



City Council Report

Date: July 10, 2017
To: City Council
Through: Mike Kennington, Chief Financial Officer
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Three-Year Term Contract for Library Media Materials for the Library Services Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Term Contract for Library Media Materials as recommended. A committee representing the Library Services Department and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the three, highest scored proposals from Midwest Tape LLC; Recorded Books, Inc.; and OverDrive Inc.; cumulatively not to exceed \$425,000.00 annually, based on estimated requirements.

Background / Discussion

The Library system consists of a Main library that includes a central technical services operation for the system and four Library branches. The Library system has approximately 302,000 titles and 465,000 volumes in all formats and large print volumes; and the annual circulation of 3,475,000 in FY 2015/16. The Library system and 11 other libraries in Maricopa County participate in a reciprocal borrowing agreement.

This contract will provide audiobooks, DVDs, digital products and other professional services such as outsourcing library materials processing from well-established wholesale suppliers. These materials will be used to replenish older items and provide current content so that patrons will have new material throughout the year at all locations. It enables operational efficiency of the City's Library system for the acquisition of Library Media Materials and facilitation of the entire Selection/Ordering/Receiving/Invoicing process.

Staff from the Library Services Department evaluated the four proposals based on the evaluation criteria as stated in the solicitation. Best and Final Offers were not requested by the evaluation team. The three, highest scored proposals, Midwest Tape LLC; Recorded Books, Inc.; and OverDrive Inc.; are being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

The annual contract amount is available in the Library Services Department operating budget.

Coordinated With

Library Services and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2017205

Vendors Registered: ProcureAZ (813) and Vendor Self Service (108)

Advertising: ProcureAZ and Purchasing Website

Downloads: 52

Responses: 5 responses (1 Non-Responsive) and 1 No Bid response

Local Consideration: N/A (no Mesa vendor responses)

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Consumer Price Index

Pricing Available to Other Cooperative Agencies: Yes

May 18, 2017 Proposals Received

Midwest Tape LLC - Holland, OH

OverDrive Inc. - Cleveland, OH

Recorded Books, Inc. - Prince Frederick, MA

Taped Editions, Inc dba TEI Landmark Audio - Indianapolis, IN

Non-Responsive Response

Discount Magazine Subscription Service, Inc. – Only provided pricing and did not include required response forms.

No Bid Response

Baker & Taylor – Initially submitted samples for RFP No. 2017205; did not submit required response forms after their decision to not bid which was after submitting their samples.

Proposal Scoring Results

Evaluation Criteria / Points Possible	Midwest Tape (Recommended)	OverDrive (Recommended)	Recorded Books (Recommended)	Taped Editions
Firm's Ability to Meet Essential Services / 420	418.67	395	388	343
Firm's Ability to Meet Required Services / 280	276.67	215	243.33	215.67
Firm's Ability to Meet Preferred Services / 105	102.33	105	88	20
Firm's Fulfillment Rate and Related Factors / 45	44.33	45	43.33	26.67
Pricing & Compensation / 150	86.81	53.26	86.37	38.92
Total / 1,000	<u>928.81</u>	<u>813.26</u>	<u>849.03</u>	644.26

AWARD RECOMMENDATION

Midwest Tape LLC - Holland, OH
Recorded Books, Inc. - Prince Frederick, MA
OverDrive Inc. - Cleveland, OH

Description
<p>Library Media Materials per Agreement No. 2017205; Exhibits – Scope of Work, Pricing, Mesa Standard Terms and Conditions and Other Exhibits; Solicitation including any addenda; and Contractor Response</p> <p>Annual Contract Amount: <u>\$425,000.00</u> (cumulatively not to exceed)</p>