

CLEVELAND PUBLIC LIBRARY

Finance Committee

September 15, 2015

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH HF GROUP LLC FOR
BINDING AND REBINDING LIBRARY SERVICE MATERIALS**

WHEREAS, On September 18, 2010 the Board of Library Trustees authorized a one-year contract effective November 1, 2010 with HF Group LLC to bind Cleveland Public Library material with an option to continue the contract for four one-year renewal periods

WHEREAS, The Fourth Renewal of the agreement with HF Group LLC expires October 31, 2015; and

WHEREAS, The Library's Department of Technical Services has sought pricing proposals from seven (7) vendors; and

WHEREAS, Two sealed bids were received by the deadline of 12:00 noon (Local Time), Tuesday, August 25, 2015 for binding and rebinding library service materials. One bid was from HF Group LLC and the other from Bridgeport National Bindery; and

WHEREAS, The bids were evaluated by appropriate library personnel as to their compliance with bid specifications and prices; and

WHEREAS, The proposal from Bridgeport National Bindery did not meet all the specifications, in particular the requirement that all materials requiring binding be picked up and delivered with the Binder's own vehicle and driver. Bridgeport is located Massachusetts and the proposal stated that materials would be shipped by a commercial carrier service. Pursuant to the invitation to bid, the Library has the authority to reject a bid if it does not meet the requirements of the bid specifications; and

WHEREAS, HF Group LLC's bid proposal met all the specifications. Although the cost of HF Group LLC's bid based on the services and volume of materials that were sent to be bound in 2014 was approximately \$100 more expensive than Bridgeport's bid, the prices quoted by HF Group LLC represented the lowest bid based upon an overall average of all costs for services; and

EXHIBIT 7

WHEREAS, The Library Administration has had good results from working with the HF Group LLC in the past, and recommends that the bid submitted by HF Group LLC be accepted; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to enter into a one year contract with HF Group LLC effective November 1, 2015 to bind Cleveland Public Library materials with an option to continue the contract for four one-year renewal periods subject to the approval of the Chief Legal Officer, and that expenditures be charged to the General Fund Account 14130054-54710 (Bookbinding).

2015 Commercial Bindery Bid

Two bids were received for providing bindery service for the Cleveland Public Library (CPL) – The HFGroup, located in Chesterland, Ohio, and Bridgeport National Bindery, located in Agawam, Massachusetts. The two bids were compared by determining the cost of the bid based on the materials that were sent to be bound in 2014. The total bid for the HFGroup came to \$19,929.90 and Bridgeport National Bindery totaled \$19,832.25, a difference of \$97.65.

The HFGroup has been the bindery for CPL for a number of years. They provide assistance with the online program, ABLE, that is used to transmit specific information about the items to be bound. CPL currently is on a two week pick-up schedule from the HFGroup. A truck, owned by the HFGroup, arrives to deliver the finished materials and pick up the boxes of new materials. All that CPL staff has to do is to mark what type of material is in the box – periodicals, car manuals, etc.

Bridgeport National Bindery also uses the ABLE software for collecting binding information and offer assistance with using that program. They can extract and format the database from the HFGroup in about a week. Since they are located in Massachusetts, Bridgeport National Bindery proposes using a common carrier, such as UPS, to pick up and deliver shipments to them once a month at their cost.

Because Bridgeport National Bindery is unable to meet the specifications regarding pick-up and delivery in their own trucks, it is recommended that the HFGroup be awarded the contract.

Submitted by
Elizabeth Hegstrom
Materials Processing Manager

CLEVELAND PUBLIC LIBRARY

BID COMPARISON BY COMMERCIAL BINDER

8/25/2015

| 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 |
|---|-------------------------|----------------------------------|--------------------------------------|------------------------------|--------------------------|
| Bound to Stay Bound, Inc. | NO BID WAS SUBMITTED | | | | |
| Bridgeport National Bindery | \$9.10 | \$10.50 | \$12.75 | \$7.50 | \$13.50 |
| Campbell-Logan Bindery, Inc. | NO BID WAS SUBMITTED | | | | |
| HF Group | \$9.40 | \$10.50 | \$9.40 | \$7.80 | \$12.80 |
| National Library Bindery Company of Indiana, Inc. | NO BID WAS SUBMITTED | | | | |
| Perma-Bound Books | NO BID WAS SUBMITTED | | | | |
| Wert Bookbinding, Inc. | NO BID WAS SUBMITTED | | | | |

| | |
|--|-------------|
| Total Bid Bound to Stay Bound, Inc | |
| Total Bid Bridgeport National Bindery | \$19,832.25 |
| Total Bid Campbell-Logan Bindery, Inc. | |
| Total Bid HF Group | \$19,929.90 |
| Total Bid National Library Bindery Company of Indiana, Inc | |
| Total Bid Perma-Bound Books | |
| Total Bid Wert Bookbinding | |

CLEVELAND PUBLIC LIBRARY
COMMERCIAL BINDERY BID OPENING

8/25/2015

LIBRARY BINDERS NAME: Bridgeport National Bindery

| BINDING STYLE | QUANTITY OF VOLUMES BOUND 2014 | BID QUOTE | TOTAL COST |
|-----------------------------------|-----------------------------------|-----------|-------------|
| GROUP A - MONOGRAPHS | 105 | \$9.10 | \$955.50 |
| | | | |
| GROUP B - PERIODICALS/SERIALS | 749 | \$10.50 | \$7,864.50 |
| | | | |
| GROUP C - RECASING AND NEW COVERS | 61 | \$12.75 | \$777.75 |
| | | | |
| GROUP D - PAPERBACK BOOKS | 1163 | \$7.50 | \$8,722.50 |
| | | | |
| GROUP E - MUSIC BOOKS | 112 | \$13.50 | \$1,512.00 |
| | | | |
| TOTAL | 2190 | | \$19,832.25 |

CLEVELAND PUBLIC LIBRARY
COMMERCIAL BINDERY BID OPENING

8/25/2015

LIBRARY BINDERS NAME: HF Group

| BINDING STYLE | QUANTITY OF VOLUMES BOUND 2014 | BID QUOTE | TOTAL COST |
|-----------------------------------|-----------------------------------|-----------|-------------|
| GROUP A - MONOGRAPHS | 105 | \$9.40 | \$987.00 |
| | | | |
| GROUP B - PERIODICALS/SERIALS | 749 | \$10.50 | \$7,864.50 |
| | | | |
| GROUP C - RECASING AND NEW COVERS | 61 | \$9.40 | \$573.40 |
| | | | |
| GROUP D - PAPERBACK BOOKS | 1163 | \$7.80 | \$9,071.40 |
| | | | |
| GROUP E - MUSIC BOOKS | 112 | \$12.80 | \$1,433.60 |
| | | | |
| TOTAL | 2190 | | \$19,929.90 |

BOOK PREPARATION
 SUBJECT DEPARTMENT COMMERCIAL BINDING TOTAL
 2014

| | MONOGRAPH | MYLAR | MUSIC BIND | PERIODICALS | SERIALS | CAR MANUALS | REBIND | MISC | TOTAL |
|-----------------------|-----------|-------|------------|-------------|---------|-------------|--------|------|-------|
| ADMIN | | | | | | | | | 0 |
| SECURITY | | | | | | | | | 0 |
| BUSINESS | | | | | 17 | | | | 17 |
| CHILD/YOUTH SERVICES | | | | | | | | | 0 |
| GOVERNMENT DOCS | | | | 5 | | | | | 5 |
| FINE ARTS | | | 112 | | 10 | | | | 122 |
| FOREIGN LITERATURE | | 1112 | | | | | | | 1112 |
| GENERAL REFERENCE | | | | 577 | | | | | 577 |
| HISTORY | 49 | | | | | | | | 49 |
| LITERATURE | 12 | 33 | | | 1 | | | | 46 |
| MAP COLLECTION | | | | | | | | | 0 |
| PUBLIC ADMINISTRATION | | 13 | | 5 | 13 | | | | 31 |
| SCIENCE & TECHNOLOGY | | | | 44 | 40 | 105 | | | 189 |
| SOCIAL SCIENCE | | 5 | | 1 | 14 | | | | 20 |
| JGWHITE | | | | 18 | 4 | | | | 22 |
| TOTAL | 61 | 1163 | 112 | 650 | 99 | 105 | 0 | 0 | 2190 |