder of four, for the purchase and processing of library books, in an amount not to exceed \$11,619,844. This action will not encumber funds; it will only establish firm pricing for goods and services, for a specific term, to be ordered on an as needed basis.

This service contract will allow the library to select and purchase library books, both in English and Spanish, to meet customer needs. The contract includes the cataloging, inventorying and physical processing (barcodes, labels, and covers) of the books, meaning that the books will arrive "shelf-ready"; making them available to library customers immediately. In FY 2014, the City Council increased the Library's material's budget to \$4,045,000, restoring the material's budget to FY 2008 peak levels. The material's budget is used to purchase all library materials, including: "shelf-ready" books, bestsellers, media, including DVDs, audiobooks and CDs, electronic databases and resources. As the Library's materials budget has increased over the last four years, it is critical that the Library continues to be able to purchase books to meet customer demand.

The Agenda Information Sheets are attached for your review. If you have questions or need additional information, please contact me.

A handwritten signature in black ink, appearing to read 'Joey Zapata'.

Joey Zapata  
Assistant City Manager

cc: A.C. Gonzalez, Interim City Manager  
Warren M.S. Ernst, City Attorney  
Judge Daniel F. Solis, Administrative Judge  
Rosa A. Rios, City Secretary  
Craig D. Kinton, City Auditor  
Ryan S. Evans, Interim First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Forest E. Turner, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Charles M. Cato, Interim Assistant City Manager  
Theresa O'Donnell, Interim Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Frank Libro, Public Information Officer  
Elsa Cantu, Assistant to the City Manager/Mayor & Council

**KEY FOCUS AREA:** Efficient, Effective and Economical Government

**AGENDA DATE:** February 12, 2014

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Library

**CMO:** Jeanne Chipperfield, 670-7804  
Joey Zapata, 670-1204

**MAPSCO:** N/A

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### **SUBJECT**

Authorize a five-year service contract for the purchase and processing of library books - Brodart Co., lowest responsible bidder of four - Not to exceed \$11,619,844 - Financing: Current Funds (subject to annual appropriations)

### **BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for goods and services, for a specific term, which are ordered on an as needed basis.

This service contract will allow for the purchase and processing of approximately 716,000 library books in English and Spanish. The books purchased will be cataloged, inventoried and processed (barcodes, labels, and covers) by the vendor, arriving at the library "shelf ready" and ready for immediate availability.

There are currently 27 branch libraries, Bookmarks at North Park Center and the Central library. In FY2013, patrons checked out over 10.1 million items from Dallas public libraries.

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 144 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

**PRIOR ACTION / REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 27, 2007, City Council authorized a thirty-six-month master agreement for the purchase, cataloging and physically processing of books for the Dallas public libraries by Resolution No. 07-1958.

**FISCAL INFORMATION**

\$11,619,843.75 - Current Funds (subject to annual appropriations)

**M/WBE INFORMATION**

- 21 - Vendors contacted
- 21 - No response
  - 0 - Response (Bid)
  - 0 - Response (No bid)
  - 0 - Successful

144 - M/WBE and Non-M/WBE vendors were contacted.

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

Brodart Co.

White Male	225	White Female	397
Black Male	5	Black Female	6
Hispanic Male	1	Hispanic Female	3
Other Male	6	Other Female	10

## **BID INFORMATION**

The following bids were received from solicitation number BT1402 and opened on November 7, 2013. This service contract is being awarded in its entirety to the lowest responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*Brodart Co.	500 Arch St. Williamsport, PA 17701	\$11,619,843.75
Baker & Taylor, Inc.	2550 West Tyvola Rd. Suite 300 Charlotte, NC 28217	\$11,722,027.50
Ingram Library Services, Inc.	One Ingram Blvd. La Vergne, TN 37086	\$11,748,633.75
Cengage Learning	27500 Drake Rd. Farmington Hills, MI 48331	Non-Responsive**

\*\*Cengage Learning was deemed non-responsive due to not meeting specifications.

## **OWNER**

### **Brodart Co.**

Joseph Largen, President  
Gretchen Herman, Vice President  
Richard Dill, Secretary