

Mayor and Council Communication

DATE: 11/05/19

M&C FILE NUMBER: M&C 19-0284

LOG NAME: 13P19-0184 LIBRARY BOOKS AND SERVICES LIBRARY JC

SUBJECT

Authorize Execution of Non-Exclusive Agreements with Baker & Taylor, LLC., and Brodart Company for the Purchase of Library Books and Materials and Related Services for the Library Department in a Combined Annual Amount up to \$3,175,000.00 and Authorize Four Annual Renewal Options (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive agreements with Baker & Taylor, LLC., and Brodart Company for the purchase of library books and materials and related services for the Library Department in a combined annual amount up to \$3,175,000.00 and authorize four annual renewal options (ALL COUNCIL DISTRICTS)

DISCUSSION:

The Library Department approached the Purchasing Division to conduct a bid for annual agreements for library books and services. The Library will purchase materials for adults, teens and children for all Fort Worth Library locations as well as any new locations that open during the agreement period. The Library purchases over 100,000 print books each year. Opening Day Collections for new branches can add another 50,000 books. The agreements will include outsourced cataloging and processing operations, vendor collection development and assessment tools, and drop shipping to library locations. Other formats and vendor services may be added as they become available. In order to procure these services Purchasing issued a Request for Proposal (RFP). The RFP consisted of detailed specifications listing the types of materials and shelf-ready processing services the vendor would be required to provide.

The RFP was advertised in the Fort Worth Star-Telegram on July 3, 2019, July 10, 2019, July 17, 2019, July 24, 2019 and July 31, 2019. The City received four bids.

Bids were evaluated on a pre-established best value criteria including price, vendor qualifications, access to inventory and delivery services, ability to catalog and process books as specified, quality and depth of online services and collection development tools, ordering standing orders and related services, customer service, reporting services and opening day collection services. Purchasing and Staff from the Library Department evaluated the bids submitted and recommends awarding non-exclusive agreements to Baker & Taylor, LLC., and Brodart Company with an initial one-year term and four one-year options to renew. No guarantee was made that a specific amount of these materials and processing services will be purchased. In addition, 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.

M/WBE OFFICE - A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council approval and execution of agreement, the initial term of the agreement shall begin.

The purchases will be in ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

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

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