

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**  
September 16, 2010

**BIDS FOR BOOKBINDING**

- WHEREAS, Three (3) sealed bids were received as advertised by the deadline of 12:00 Noon (Local Time), Wednesday, August 25, 2010 for binding and rebinding library service materials; and
- WHEREAS, The bids were evaluated by appropriate library personnel as to their compliance with bid specifications; and
- WHEREAS, The documents and samples included with the bids met the specifications, and the prices quoted by The HF Group represented the lowest bid in the total projected cost of binding the Library's materials as summarized in the attached report; and
- WHEREAS, The HF Group is in compliance with the Library's Fair Employment Policy; and
- WHEREAS, The Library Administration recommends that the bid submitted by The HF Group be accepted; now therefore be it
- RESOLVED, That The HF Group be awarded a one-year contract effective November 1, 2010, to bind Cleveland Public Library material with an option to continue the contract for four one-year renewal periods, and that expenditures be charged to General Fund Account 101-54710: (Bookbinding).

# Memo

**To:** Mr. Felton Thomas, Jr., Director  
**From:** Patricia Lowrey, Technical Services Administrator  
**CC:** Sandy Kuban, Financial Services Administrator  
**Date:** August 27, 2010  
**Re:** Awarding of Contract for Binding

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General Instructions and Specifications for bidding on a 5-year contract for the binding of Cleveland Public Library materials were sent to six bindery companies. All companies are members of the Library Binding Institute.

Three sealed bids were received by the deadline on August 25, 2010. One bid was from the Library's current binder, The HF Group of Chesterland, OH, one bid was from the Bridgeport National Bindery of Agawam, MA and one bid was from the Wallaceburg Bookbinding of Marine City, MI. The samples provided by all bidders were of good quality and the companies are well-known, respected binders.

Summaries of the bids are attached. The companies submitted quotes for many types of bindings and for different sizes of materials that the Library typically uses. The HF G submitted the lowest bid in each category. The quotes were multiplied by the actual number of items of each type that were bound in 2009 which enabled the Library to reasonably project the annual cost of the contract.

The total projected annual cost for the HF Group bid is \$38,991.40; the annual projected cost for the Wallaceburg Bookbinding bid is \$46,373.44; the annual projected cost for the Bridgeport National Bindery bid is \$49,876.40.

I recommend that the contract be awarded to the low bidder The HF Group.

CLEVELAND PUBLIC LIBRARY

BID COMPARISON BY COMMERCIAL BINDER

8/25/2010

PRICE QUOTE BY COMMERCIAL BINDERY	GROUP A - MONOGRAPHS	GROUP B - PERIODICALS/SERIALS	GROUP C - RECASING AND NEW COVERS	GROUP D - PAPERBACK BOOKS	GROUP E - MUSIC BOOKS
	Bridgeport National Bindery	\$8.50	\$10.15	\$12.00	\$6.90
Grimm Book Bindery	NO BID WAS SUBMITTED				
HF Group	\$6.95	\$7.95	\$6.95	\$5.40	\$6.95
Houchen Bindery	NO BID WAS SUBMITTED				
Wallaceberg Bookbinding	\$7.49	\$9.75	\$7.49	\$6.40	\$7.99
Wert Bookbinding	NO BID WAS SUBMITTED				
Total Bid Bridgeport National Bindery					
\$49,876.40					
Total Bid HF Group					
\$38,991.40					
Total Bid Wallaceberg Bookbinding					
\$46,373.44					

CLEVELAND PUBLIC LIBRARY  
COMMERCIAL BINDERY BID OPENING

8/25/2010

LIBRARY BINDERS NAME: Bridgeport National Bindery

BINDING STYLE	QUANTITY OF VOLUMES BOUND 2009	BID QUOTE	TOTAL COST
GROUP A - MONOGRAPHS	509	\$8.50	\$4,326.50
GROUP B - PERIODICALS/SERIALS	1896	\$10.15	\$19,244.40
GROUP C - RECASING AND NEW COVERS	87	\$12.00	\$1,044.00
GROUP D - PAPERBACK BOOKS	3585	\$6.90	\$24,736.50
GROUP E - MUSIC BOOKS	60	\$8.75	\$525.00
TOTAL	6137		\$49,876.40

CLEVELAND PUBLIC LIBRARY  
COMMERCIAL BINDERY BID OPENING

8/25/2010

LIBRARY BINDERS NAME: HF Group

BINDING STYLE	QUANTITY OF VOLUMES BOUND 2009	BID QUOTE	TOTAL COST
GROUP A - MONOGRAPHS	509	\$6.95	\$3,537.55
GROUP B - PERIODICALS/SERIALS	1896	\$7.95	\$15,073.20
GROUP C - RECASING AND NEW COVERS	87	\$6.95	\$604.65
GROUP D - PAPERBACK BOOKS	3585	\$5.40	\$19,359.00
GROUP E - MUSIC BOOKS	60	\$6.95	\$417.00
TOTAL	6137		\$38,991.40

CLEVELAND PUBLIC LIBRARY  
COMMERCIAL BINDERY BID OPENING

8/25/2010

LIBRARY BINDERS NAME: Wallaceberg Bookbinding

BINDING STYLE	QUANTITY OF VOLUMES BOUND 2009	BID QUOTE	TOTAL COST
GROUP A - MONOGRAPHS	509	\$7.49	\$3,812.41
GROUP B - PERIODICALS/SERIALS	1896	\$9.75	\$18,486.00
GROUP C - RECASING AND NEW COVERS	87	\$7.49	\$651.63
GROUP D - PAPERBACK BOOKS	3585	\$6.40	\$22,944.00
GROUP E - MUSIC BOOKS	60	\$7.99	\$479.40
TOTAL	6137		\$46,373.44