

Agenda Action Form Overview

Request to Award Library Contract for Audiovisual Materials and Cataloging & Processing Services

Background/Justification

The Board is requested to authorize the County Manager to enter into a contract with Midwest Tape, LLC that allows the company to serve as the primary vendor for the purchase of audiovisual materials (music, compact discs, DVDs, and audiobooks on disc) and cataloging & processing services as specified in RFP #19-026 for a total not to exceed \$150,000.00 in fiscal year 2020. The term of the contract is from July 1, 2019 through June 30, 2020, with the option to renew for four (4) successive one (1) year periods. The funds for this contract will come from the existing FY20 budget.

Library and Purchasing staff developed the specifications for RFP #19-026 for the primary vendor to deliver audiovisual formats and to provide cataloging & processing services on an as-needed basis. The specifications allow the County the right to award to a single contractor deemed to be fully qualified and best suited. The RFP was advertised on March 7, 2019. A total of two (2) responses were received and evaluated, from Baker & Taylor, LLC, and Midwest Tape, LLC.

Library staff evaluated the bid responses based on each vendor's pricing and discounts offered; demonstrated ability to provide service; their methodology and resources detailed in the response; their experience, references and stability; and the library's prior experience with each vendor. Each vendor has served as the Library's primary vendor for audiovisual materials and cataloging and processing services in the past: Midwest Tape, LLC from FY2009 to FY2012 and Baker & Taylor, LLC from FY2013 to FY2019. Library staff have been satisfied with the performance of each of these vendors and are confident that each could perform the requirements detailed in RFP #19-026. Midwest Tape, LLC submitted a pricing and discount proposal with lower per-item costs for cataloging and processing, resulting in a higher evaluation score. As a result, Library staff propose that Midwest Tape, LLC be awarded the contract.

Policy Impact

There is no impact to current policy.

Procurement Background

Type of purchase

- ☒ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐

Fiscal Impact

Funds for this contract will come from Library's FY2020 budget for audiovisual materials and cataloging & processing services. No new or additional funds are being requested.

Recommendation

The County Manager recommends that the Board authorize the County Manager to enter into a contract with Midwest Tape, LLC for the acquisition of audiovisual materials and cataloging & processing services for a total amount not to exceed \$150,000.00, with an option to renew the contract for four (4) successive one (1) year periods.