



Council Meeting: August 27, 2013

SUBJECT: Award of Contract for Adult and Juvenile Audiovisual Materials (F14-07)

BACKGROUND

Approval is requested to award a one-year contract in an amount not-to-exceed \$147,000 to Midwest Tape of Holland, Ohio for adult and juvenile audiovisual materials for the Sunnyvale Library collection. Approval is also requested to delegate authority to the City Manager to renew the contract for two additional one-year periods, provided pricing and service remain acceptable to the City.

CEQA REVIEW

N/A

DISCUSSION

Audiovisual materials in the library collection include adult and juvenile DVDs, Blu-Rays, music CDs, and audiobooks. Midwest Tape is the preferred supplier of these materials on the basis of their discounted pricing, free shipping, broad selection of available titles and formats, audiobook repackaging for libraries, replacement disc availability and compatibility of the library's software system with Midwest Tape's electronic ordering and invoicing system.

Section 2.08.070(b)(6) of the Sunnyvale Municipal Code exempts from competitive bidding public library collection materials or services for the provision of public library collection materials or other books or periodicals.

FISCAL IMPACT

The total value of the Midwest Tape blanket purchase order will not exceed \$147,000. Budgeted funds are available in Library and Community Services operating program 620 (Library).

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

RECOMMENDATION

It is recommended the Council:

1. Award a contract, in substantially the same form as the attached draft Blanket Purchase Order and in an amount not-to-exceed \$147,000, to Midwest Tape for adult and juvenile audiovisual materials; and
2. Delegate authority to the City Manager to renew the contract for two additional one-year periods, provided pricing and service remain acceptable to the City.

Reviewed by:

Grace Leung, Director of Finance
Prepared by: Peter Gonda, Purchasing Officer

Reviewed by:

Lisa Rosenblum, Director of Library and Community Services

Approved by:

Gary M. Luebbbers
City Manager

Attachments

- A. Draft Blanket Purchase Order



ORDERED FROM 15478 - 001 Midwest Tape PO Box 820 Holland, OH 43528 (800) 875-2785	ORDER DATE	BILL TO: City of Sunnyvale Finance Department Accounts Payable PO Box 3707 Sunnyvale, CA 94088-3707
	EFFECTIVE DATE 9/1/2013	
	EXPIRATION DATE 8/31/2014	
	CONTRACT AMOUNT \$147,000.00	
REQUISITIONING DEPARTMENT (5008) LCS/Library Acquisitions	FOB DEST	FREIGHT CHARGES Destination, freight included in price
	PAYMENT TERMS N/30	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	Blanket order for the purchase of adult and juvenile audiovisual materials in accordance with the offer letter dated 5/16/2013, attached and incorporated by reference. Requisition No. RQ011573. Awarded by Council 8/27/2013, RTC No.	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
5008	LCS/Library Acquisitions	\$25,000.00

DOCUMENT TERMS

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 10/8/2010, a copy of which is attached and incorporated by reference (Form #TCBPO-G). Invoices must be sent directly to Accounts Payable by mail to the address above or by e-mail to accountspayable@sunnyvale.ca.gov and must reference the purchase order number. Failure to comply will result in a delay in payment processing.

BUYER:

Dietz, Noel

PHONE (408) 730-7399 **FAX** (408) 730-7710



May 16, 2013

Joy Wiser, Department of Library and Community Services
City of Sunnyvale
665 West Olive Avenue
Sunnyvale, CA 94086

Dear Ms. Wiser:

Midwest Tape is a full-service distributor that has been serving public libraries in North America for nearly 25 years. Our company offers such services as flexible standing orders, VIP processing, electronic ordering, OCLC MARC Records, and a friendly customer service staff.

Midwest Tape, LLC is pleased to extend the Sunnyvale Public Library, the following discount on audiovisual materials:

DVDs – 25% off of MSRP

Music CDs – 25% off of MSRP* (With respect to Universal Music CDs, the discount is 10% off of the studio's list price. Universal Music CDs are often \$1 to \$2 less in cost than other music studios.)

Audiobooks – This media is offered at the retail price; this cost includes the product, the sleeves, the artwork, and the library-friendly, highly durable SoundSafe case.

In addition to the aforementioned discounts, we would like to offer free freight to the Sunnyvale Public Library.

Please note that Midwest Tape provides a free, user-friendly website with unlimited logins to the staff of Sunnyvale Public Library. We also, provide free ILS integration with Innovative Interfaces, Inc. Millennium and free collection development programs.

We respectfully request payment of invoices net 30 days ARO.

I truly appreciate the opportunity for Midwest Tape to provide this information to you. If you have any questions, please do not hesitate to contact me at ealtwies@midwesttapes.com or (800) 875-2785.

Sincerely,

Ed Altwies

Ed Altwies, National Sales Manager