

AGENDA



Thursday, January 10, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 43

Subject: Authorize award and execution of a 36-month requirements supply contract with MIDWEST TAPE, LLC, Holland, OH, for the purchase of DVD videos and processing services in an estimated amount not to exceed \$3,600,000, with three 12-month extension options in an estimated amount not to exceed \$1,200,000 per extension option, for a total estimated contract amount not to exceed \$7,200,000.

Amount and Source of Funding: Funding in the amount of \$780,000 is available in the Fiscal Year 2007-2008 Operating Budget of the Library Department. Funding in the amount of \$120,000 is available in the Fiscal Year 2007-2008 Capital Budget of the Library Department. Funding for the remaining 27 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: A fiscal note is attached.

For More Information: Sydney Ceder, Senior Buyer/974-2035

Purchasing Language: Lowest bid meeting specifications of four bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the supply of DVD videos for the collection of the Austin Public Library, including the Austin History Center, the John Henry Faulk Central Library and the current 20 branch libraries. Although no new branch libraries are planned for several years, a number of branches will be expanded and the Central Library will be rebuilt in 2010 and this contract will provide opening day collections for those branches.

Midwest Tape LLC will provide videos and processing services, including the application of bar codes and security strips.

MBE/WBE solicited: 1/1

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Forty-four notices were sent, including one MBE and one WBE. Four bids were received, with no response from the MBE/WBE.
- c. The pricing offered for the purchase of DVDs represents a 17% increase to the last contract award in August 2004. This increase is due to processing and transportation costs.

APPROVAL JUSTIFICATION

- a. Lowest bid received meeting specification.
- b. The Purchasing Office concurs with the Library Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.