

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After proposals are submitted, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library.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