

# Mayor and Council Communication

DATE: 05/21/24

M&C FILE NUMBER: M&C 24-0444

LOG NAME: 13P24-0144 LIBRARY BOOKS AND SERVICES EC CODE

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Agreements with Multiple Vendors for Library Books and Services in a Combined Annual Amount Up to \$3,200,000.00 and Authorize Four Annual Renewals for the Same Amount for the Library Department

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of non-exclusive agreements with Baker and Taylor, LLC., Nubro, Inc. dba Brodart Co., Ingram Library Services, LLC., and Children's Plus, Inc. for library books and services in a combined annual amount up to \$3,200,000.00 and authorize four annual renewal options for the same amount for the Library Department.

**DISCUSSION:**

The Library Department approached the Purchasing Division to procure non-exclusive agreements for library books, materials, and related services such as labeling, cataloging, and protective covers for all Fort Worth Library locations. In order to procure these services, Purchasing issued a Request for Proposal (RFP) No. 24-0144 describing the specifications for the labeling, cataloging, and delivery needed by the Library Department.

The bid was advertised in the *Fort Worth Star-Telegram* on February 28, 2024, March 6, 2024, March 13, 2024, March 20, 2024, and March 27, 2024. The City received five (5) responses.

An evaluation panel consisting of representatives of the Library Department and the Information Technology Department reviewed and scored the submittals using Best Value criteria.

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

Proposer	Evaluation Factors								
	a	b	c	d	e	f	g	Total	Rank
Baker & Taylor, LLC	9.00	9.17	14.17	9.53	5.83	2.40	37.25	87.35	1
Brodart Company	8.33	7.70	13.60	9.53	5.60	3.33	34.24	82.34	2
Ingram Library Services, LLC	8.00	10.27	13.60	9.53	5.83	2.80	29.85	79.88	3
Children's Plus, Inc.	7.00	6.23	10.77	6.60	4.67	1.73	40.00	77.00	4
Language Link, LLC	1	0	0	0	0	0	0	0	*

- a) Vendor Qualifications
- b) Vendors access to inventory and delivery services
- c) Ability to catalog and process books as specified
- d) Ordering, standing orders, and related services
- e) Customer Service and reporting services
- f) Opening Day Collection (ODC) services
- g) Cost of services

\* Language Link, LLC did not score at least 50% or more of the total available points for technical criteria and, therefore, was deemed nonresponsive and did not receive pricing points.

After evaluation, the panel concluded that a multi-award to Baker and Taylor, LLC., Nubro, Inc. dba Brodart Company, Ingram Library Services, LLC., and Children's Plus, Inc. presented the best value for the City. Therefore, the panel recommends that Council authorize non-exclusive agreements with Baker and Taylor, LLC., Nubro, Inc. dba Brodart Co. Ingram Library Services, LLC., and Children's Plus, Inc. No

guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' bids met specifications.

**FUNDING:** The maximum amount allowed under these agreements will be a combined amount of \$3,200,000.00; however, the actual amount used will be based on the needs of the department and available budget. Funding is budgeted in the General Operating and Maintenance category within the General Fund for the Library Department.

**DVIN-BE:** A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods 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.

**AGREEMENT TERMS:** Upon City Council approval, these agreements shall begin upon execution and expire in one year from that date.

**RENEWAL TERMS:** These agreements may be renewed for up to four (4) additional, one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being made, the Library Department has the responsibility to validate the availability of funds.

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