Memorandum

Date: January 17, 2014

To: Honorable Members of the Arts, Culture, & Libraries Committee:
   Philip T. Kingston (Chair), Monica R. Alonzo (Vice Chair), Voncie Jones Hill, Jerry R. Allen, Carolyn
   R. Davis, Jennifer Staubach Gates

Subject: Authorize Service Contract for Library “Shelf-Ready” Books – Council Agenda February 12, 2014

On February 12, 2014, a council agenda item will be presented for the authorization of a five-year
service contract with Brodart, Co., the lowest responsible bidder of four, for the purchase and
processing of library books, in an amount not to exceed $11,619,844. This action will not encumber
funds; it will only establish firm pricing for goods and services, for a specific term, to be ordered on
an as needed basis.

This service contract will allow the library to select and purchase library books, both in English and
Spanish, to meet customer needs. The contract includes the cataloging, inventorying and physical
processing (barcodes, labels, and covers) of the books, meaning that the books will arrive “shelf-
ready”; making them available to library customers immediately. In FY 2014, the City Council
increased the Library’s material’s budget to $4,045,000, restoring the material’s budget to FY 2008
peak levels. The material’s budget is used to purchase all library materials, including: “shelf-ready”
books, bestsellers, media, including DVDs, audiobooks and CDs, electronic databases and
resources. As the Library’s materials budget has increased over the last four years, it is critical that
the Library continues to be able to purchase books to meet customer demand.

The Agenda Information Sheets are attached for your review. If you have questions or need
additional information, please contact me.

Joey Zapata
Assistant City Manager

cc: A.C. Gonzalez, Interim City Manager
   Warren M.S. Ernst, City Attorney
   Judge Daniel F. Solis, Administrative Judge
   Rosa A. Rios, City Secretary
   Craig D. Kinton, City Auditor
   Ryan S. Evans, Interim First Assistant City Manager
   Jill A. Jordan, P.E., Assistant City Manager
   Forrest E. Turner, Assistant City Manager
   Joey Zapata, Assistant City Manager
   Charles M. Cato, Interim Assistant City Manager
   Theresa O’Donnell, Interim Assistant City Manager
   Jeanna Chipperfield, Chief Financial Officer
   Frank Librio, Public Information Officer
   Elsa Cantu, Assistant to the City Manager/Mayor & Council
KEY FOCUS AREA:  Efficient, Effective and Economical Government

AGENDA DATE:  February 12, 2014

COUNCIL DISTRICT(S):  All

DEPARTMENT:  Business Development & Procurement Services Library

CMO:  Jeanne Chipperfield, 670-7804
       Joey Zapata, 670-1204

MAPSCO:  N/A

SUBJECT

Authorize a five-year service contract for the purchase and processing of library books - Brodart Co., lowest responsible bidder of four - Not to exceed $11,619,844 - Financing: Current Funds (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for goods and services, for a specific term, which are ordered on an as needed basis.

This service contract will allow for the purchase and processing of approximately 716,000 library books in English and Spanish. The books purchased will be cataloged, inventoried and processed (barcodes, labels, and covers) by the vendor, arriving at the library "shelf ready" and ready for immediate availability.

There are currently 27 branch libraries, Bookmarks at North Park Center and the Central library. In FY2013, patrons checked out over 10.1 million items from Dallas public libraries.

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 144 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.
PRIOR ACTION / REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 27, 2007, City Council authorized a thirty-six-month master agreement for the purchase, cataloging and physically processing of books for the Dallas public libraries by Resolution No. 07-1958.

FISCAL INFORMATION

$11,619,843.75 - Current Funds (subject to annual appropriations)

M/WBE INFORMATION

21 - Vendors contacted
21 - No response
  0 - Response (Bid)
  0 - Response (No bid)
  0 - Successful

144 - M/WBE and Non-M/WBE vendors were contacted.

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

ETHNIC COMPOSITION

Brodart Co.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Male</th>
<th>Female</th>
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<tbody>
<tr>
<td>White Male</td>
<td>225</td>
<td>397</td>
</tr>
<tr>
<td>Black Male</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Hispanic Male</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Other Male</td>
<td>6</td>
<td>10</td>
</tr>
</tbody>
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**BID INFORMATION**

The following bids were received from solicitation number BT1402 and opened on November 7, 2013. This service contract is being awarded in its entirety to the lowest responsive and responsible bidder.

*Denotes successful bidder

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Address</th>
<th>Amount of Bid</th>
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<tbody>
<tr>
<td>*Brodart Co.</td>
<td>500 Arch St.</td>
<td>$11,619,843.75</td>
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<tr>
<td></td>
<td>Williamsport, PA 17701</td>
<td></td>
</tr>
<tr>
<td>Baker &amp; Taylor, Inc.</td>
<td>2550 West Tyvola Rd.</td>
<td>$11,722,027.50</td>
</tr>
<tr>
<td></td>
<td>Suite 300</td>
<td></td>
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<tr>
<td></td>
<td>Charlotte, NC 28217</td>
<td></td>
</tr>
<tr>
<td>Ingram Library Services, Inc.</td>
<td>One Ingram Blvd.</td>
<td>$11,748,633.75</td>
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<td></td>
<td>La Vergne, TN 37086</td>
<td></td>
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<tr>
<td>Cengage Learning</td>
<td>27500 Drake Rd.</td>
<td>Non-Responsive**</td>
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<tr>
<td></td>
<td>Farmington Hills, MI 48331</td>
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**Cengage Learning was deemed non-responsive due to not meeting specifications.**

**OWNER**

**Brodart Co.**

Joseph Largen, President  
Gretchen Herman, Vice President  
Richard Dill, Secretary