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**SUBJECT:** Award of Request for Proposal 011-R-19 Markham Public Library Material and Processing Services

**PREPARED BY:** Darius Chung, Senior Buyer, Ext. 2025

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**RECOMMENDATION:**

- 1) That the report entitled “Award of Request for Proposal 011-R-19 Markham Public Library Material and Processing Services” be received; and,
- 2) That the contract for Markham Public Library Material and Processing Services be awarded to the highest ranked / lowest priced bidder, Library Services Centre (LSC); and,
- 3) That the term of the contract is for three (3) years with an option to renew for an additional two (2) one year periods in the total annual award amount of \$1,598,193.31 (inclusive of HST);
  - 2020 - \$1,598,193.31\*
  - 2021 - \$1,598,193.31\*
  - 2022 - \$1,598,193.31\*
  - 2023 - \$1,598,193.31\*\*
  - 2024 - \$1,598,193.31\*\*
  - Total: \$7,990,966.55

\*For the three (3) year contract term (January 1, 2020 – December 31, 2022), costs will be at the same itemized pricing.

\*\*The two (2) optional renewal years (January 1, 2023 – December 31, 2024), costs will be adjusted based on the Consumer Price Index for All Items Toronto for the twelve (12) month period ending December in the applicable year. 2021 - 2024 is subject to Council approval; and,
- 4) That the contract in 2020 be funded from the 2020 project for Library Collections, subject to Council approval of the 2020 Capital Budget. Any future years 2021 – 2024 will be subject to Council approval of the annual budget; and,
- 5) That the Director of Library Administration & Operational Support, and Senior Manager of Procurement & Accounts Payable be authorized to exercise the option to renew the contract in years 4 and 5 subject to performance and Council approval of the annual budget; and further,
- 6) That staff be authorized and directed to do all things necessary to give effect to this resolution.

**EXECUTIVE SUMMARY:**

N/A

**PURPOSE:**

The purpose of this report is to obtain approval to award the contract for Markham Public Library Material and Processing Services for a term of three (3) years with an option to renew for an additional two (2) years.

**BACKGROUND:**

Markham Public Library (MPL) currently serves a diverse population of over 350,000 residents from 8 locations. The Library provides materials in various formats including books, CD's, Talking Books, DVDs, Kits, Videogames, and digital items, including eBooks and eAudiobooks. In addition to English and French, the library maintains materials in the following languages: Arabic, Chinese, Greek, Gujarati, Hebrew, Hindi, Italian, Korean, Punjabi, Persian, Russian, Spanish, Tagalog/ Filipino, Tamil, & Urdu.

This contract includes English and French Material (Section A), Multilingual Material (Section B), Customer Centered Classification (Section C).

**OPTIONS/ DISCUSSION:**

Bids closed on	February 22, 2019
Number picking up bid document	3
Number responding to bid	2*

\*This is a niche market with only a few local providers who can provide the type of service. In 2014, the bid turnout was similar with only two submissions.

**PROPOSAL EVALUATION:**

The evaluation team was comprised of Staff from the Markham Public Library with Procurement Staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as detailed in the Request for Proposal: 40 points for project delivery and performance measures, 15 points for bidder's experience in similar/related projects, 15 points for experience of the organizations team, and 30 points for price, totaling 100 points with the resulting score as follows:

Bidder	Total Score (100 points)	Overall Ranking
Library Services Centre	96.50	1

**FINANCIAL CONSIDERATIONS AND TEMPLATE:**

Recommended bidder	Library Services Centre (highest ranked/lowest priced bidder)	
Current budget available	\$1,598,200.00*	Project #20176 – Library Collections
Less cost of award	\$1,598,193.31	2020 Cost of Award
	\$1,598,193.31	2021 Cost of Award**
	\$1,598,193.31	2022 Cost of Award**
	\$1,598,193.31	2023 Cost of Award**
	<u>\$1,598,193.31</u>	2024 Cost of Award**
	\$7,990,966.55	Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 6.69	

\*The overall project budget is \$2,796,600. The pre-approval request of \$1,598,200 was to ensure there is no gap in the supply of library materials in Q1, 2020.

\*\*Subject to Council approval of the 2021-2024 capital budgets.

Material	Budget	Cost of Award	Remaining Balance
Books & Subscriptions	\$ 749,156.25	\$ 749,153.11	\$ 3.14
Audio Visuals	\$ 344,611.88	\$ 344,610.43	\$ 1.44
French Books	\$ 24,971.88	\$ 24,971.77	\$ 0.10
Multilingual	\$ 279,685.00	\$ 279,683.83	\$ 1.17
Processing services	\$ 199,775.00	\$ 199,774.16	\$ 0.84
	\$ 1,598,200.00	\$ 1,598,193.31	\$ 6.69

**HUMAN RESOURCES CONSIDERATIONS**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This project aligns with the Integrated Leisure Master Plan (ILMP) for Parks, Recreation, Culture, and Libraries.

The Markham Public Library Material & Processing Program offers considerable value to the local community and the City as a whole. The Library offers a wide selection of material in many languages that provides ongoing value to the community.

**BUSINESS UNITS CONSULTED AND AFFECTED:**

Markham Public Library, Finance

**RECOMMENDED BY:**

Michelle Sawh, Director, Administration

Catherine Biss, Chief Executive Officer

**ATTACHMENTS:**

N/A