

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQLB1900004
 TERM OF CONTRACT 3 YEAR(S) WITH 6 YEAR(S) OTR

Requisition /Project Title: FB-01378 - Resale and Disposal of Library Surplus, Donated Books and Materials

Description:
 The purpose of this solicitation is to establish a revenue generating contract for the resale and disposal of library surplus, donated books and materials. The selected Vendor will facilitate all aspects of the selling and/or disposal of library surplus and materials

Issuing Department: Library Services
 Contact Person: Kimberely Craig
 Phone: 302-375-5701

Estimate Cost: 60,000 (Revenue Generating)

Funding Source:
GENERAL
FEDERAL
OTHER

ANALYSIS

Commodity Codes:				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments:				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation:				
				
Signed:			Date sent to SBD:	
			Date returned to SPD:	

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a revenue generating contract for the ~~collection~~, resale and disposal of ~~library surplus, and donated books and other library~~ materials. The selected Vendor will facilitate all aspects of the selling and/or disposal of surplus library materials.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the three (3) year period.

2.3 OPTION TO RENEW

This initial contract prices resultant from this ~~S~~solicitation shall remain fixed for a three (3) year period from the contract's initial effective date. Prior to, or upon completion of the initial term, the County reserves the right to renew this contract for two (2) additional three (3) year periods.

The County reserves the right to negotiate a higher percentage for the additional terms based on market research information or other factors that influence price.

Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the selected Bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the selected Bidder decline the County's right to exercise the option period, the County may consider the Bidder in default which may impact eligibility for future contracts.

2.4 METHOD OF AWARD

Award of this Contract will be made to the responsive, responsible ~~To the bidder who provides the highest percent of net proceeds on books and materials sold and meets the minimum requirements of the Solicitation.~~ Net proceeds equal the gross sale price including shipping revenue less taxes, online sales fees, refunds to customers, and pick, pack and ship charges necessary to fulfill the order.

2.4.1 MINIMUM REQUIREMENTS

2.4.1.1 Bidders shall demonstrate via references that they are engaged or has been engaged in the collection, resale and disposal of surplus and donated books and other library materials within the last five (5) years.

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2.4.1.2 Provide a primary point of contact to assist with the implementation and administration of the Contract.

If a Bidder is awarded a Contract under this solicitation, the percentage offered by the Bidder shall remain fixed and firm during the initial term of the contract.

2.6 METHOD OF PAYMENT

Selected Bidder shall send formal earnings statements and corresponding payments to MDPLS. Payments shall occur within 30 days after the monthly sales period end or, in the event of limited remaining saleable inventory, in the sales period during which the accumulated amount exceeds \$25. Acceptable forms of payment may include ACH payment or payment by check. Statements and payments may be mailed to the following address:

Miami-Dade Public Library Systems
Main Library
Attn: Business Office
101 W Flagler Street
Miami, FL 33130

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3.1 SCOPE OF WORK/PURPOSE

The Miami-Dade Public Library System (MDPLS) seeks to establish a revenue-generating contract for the collection, resale and disposal of surplus and donated books and other library materials. The estimated number of pallets to be received by the selected vendor is 110 annually but will vary year by year based on dates of planned weeding projects or amounts of books donated to MDPLS. Current pallet size is composed of 40 standard boxes.

3.2 SCOPE OF WORK

The Selected Vendor shall provide the following

3.2.1

shipping of palletized surplus material from MDPLS to the selected Vendor's processing center. Pickups shall occur within 72 business hours of written notification by MDPLS staff. The cost for shipping and for boxes or gaylords shall be borne by the selected vendor at no cost to MDPLS.

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3.2.2. The selected vendor shall sort all items picked up from MDPLS at their the selected Vendor's processing center and shelve all saleable items at no cost to MDPLS. Books and materials sent in error shall be returned at no cost to MDPLS.

Commented [BP(2)]: Why do we care if they shelve the books?

3.2.3. The selected vendor shall donate unsold books and materials to charities and literacy programs or recycle them responsibly at no cost to MDPLS. MDPLS may request that unsold books and materials go to specific charities or literacy programs and, if that organization has an agreement with the selected vendor, every effort will be made to donate materials as per the request(s) of MDPLS. However, if MDPLS ships items to the selected Vendor and subsequently requests that the non-saleable portion be donated to a charity with whom the selected vendor does not normally work, associated transportation costs and other direct costs shall be borne by MDPLS.

Commented [BP(3)]: What does this mean?

3.2.1 Market and list all saleable books and materials across a variety of online platforms maximizing any returns to MDPLS

3.2.2 and shall pull, package and ship all items sold to its customers. The selected vendor shall be solely responsible for all inquiries, returns, replacements or refunds on items sold to its customers.

3.2.3 The selected vendor shall provide an online reporting portal at no cost to allow MDPLS staff to view, download and print sales transaction reports, monthly earning statements and historical statements.

The selected vendor shall provide MDPLS access to a dedicated library representative for the

Commented [BP(4)]: What does this mean? Needs to be defined more.

~~3.3 The selected vendor shall send formal earnings statements and corresponding payments to MDPLS. These~~

~~3.3.1 endeavor to p~~ack boxes or gaylords fully but shall not be required to pack items using any particular packing technique, nor shall it be required to sort items based on size, shape, genre, material type or any other category. It shall be at the sole discretion of MDPLS to determine what markings and/or stamps are or are not used to identify books and other materials that have been deemed surplus.

~~3.3.2 MDPLS shall p~~rovide access to its central receiving area located at 101 W. Flagler St, Miami, FL 33130 for pickup of palletized material during regular business hours.

~~3.3.3 MDPLS shall s~~trive to ensure that books and materials ~~shipped thatto~~ the selected vendor ~~receives isare~~ of merchantable quality.

- ~~3.3.3.1~~ Merchantable items include hardcover and paperback fiction of all types, paperback non-fiction of all types, dictionaries and reference materials, foreign language books with ISBNs, monographs, DVDs, audiobooks on CD, special collections, textbooks less than 10 years old, travel and computer books less than 3 years old, and volume books in full sets.

- ~~3.3.3.2~~ Non-merchantable items include galley proofs, advanced reader copies, encyclopedias, periodicals, magazines, newspapers, journals, activity books, Reader Digest Condensed Books, Non-ISBN Book Club or Foreign Language editions, VHS, LPs, audio cassettes, music CDs, travel and computer books more than 3 years old, textbooks more than 10 years old, outdated law or medical text books, Play Away audiobooks, and anything damaged or dirty.

Commented [BP(5)]: What are regular business hours?

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Commented [BP(6)]: If we will not be sending non-merchantable items, why do we need to explain what they are?

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