

ADDENDUM NUMBER ONE (1)

Library Books and Media Materials
CENTRAL LIBRARY
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

OWNER: Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

THIS ADDENDUM IS ISSUED TO MODIFY, EXPLAIN, OR CORRECT THE PROJECT DOCUMENTS ISSUED OCTOBER 5, 2021, AND IS HEREBY MADE A PART OF THE CONTRACT DOCUMENTS. PLEASE ATTACH THIS ADDENDUM TO THE PROJECT DOCUMENTS IN YOUR POSSESSION.

General Questions:

1. The response submission is via email only, with no hardcopy required. Is that correct?

Yes. All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to LibraryProcurement@milwaukee.gov, with "MPL-21-009 Library Books and Media Materials" as the subject line. Proposals must be received no later than 3:00 p.m. on November 9, 2021. Any proposal received after the date and time specified will be rejected as non-responsive.

2. Does the Library anticipate multiple awards per Class, from Section III?

The Library cannot anticipate the distribution of award per class until proposals are received, reviewed and ranked. For each class, an award will be made to the responder whose proposal best meets the needs of the Milwaukee Public Library.

3. This section (RFP Page 2 of 9, Paragraph 2) references Standard Terms and Conditions. Is this a separate document in addition to Attachment 3?

This refers to Attachment 3 as well as other documents posted as part of RFP. See the attached additional detailed insurance document.

4. Where do the insurance requirements appear?

In Attachment 3 Standard Terms and Conditions, as well as in the attached additional detailed insurance document.

Questions by Section:

Library Books and Media Materials – RFP; III. Discounts

1. May vendors respond here (RFP Section III-Discounts) with a range of discount, or, is a single discount per blank required?

The Library is looking for vendors to provide a standard discount per category. The remarks section can be used if there are extenuating reasons why such a standard discount would not be provided on items identified in each category.

Library Books and Media Materials – RFP; III. Discounts; J. Class J: Large Print

1. May vendors respond here with separate discount information for Large Print Hardcover and for Large Print Paperback editions?

Yes, vendors can indicate separate discounts for hardcover vs. paperback for Large Print editions in this section only.

Library Books and Media Materials – RFP; IV. Processing Services

1. Are mylar jackets to be taped or glued?

Mylar jackets should be glued.

2. Regarding item 1 (RFP Section IV Processing Services), is this a request for a hub label on each disc, for Music CD, DVD, and Spoken Word Audio CD?

Hub tags go on all discs. RFID hub tags only go on 1 disc in a set for Music CD & DVDs; all other discs for those sets would receive a non-RFID hub tag label. Audiobooks get a regular book RFID tag placed on the packaging that describes the item, and non-RFID hub tags on all of the discs.

3. Are hub labels Library supplied or vendor supplied?

Hub labels would be Library supplied.

4. Should the hub label be applied to all discs, single or multi-disc sets?

RFID hub tags only go on 1 disc in a set for Music CD & DVDs; all other discs for those sets would receive a non-RFID hub tag label. Audiobooks get a regular book RFID tag placed on the packaging that describes the item, and non-RFID hub tags on all of the discs.

5. Does the hub label serve as the ownership label applied to “pieces” as discussed in item 1?

Yes.

6. Is the hub label also the barcode to be applied to “pieces” (item 3)?

No.

7. One disc out of each set (Music CD, DVD, or Spoken Word Audio CD) should receive a library supplied RFID hub label, is that correct?

Yes, RFID hub tags only go on 1 disc in a set for Music CD & DVDs, all other discs for those sets would receive a non-RFID hub tag label. Audiobooks get a regular book RFID tag placed on the packaging that describes the item, and non-RFID hub tags on all of the discs.

8. Should RFID be applied to Music CD cases only, or to Music, DVD, and Spoken Word Audio cases (item 2)?

RFID tags are not applied to the cases for DVDs or Music CDs as they are applied to the disc or one disc in the set. Audiobooks get a regular book RFID tag placed on the packaging that describes the item, and hub tags on all discs in the set.

9. RFID tags for the case and for the disc are supplied by the Library, is that correct?

Yes, RFID tags would be provided by the library.

10. Regarding items 4 and 5, will the Library accept scanned artwork with embedded labels in lieu of the original artwork cut and inserted in the case?

The Library wants the original artwork cut and inserted for these items and will only accept scanned artwork if using the original is not possible due to incompatibility with the size of packaging and Library cases.

11. Would the Library consider the use of vendor-supplied RFID tags for cases and discs?

The Library would be open to this conversation; however costs, ability to logo RFID tags, and compatibility with Library RFID software and equipment would be essential factors in considering such a proposal.

Attachment 4 Standard RFP Forms; Small Business Enterprise (SBE) Program

Please note that 25% SBE participation for this RFP is a recommended goal rather than a requirement. The Milwaukee Public Library acknowledges that the wrong language was used and has removed the SBE paragraphs on both the revised Official Notice and RFP document that are attached. We will not revise Attachment 4 Standard RFP forms to remove the SBE related forms in case any vendors do have SBE participation. If vendors do obtain SBE participation, forms must be completed and submitted with proposals by November 9, 2021.

1. Is there a participation goal assigned for this project; does the SBE program apply to this project?

There is a goal for 25% SBE participation if possible but SBE participation is not required.

2. May vendors for this RFP request waiver from SBE program requirements?

Yes, vendors just wouldn't submit any SBE related forms.

3. What are our options if there are no providers of our services or products in the local area?

Having SBE participation is not required; please disregard pages 1-5 of Attachment 4 Standard RFP Forms.

4. Are we automatically disqualified from competing?

SBE participation is a goal rather than a requirement so vendors are not disqualified. Any vendors who do submit proposals with SBE get an additional 5% of the total points when evaluated.

5. As a goods and services provider, we are required to utilize an SBE for 25% of the total contracted goods and services.

SBE is not a requirement but rather a goal. 25% is recommended if possible to work with SBEs but not required.

6. Is there an online list of providers available?

The directory can be found here:

<https://milwaukee.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?XID=3073&TN=milwaukee>

TO ALL BIDDERS:

1. Each bidder shall carefully read all items in their entirety and thoroughly examine the Contract Documents to determine to what extent various changes and conditions will affect his or her bid.
2. This Addendum supersedes all previous drawings, specifications and instructions pertaining to these items.
3. Indicate the receipt of this Addendum in the space provided on your Bid form.

MILWAUKEE PUBLIC LIBRARY INSURANCE REQUIREMENTS

- A. The "Milwaukee Public Library" must be named on the Commercial General Liability and Automobile Liability policies as an additional insured with respect to liability arising out of operations performed for them by or on behalf of Contractor.
- B. The insurance certificate must be an original and issued by companies licensed authorized to do business in the State of Wisconsin or signed by an agent licensed by the State of Wisconsin. Electronic signatures are acceptable.
- C. A copy of the endorsement of Earlier Notice of Cancellation or Non-Renewal stipulation must be submitted with the Certificate of Insurance.

The Milwaukee Public Library shall be named on the Commercial General Liability and Automobile Liability policies as an additional insured with respect to liability arising out of operations performed for them by or on behalf of Contractor, and shall be provided with at least 30 days written notice of cancellation, non-renewal or material limitation of coverage so as to not be in compliance with these insurance requirements of any and all insurance policies required by this contract, for any reason except 10 days notice will be provided for including non-payment of premium. This should be accomplished through the addition of an endorsement to the policy/policies providing Earlier Notice of Cancellation or Non-Renewal. Such endorsement The certificate of insurance must contain the following stipulation:

"We will mail notice of cancellation (including for nonpayment of premium), non-renewal or material limitation of coverage so as to not be in compliance with these insurance requirements to the organization shown in the schedule. We will mail the notice at least 30 days before the effective date of the action except at least 10 days notice will be provided for non-payment of premium."

A copy of the endorsement must be submitted with the certificate of insurance. A certificate of insurance evidencing such coverage shall be placed on file with the Milwaukee Public Library prior to commencement of work under this contract.

- D. The certificate holder shall be noted as:
 Milwaukee Public Library
 Board of Trustees/Library Director
 814 West Wisconsin Ave.
 Milwaukee, WI 53202

Required?	COVERAGE	MINIMUM AMOUNT OF COVERAGE REQUIRED
Yes	Worker's Compensation (The City does require Worker's Compensation coverage for Sole Proprietorships)	Statutory Limits Each Accident: \$100,000 Disease – Policy Limit: \$500,000 Disease – Each Employee: \$100,000
Yes	Commercial General Liability	Bodily Injury: and \$500,000 per occurrence Property Damage Combined Single Limits: \$1,000,000 aggregate Property Damage: \$500,000 per occurrence \$500,000 aggregate
Yes	Automobile Liability	Bodily Injury and Property Damage \$1,000,000 per occurrence Combined Single Limit: accident
Yes	Professional Liability	\$1,000,000 per claim and \$1,000,000 aggregate

OFFICIAL NOTICE
REQUEST FOR PROPOSAL

Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

RFP # MPL-21-009
Dated: October 5, 2021
Due Date: November 9, 2021

REQUEST FOR PROPOSAL (Hereinafter referred to as “RFP”) from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for **Library Books and Media Materials** in accordance with scope of services attached. Contract term covers services and related materials provided for the contract terms in designated in the Scope of Services attachment for the years 2022 through 2025, with the option to extend for two additional two-year periods.

All questions concerning the meaning or intent of the RFP, Scope of Services, Standard Terms and Conditions, or contract documents should be submitted in writing to Karli Pederson, Library Services Manager, via e-mail to mplacq@milwaukee.gov, no later than **October 19, 2021**. Replies shall be issued by Addenda emails to all parties recorded by the Library as having received the Request for Proposal. Questions received after this time will not be answered.

All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to LibraryProcurement@milwaukee.gov, with “MPL-21-009 Library Books and Media Materials” as the subject line. Proposals must be received no later than **3:00 p.m. on November 9, 2021**. Any proposal received after the date and time specified will be rejected as non-responsive.

After proposals are submitted, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal and its specifications. Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Scope of Services, the Standard Terms and Conditions, and the contract. In no event shall the responder submit its own standard contract terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of services set forth herein.


Proposals will be evaluated based on the criteria specified in the Request for Proposal. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in the RFP.

~~Chapter 370 of the Milwaukee Code of Ordinances established a Small Business Enterprise Program (SBE) which is implemented through establishment of percentages of participation in all contracting activities. The ordinance requires that certified SBEs be utilized for 25% of the total dollars annually expended through professional services contracts. Applicable forms must be submitted by responders as part of the proposal. Failure to comply with these requirements may result in the rejection of the proposal.~~

The Library reserves the rights to award no contracts after the proposals are scored.

Signed: Joan Johnson, Secretary

CITY OF MILWAUKEE, represented by
the Board of Trustees, Milwaukee Public Library

BY 
Secretary

Return by 3:00 p.m. on Tuesday, November 9

To: Milwaukee Public Library
Business Office
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

RFP #: MPL-21-009
Dated: October 5, 2021
Due Date: November 9, 2021

**MILWAUKEE PUBLIC LIBRARY
REQUEST FOR PROPOSAL FOR
LIBRARY BOOKS AND MEDIA MATERIALS**

The City of Milwaukee, acting through the Board of Trustees of the Milwaukee Public Library (Board) seeks proposals from qualified firms for Library Books and Media Materials, to be in accordance with the attached Scope of Services (Attachment 1).

Proposals can be made on any or all classes as itemized in the Scope of Services and will be reviewed and ranked on each class according to the following criteria as identified in the Scope of Services.

Evaluation and Award Criteria in Scope of Services

- | | | |
|----|--|---|
| 1. | Experience: Based on references as specified in Section II | 10% |
| 2. | Inventory: Size and scope of materials in-stock as specified in Attachment 1 Section VI – A through C | 15% |
| 3. | Discount: Highest discount from list prices for each classification | 45% |
| 4. | Processing and Selection/Ordering Services: For services specified in Attachment 1 Section VI –D through K | 30% |
| 5. | SBE Status | Additional 5% of total available points |

The Milwaukee Public Library reserves the right to ask the highest ranked proposers to provide a live onsite or virtual demonstration of the vendor operated website that provides selection assistance and electronic ordering capabilities included as part of their proposal. Vendors should be available the week of November 15th for a possible virtual demonstration. Any demonstration will be solely at the expense of the proposer.

For each class, an award will be made to the responder whose proposal best meets the needs of the Milwaukee Public Library (hereinafter referred to as “Library”) as defined in this Request for Proposal (RFP). The Board reserves the right to accept or reject all or part of any proposal and accept such proposal deemed to be in the best interests of the Library; reject any or all proposals; request clarification regarding any proposal; make a partial award; or not make an award.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER A CONTRACT HAS BEEN EXECUTED.

The successful responder agrees to enter into contract on the form prepared by the City of Milwaukee, a copy of which will be on file in the Business Office of the Milwaukee Public Library. In no event is responder to submit its own standard terms and conditions as a response to this RFP.

~~Chapter 370 of the Milwaukee Code of Ordinances established a Small Business Enterprise Program (SBE) which is implemented through establishment of percentages of participation in all contracting activities. The ordinance requires that certified SBEs be utilized for 25% of the total dollars annually expended through professional services contracts. Applicable forms must be submitted by responders as part of the proposal. Failure to comply with these requirements may result in the rejection of the proposal.~~

Proposal Signature

The undersigned responder, by its authorized person signing below, proposes to furnish the materials and services described herein, in accordance with the terms and conditions as set forth in the Request for Proposal, the Standard Terms and Conditions, the contract, and if its Proposal is accepted, the Responder agrees to all provisions set forth herein which will become binding as part of a contract. Responder further assures that, if the Responder's performance is contingent upon the acts of another party, the Responder has the necessary commitment to complete the contract.

RFP FOR: Library Books and Media Materials Published in the U.S.

I/We _____
(a corporation, a partnership, an individual – cross out inapplicable)

hereby agree to execute the proposed contract and to provide proof of insurance in the amount specified in the Standard Terms and Conditions within 10 days of offering, and to provide all labor and materials required for the completion of the project designated above, for the prices hereinafter set forth, in strict accordance with the Contract documents.

The undersigned hereby submits the following proposal for Library Books and Audio Materials. (To be signed by person authorized to legally bind firm to proposal.)

Signature Date

Name and Title (Print or Type)

FIRM INFORMATION

Firm Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email Address of Contact Person: _____

Date Firm was Established: _____

Specify Principals of firm:

<u>Name</u>	<u>Firm Status</u>
_____	_____
_____	_____
_____	_____

I/We acknowledge receipt of addenda numbered _____ through _____.

PROPOSAL**I. References**

List three libraries for which similar work is/was provided within the last two (2) years. Include contact person's name, title, address, telephone number and e-mail address.

	Name of Library	Contact/Title	Address, City & State	Phone	Email
1					
2					
3					

II. Available Titles

List the number of titles and the number of items that are in stock for each classification that is included in your proposal.

Classification		<u>Titles</u> No. in Stock	<u>Items</u> No. in Stock
Class A: General Trade Books	Adult		
	Juvenile-Young Adult		
Class B: University Press	Adult		
Class C: Non-Trade Books	Adult		
	Juvenile-Young Adult		
Class D: Single Library Editions	Juvenile-Young Adult		
Class E: Publishers' Reinforced Bindings	Juvenile-Young Adult		
Class F: Softcover Books – Trade Paperbacks/Mass Market	Adult-Trade Pbk		
	Adult-Mass Mkt		
	Juvenile-Trade Pbk		
	Juvenile-Mass Mkt		
Class G: DVD Recordings	Adult		
	Juvenile-Young Adult		
Class H: Audiobook CDs	Adult		
	Juvenile-Young Adult		
Class I: Music CDs	Adult		
	Juvenile-Young Adult		
Class J: Large Print	Adult - Hardcover		
	Adult - Paperback		

III. Discounts

Indicate the discount(s) that are applicable to the classification(s) for which you are submitting a proposal. The discount(s) shall apply to individual, group, and/or mixed awards unless the Proposer states otherwise. Discounts shown must be from list prices.

A. Class A: General Trade Books	Adult	Juvenile/Young Adult
Firm Orders	_____ % Discount	_____ % Discount
Continuations	_____ % Discount	_____ % Discount
Remarks	_____	

B. Class B: University Press	Adult – Hardcover	Adult – Paperback
Firm Orders	_____ % Discount	_____ % Discount
Continuations	_____ % Discount	_____ % Discount
Remarks	_____	

C. Class C: Non-Trade Books	Adult	Juvenile/Young Adult
Firm Orders	_____ % Discount	_____ % Discount
Continuations	_____ % Discount	_____ % Discount
Remarks	_____	

D. Class D: Single Library Editions		Juvenile/Young Adult
Firm Orders		_____ % Discount
Remarks	_____	

E. Class E: Publishers' Reinforced Bindings		Juvenile/Young Adult
Firm Orders		_____ % Discount
Remarks	_____	

F. Class F: Softcover Books	Adult	Juvenile/Young Adult
Firm Orders - Trade	_____ % Discount	_____ % Discount
Firm Orders – Mass Market	_____ % Discount	_____ % Discount
Continuations	_____ % Discount	_____ % Discount
Remarks	_____	

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G. Class G: DVD Recordings	Adult	Juvenile/Young Adult
Firm Orders	_____ % Discount	_____ % Discount
Continuations	_____ % Discount	_____ % Discount
Remarks	_____	
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H. Class H: Audiobook CDs	Adult	Juvenile/Young Adult
Firm Orders	_____ % Discount	_____ % Discount
Remarks	_____	
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I. Class I: Music CDs	Adult	Juvenile/Young Adult
Firm Orders	_____ % Discount	_____ % Discount
Remarks	_____	
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J. Class J: Large Print	Adult	Juvenile/Young Adult
Firm Orders	_____ % Discount	_____ % Discount
Remarks	_____	
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IV. Processing Services

Please provide information on availability and unit cost for each of the following services. Please see Scope of Services for further explanation.

A. Books (Adult, Juvenile and Young Adult)

1. Application of plastic dust jacket covers (PlastiKleer) to books with dust jackets and attachment of covers to books. Jacket costs per title must be calculated in the extended price of each processed book on the accompanying invoice.

2. Application of Milwaukee Public Library provided barcodes, as specified by the Library, to books under plastic dust jacket cover when a dust jacket is present.

3. Application of Library provided RFID tags as specified by the Library to books. Vendors should list costs associated with programming the tags separately from the application costs. The Milwaukee Public Library uses the RFID system by Bibliotheca.

B. Media Materials – DVDs and CDs (Adult, Juvenile, and Teens)

1. Application of library property ownership by name labels to CD and/or DVD cases and pieces or the ability to scan and integrate this information on to the existing cover art. For media materials, the ownership label should be applied to each CD or DVD in a multi-disc set.

2. Application of Library provided RFID tags to CD and/or DVD cases and pieces as specified by the Milwaukee Public Library. Vendors should list costs associated with programming the tags separately from the application costs. Music CDs will require a standard 2” square RFID book tag placed on the case and a CD RFID “hub” tag on the disc. For multi-disc sets, only one disc would have an RFID tag. The Library uses the -Bibliotheca RFID system.

3. Application of Milwaukee Public Library provided barcodes to CD and/or DVD cases and pieces as specified by the Library.

4. Packaging music CDs and film DVDs into One-Time™ Security locking cases purchased by vendor (not Library); cutting/trimming the original cover/packaging information and inserting it into the clear sleeves of the cases.

5. Packaging audiobook CDs into non-locking two-ring audiobook cases purchased by vendor (not Library); cutting/trimming the original cover/packaging information and inserting it into the clear sleeves of the cases.

V. Selection/Ordering Services

Please provide information on availability and unit cost, if applicable for each of the following selection assistance products and services.

- A. Vendor operated website(s) that provide complete bibliographic information, current stock information, reviews, citations, and cover art for all users. Please provide unit cost (if applicable) for multiple staff selector accounts and (1) administrative login to manage staff accounts.
1. Full bibliographic information including UPC codes for media, and publication and/or street date (formatted mm/dd/yy).
☐ Yes ☐ No
 2. Current stock information (preferably real time inventory with quantity given in "on hand" and "on order" amounts).
☐ Yes ☐ No
 3. List price and discounted net price of item linked to current Library discount schedule.
☐ Yes ☐ No
 4. Full reviews and review citations, and cover art visible to **all** users.
☐ Yes ☐ No
 5. Functionality to create multi-user "shared carts" for ordering.
☐ Yes ☐ No
 6. Functionality to batch import orders with brief MARC records into Innovative Interfaces, Inc. Sierra system and compatibility with other public library ILS systems.
☐ Yes ☐ No
 7. Functionality to enter multiple funds and multiple location codes for an individual title in a grid system.
☐ Yes ☐ No
 8. OCLC number provided with brief MARC download.
☐ Yes ☐ No
 9. ISBN link in vendor database to Library OPAC.
☐ Yes ☐ No
 10. UPC link in vendor database to Library OPAC for media.
☐ Yes ☐ No

Remarks

- B. Availability of vendor supplied electronic selection lists (E-Lists) of current titles with full bibliographic and order information.

Remarks _____

C. Availability of vendor to offer Continuation Orders as outlined in Attachment 1, Section VII, E.

Remarks _____

VI. Vendor Participation in WorldCat Cataloging Partners (WCP) Program.

Proposers should indicate whether or not they are partners with OCLC in the provision of this “basic” (as defined by OCLC guidelines) level of service and a detailed explanation of any vendor charges to Milwaukee Public Library for this service. At this time, the program is for “books only” shipped to the Library.

_____ Yes _____ No

Remarks _____

VII. Electronic Ordering and Electronic Confirmation Status Reports

Please provide information including fees (if applicable) on Electronic Data Interchange.

A. Do you accept electronic orders via EDIFACT from Innovative Interfaces Sierra Acquisitions module?

_____ Yes _____ No

B. Do you support EDIFACT invoicing?

_____ Yes _____ No

C. Do you provide order confirmations, status reports and cancellation reports in electronic format?

_____ Yes _____ No

Remarks _____

D. Availability of a vendor system that allows library staff to track shipments of individual titles from vendor warehouse to library dock?

_____ Yes _____ No

Remarks _____

VIII. Extension of Proposal

Please indicate if all terms and conditions of this proposal may be extended to other Milwaukee County Federated Library System members listed in Attachment 2.

_____ Yes _____ No

Exceptions _____

IX. Implementation and Training

- A. Describe the services and training you will offer to support Milwaukee Public Library implementation.
- B. Provide the schedule for implementation and training from the time of contract award to the startup of service.
- C. Indicate any additional costs/fees associated with implementation and training.