



Report to: General Committee

Meeting Date: January 30, 2024

SUBJECT: RFP 255-R-23 Markham Public Library Material and Processing Services
PREPARED BY: Hassan Madar, Senior Buyer, Ext. 2177

RECOMMENDATION:

- 1) That the report entitled “RFP 255-R-23 Markham Public Library Material and Processing Services” be received; and
- 2) That the contract # 255-R-23 for Markham Public Library Material and Processing Services be awarded to the two (2) highest ranked/lowest priced bidders:
 - a. Library Bound Inc. - \$1,535,016.02 (All print, talking books, nonfiction DVDs, multilingual CDs and video games)
 - b. CVS Midwest Tape - \$156,128.33 (Fiction DVDs & CDs)
- 3) The term of the Contract is for three (3) years commencing on January 1, 2024 and ending on December 31, 2026 with the option to renew for two (2) additional one year periods in the annual amount of \$1,691,144.35 (inclusive of HST);

2024 - \$1,691,144.35*
2025 - \$1,691,144.35*
2026 - \$1,691,144.35*
2027 - \$1,691,144.35**
<u>2028 - \$1,691,144.35**</u>
Total: \$8,455,721.75

*For the three (3) year contract term (January 1, 2024 – December 31, 2026), costs will be at the same itemized pricing.
**The two (2) optional renewal years (January 1, 2027 – December 31, 2028), costs will be adjusted based on the Consumer Price Index for All Items Ontario for the twelve (12) month period ending December in the applicable year; and
- 4) That the contract in 2024 will be funded from project #23462 - Library Collections approved as part of the 2023 in-year capital additions. Funding for 2025 – 2028 collections are subject to adoption of the 2025 - 2028 budgets; 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 year 4 and 5 subject to performance and Council adoption of the annual budget; and further,
- 6) That staff be authorized and directed to do all things necessary to give effect to this resolution.

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 eight 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, Gujarati, Hebrew, Hindi, 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).

BID INFORMATION:

Bids closed on	October 27 th , 2023
Number picking up bid document	4
Number responding to bid	3

RECOMMENDATION:

Recommended bidder	CVS Midwest Tape: highest ranked/lowest priced Library Bound Inc: highest ranked/lowest priced	
Current budget available	\$ 1,700,000.00	Project #23462 Library Collections
Less cost of award	\$ 156,128.33 <u>\$ 1,535,016.02</u> \$ 1,691,144.35	CVS Midwest Tape Award Library Bound Inc. Award
Budget remaining after this award	\$ 8,885.65	*

* The remaining budget in the amount of \$8,885.65 will be retained within the Library Collections to be used towards eResources. In comparison to the 2019-2023 contract, this contract represents an increase of 12%, however, prices remain fixed for three (3) years.

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:

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

Bidder	Total Score (100 points)
Library Bound Inc.	96.68

English, French and Multilingual Material. Part 3 - Fiction DVDs and CDs in English and French

Bidder	Total Score (100 points)
CVS Midwest	90.17

OPERATING BUDGET AND LIFE CYCLE IMPACT

This is a Capital Project funded from the Life Cycle, and the award is consistent with the Life Cycle study amount. Total budget of approved project #23462 - Library Collections is \$3,092,600.

As this is a capital project, there is no incremental Operating Budget impact.

HUMAN RESOURCES CONSIDERATIONS:

Not Applicable

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:

Catherine Biss
Chief Executive Officer
Markham Public Library

Morgan Jones
Commissioner, Community Services