

Memorandum



CITY OF DALLAS

DATE February 13, 2015

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 February 25, 2015 Council Agenda Item: 5-year service contract for the purchase of audio visual materials for the Dallas Public Library

On February 25, 2015, a council agenda item will be presented for the authorization of a five-year service contract with Midwest Tape, LLC the only responsive and responsible bidder for the purchase and processing of library audiovisual materials (DVDs, Blu-Rays, music CDs and audiobooks), in an amount not to exceed \$8,434,200. 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 audiovisual materials. The contract includes the cataloging, inventorying and physical processing (barcodes, labels, and covers) of the materials, meaning that the items will arrive "shelf-ready" and available to library customers quickly. In FY 2015, the City Council increased the Library's materials budget to \$4,200,000, exceeding the FY 2008 peak level of \$4,045,000. The materials budget is used to purchase "shelf-ready" books and bestsellers, media (including DVDs, audiobooks and CDs), electronic databases and other resources to meet customer demand.

The agenda information sheet is attached for your review. If you have questions or need additional information, please contact me.

A handwritten signature in blue ink that reads "Joey Zapata".

Joey Zapata
Assistant City Manager

Attachment

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

AGENDA ITEM # 5

KEY FOCUS AREA: Culture, Arts and Recreation and Educational Enhancements

AGENDA DATE: February 25, 2015

COUNCIL DISTRICT(S): All

DEPARTMENT: Business Development & Procurement Services
Library

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

MAPSCO: N/A

SUBJECT

Authorize a five-year service contract for the purchase and physical processing of audio visual materials for the Dallas Public Library - Midwest Tape, LLC., only responsive bidder of two – Not to exceed \$8,434,200 - 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 services, for a specific term, which are ordered on an as needed basis.

This service contract will allow for the purchase and physical processing of audio visual materials for the Dallas Public Library. This contract will provide processing of approximately 301,000 audiovisual materials including DVDs, Blu-Rays, music CDs, and audiobooks. The audiovisual materials purchased will be cataloged, inventoried and processed (barcodes, labels, and covers) by the vendor, arriving at the library "shelf ready" which makes the materials available immediately.

The Dallas Public Library has 27 branches, Bookmarks at NorthPark Center and the J. Erik Jonsson Central Library. In FY2014, patrons checked out over 9.7 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 131 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 BDPS' 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 September 9, 2009, City Council authorized a three-year master agreement for "shelf ready" audio visual material for the Dallas Public Library by Resolution No. 09-2196.

On February 17, 2015, the Arts, Culture and Libraries Committee will be briefed via memorandum.

FISCAL INFORMATION

\$8,434,200.00 – Current Funds (subject to annual appropriations)

M/WBE INFORMATION

- 13 - Vendors contacted
- 13 - No response
- 0 - Response (Bid)
- 0 - Response (No Bid)
- 0 - Successful

131 - M/WBE and Non-M/WBE vendors were contacted

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

ETHNIC COMPOSITION

Midwest Tape, LLC.

White Male	112	White Female	153
Black Male	11	Black Female	21
Hispanic Male	8	Hispanic Female	4
Other Male	0	Other Female	1

BID INFORMATION

The following bids were received from solicitation number BT1429 and were opened on October 30, 2014. This service contract is being awarded in its entirety to the only responsive and responsible bidder.

*Denotes successful bidder

BID INFORMATION (Continued)

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Midwest Tape, LLC.	6950 Hall St. Holland, OH 43528	\$8,434,200.00
Ingram Library Services, Inc.	One Ingram Blvd. La Vergne, TN 37086	Non-responsive**

**Ingram Library Services, Inc. was deemed non-responsive due to not meeting specifications.

Auditors Note: Pursuant to Business Development and Procurement Services' (BDPS) request, the Auditor's office has reviewed the single bid item and submitted related documentation and has determined BDPS followed Administrative Directive 4-05 provisions for processing this single bid item and made reasonable efforts to increase bid participation. This proposed procurement meets the requirements for a single bid.

OWNER

Midwest Tape, LLC.

John H. Eldred, President
Jeffery Jankowski, Vice President
Susan M. Bascuk, Secretary
Adam Schoesler, Treasurer