

# Memorandum



**Date:** November 8, 2011  
**To:** Honorable Carlos A. Gimenez  
Mayor  
**From:** Lester Sola  
Director  
Department of Procurement Management  
**Subject:** Recommendation for Approval to Award: Establishment of Pre-Qualification Pool of Vendors for Library Supplies

A handwritten signature in black ink, appearing to read "Lester Sola", written over the printed name and title of the sender.

## RECOMMENDATION

It is recommended that the County Mayor approve award of a contract for library supplies for the Miami-Dade Public Library System, Department of Parks, Recreation and Open Spaces, and Vizcaya Museum and Gardens.

**CONTRACT NUMBER:** 7312-1/22

**CONTRACT TITLE:** Library Supplies Pre-Qualification Pool

**TERM:** Five years with one, five-year option-to-renew

**APPROVAL TO ADVERTISE:** May 3, 2011

**METHOD OF AWARD:** To all responsive and responsible bidders who meet the pre-qualification requirements as specified in the solicitation for participation in future spot market competitions.

**PREVIOUS CONTRACT AMOUNT:** \$162,000 for a one-year term based on two contracts which are being consolidated.

**CONTRACT AMOUNT:** \$400,000 over five years  
If the County chooses to exercise the one, five-year option-to-renew, the cumulative value will be \$800,000.

## BACKGROUND

This contract establishes a pool of pre-qualified vendors to participate in spot market quotations for library supplies such as classification labels, audio cassette albums, book bags, Digital Video Disk (DVD) and video cases, and books related and library supplies. The book related items include displays, cards, covers, return carts, supports, bookends, and circulation supplies. The contract also provides literature, magazine, and newspaper displays.

This recommendation consolidates two contracts covering similar products and services. The County will issue spot market quotes to qualified vendors based on need. Additional qualified vendors may be added once they meet the prequalification criteria and County registration requirements.

Honorable Carlos A. Gimenez

Recommendation for Approval to Award: Establishment of Pre-Qualification Pool of Vendors for Library Supplies

Page 2

**USING/MANAGING AGENCIES  
AND FUNDING SOURCES:**

Department	Allocation	Funding Source	Contract Manager
Miami-Dade County Public Library System	\$300,000	Library District	Amir Ali
Parks, Recreation and Open Spaces	\$90,000	General Fund	Maria Quinoa
Vizcaya Museum and Gardens	\$10,000	Proprietary Funds	Anabel Miro
<b>Total</b>	<b>\$ 400,000</b>		

**PROCUREMENT**

**CONTRACTING OFFICER:** Roma Campbell

**VENDORS RECOMMENDED  
FOR AWARD:**

Awardees	Address
Brodart Co. (Non-Local)	500 Arch Street Williamsport, PA 17701
Demco, Inc. (Non-Local)	4810 Forest Run Road Madison, WI 53707
Lakeshore (Non-Local)	2695 E. Dominguez Street Carson, CA 90895
Gaylord Bros, Inc. (Non-Local)	7282 William Berry Blvd. Syracuse, New York 13212
Highsmith, LLC (Non-Local)	4810 Forrest Run Road Madison, WI 53704

**VENDORS NOT  
RECOMMENDED FOR AWARD:**

Vendors	Reason for Not Recommending
Affordable Library Products	Pending receipt of the authorized manufacturer/distributor letter
Innovative Incentives	Pending receipt of the required affidavits
Kent Adhesive Products Company	Pending receipt of the authorized manufacturer/distributor letter

**CONTRACT MEASURES:**

The Small Business Enterprise (SBE) Bid Preference will be applied in accordance with the Ordinance at the time of spot market quotes.

**LIVING WAGE:**

The services being provided are not covered under the Living Wage Ordinance.

Honorable Carlos A. Gimenez

Recommendation for Approval to Award: Establishment of Pre-Qualification Pool of Vendors for Library Supplies

Page 3

**USER ACCESS PROGRAM:** The User Access Program provision will apply. The 2% program discount will be collected on all purchases.

**LOCAL PREFERENCE:** The Local Preference will be applied in accordance with the Ordinance at the time of spot market quotes.

**ESTIMATED CONTRACT COMMENCEMENT DATE:** Upon Mayor approval.

**Approved**

  
\_\_\_\_\_  
Carlos A. Gimenez  
Mayor

11/29/11  
\_\_\_\_\_  
Date