

AGENDA



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	44107	Agenda Number	18.
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Meeting Date:	May 7, 2015
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Department:	Purchasing
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Subject

Authorize award and execution of a 12-month supply and service contract with MIDWEST TAPE, LLC, or the other qualified bidder for Invitation for Bid-Best Value No. EAD0609, to provide DVD and BLU-Ray acquisitions, cataloging, and processing for the Austin Public Library Department in an amount not to exceed \$626,000, with five 12-month extension options in an amount not to exceed \$626,000 for each extension option, for a total contract amount not to exceed \$3,756,000.

Amount and Source of Funding

Funding in the amount of \$208,667 is available in the Fiscal Year 2014-2015 Operating Budget of the Austin Library Department. Funding for the extension options is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Best evaluated bid received.
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Prior Council Action:	
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For More Information:	Erin D'Vincent, Senior Buyer Specialist, 512-972-4017
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Boards and Commission Action:	
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Related Items:	
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MBE / WBE:	The contract will be awarded in compliance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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Additional Backup Information

The contract will provide the Austin Public Library (APL) with adult and juvenile DVD and BLU-Ray acquisitions, cataloging, and processing services. Items will be fully cataloged, added to inventory records, and processed so they are shelf ready and drop shipped to multiple locations which allows for immediate checkout of materials by library card-holders. Currently, APL consists of a central library, 20 branch libraries, and the Austin History Center; the City has broken ground on a new central library which is estimated to open in 2016.

APL acquires a variety of published resources for circulation in various formats and languages annually for its collection. APL includes published audiovisual resources as part of the circulation materials collection. All materials are available for circulation to customers free of charge. In addition to cataloging and processing services, APL will have access to Midwest Tape's online ordering system. This will include the ability to track orders, provide real-time inventory information, download reports, access to pre-publication announcements, advance notification of upcoming release dates, and additional features which will aid APL staff in the development and selection of its audiovisual collection.

The solicitation was issued as a best value solicitation allowing APL to select the vendor who provided the best solution. The bids were evaluated by APL staff and the evaluation team recommended Midwest Tape, LLC as the best value based on: cost, acquisitions, cataloging, processing, support, and software, services provided, a demonstration of the vendor system, and local business presence.

This request allows for the development of an agreement with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.

APL's previous contract was cancelled in September 2014. APL created a specification that would allow the materials to come in shelf ready which eliminates the need for staff time. APL has been without a contract since then. A spot purchase was made in November 2014 to hold APL over until a new contract was put in place, but the funds are now exhausted. Each month, APL should be purchasing approximately 1,100 DVDs and BLU-Rays. The growth of this contract from the end of Fiscal Year 2013 to Fiscal Year 2014 has been approximately 9%, and digital formats in physical and electronic continue to be a demand by APL customers.

MBE/WBE solicited: 5/2

MBE/WBE bid: 0/0

BID TABULATION

IFB-BV No. EAD0609

**DVD & BLU-Ray Acquisitions, Cataloging and Processing
(13 line items)**

<u>Vendor</u>	<u>Total Price</u>
Midwest Tape, LLC Holland, OH	\$626,000
Baker & Taylor, Inc. Charlotte, NC	\$725,000

The expenditures for the first 12 months of this contract are estimated to be \$626,000.

A complete bid tabulation is on file in the Purchasing Office and is on the City's Financial Services Austin Finance Online website at: http://ci.austin.tx.us/financeonline/vendor_connection/solicitation/search.cfm

PRICE ANALYSIS

- a. Adequate competition.
- b. 115 notices were sent including five MBEs and two WBEs. Two bids were received with no response from the MBEs/WBEs.
- c. The pricing offered represents a 10% decrease from the last contract awarded in March 2014.

APPROVAL JUSTIFICATION

- a. Best evaluated bid.
- b. The Purchasing Office recommends contract award consistent with the findings of the evaluation committee.
- c. Advertised in the Austin American Statesman and on the Internet.