

Mayor and Council Communication

DATE: 05/10/22

M&C FILE NUMBER: M&C 22-0342

LOG NAME: 13P22-0066 DVDS, BLU-RAY AND RELATED SERVICES

SUBJECT

(ALL) Authorize Execution of a Non-Exclusive Agreements with Baker and Taylor, LLC and MidWest Tape, LLC for DVD's, Blu-Ray and Related Services in a Combined Amount Up to \$750,000.00 for the First Year and Authorize Four One-Year Renewal Options for the Same Annual Amount for the Library Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of a non-exclusive agreements with Baker and Taylor, LLC and MidWest Tape, LLC for DVD's, Blu-Ray and related services in a combined amount up to \$750,000.00 for the first year and authorize four one-year renewal options for the same annual amount for the Library Department.

DISCUSSION:

The Library Department approached the Purchasing Division to purchase Digital Video Discs (DVDs) and Blu-rays in English and Spanish formats on an as-needed basis from multiple vendors. These Purchase Agreements will allow the Library to have DVDs and Blu-rays available for checkout on the same date as they are released to video stores and to the public, and to stock new branches that will open during the term of these Agreements. Currently, Fort Worth citizens rely on Library materials as a resource for popular pre-recorded discs, motion pictures, music videos, cartoons, television series, as well as educational and entertainment programs for adults and children. In order to procure the service, staff issued a Request for Proposal (RFP) 22-0066. The RFP consisted of detailed specifications describing provision and quality of a street release date program; ability to provide a variety of titles in the quantities needed to fulfill orders from the Fort Worth Library; provision and quality of standing order program(s).

The RFP was advertised in the *Fort Worth Star-Telegram* on February 9, 2022, February 16, 2022 and February 23, 2022. The City received two proposals.

An evaluation panel comprised of representatives of the Library and Code Compliance departments reviewed and scored the submittals using the Best Value criteria which included: (a) Extent to which the Cataloging and Processing Services meet City's needs, (b) Quality of street release program, (c) Methodology of on-line services, (d) Ability to provide a variety for both DVD's and Blu-Rays and (e) Cost of service.

The individual scores were averaged for each of the criteria and the final scores are listed in the following table:

Proposers	Evaluation Criteria						
	a	b	c	d	e	Total Score	Rank
MidWest Tape, LLC	10	8.5	7.5	8.5	35	69.5	1
Baker and Taylor, LLC	10	9	10.5	7.5	0	37	2

After evaluation, the panel concluded that Baker and Taylor, LLC and MidWest Tape, LLC presented the best value to the City. Therefore, the panel recommends that Council authorize agreements with Baker and Taylor, LLC and MidWest Tape, LLC. Non-Exclusive awards are recommended to ensure the Library has the flexibility to obtain items and services at the lowest cost and availability, as well as vendor responsiveness. No guarantee was made that a specific amount of products would be purchased.

Funding is budgeted in the Other Contractual Services account and the Library Books and Materials account of the Library Department's rollup within the General Fund.

Agreement Terms: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

Renewal Terms: The Agreement may be renewed for four one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirements is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the application of the purchase of good or services is from sources where subcontracting or supplier opportunities are negligible.

Administrative Change Order: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the Library department has the responsibility to validate the availability of funds.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Manya Shorr	7707
<u>Originating Business Unit Head:</u>	Anthony Rousseau	8338
	Marilyn Marvin	7708
<u>Additional Information Contact:</u>	Cynthia Garcia	8525
	Heather Oakes	8354