

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

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

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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 15<sup>th</sup> 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.

	<b>Name of Library</b>	<b>Contact/Title</b>	<b>Address, City &amp; State</b>	<b>Phone</b>	<b>Email</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					

**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.

<b>Classification</b>		<b><u>Titles</u> No. in Stock</b>	<b><u>Items</u> No. in Stock</b>
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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<hr/>		
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.

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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.

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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.

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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.

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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.

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

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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.

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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.

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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

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

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
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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.