

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

October 13, 2020

**RESOLUTION TO AMEND AGREEMENT WITH HF GROUP LLC FOR  
BINDING AND REBINDING LIBRARY SERVICE MATERIALS**

WHEREAS, On September 17, 2015 the Board of Library Trustees authorized the Executive Director, or his designee, to enter into a one-year contract effective November 1, 2015 with HF Group, LLC to bind Cleveland Public Library materials with an option to continue the contract for four one-year renewal periods

WHEREAS, The Library exercised its option to continue the contract for four one-year renewal periods and the Fourth Renewal of the agreement with HF Group, LLC expires October 31, 2020; and

WHEREAS, The Library is in need of binding services upon expiration of the agreement, and the Library's Department of Technical Services has issued a request for proposals seeking pricing proposals from ten (10) vendors. In order to give vendors enough time to respond, the Library has extended the deadline for the request for proposals; and

WHEREAS, With the extended deadline, the Library needs to extend the contract with HF Group, LLC for an additional two months to allow more time to complete the proposal and selection process; and

WHEREAS, HF Group has agreed to honor its current pricing, terms, and conditions through December 31, 2020; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to execute and negotiate an amendment to the contract with HF Group LLC effective November 1, 2020 to bind Cleveland Public Library materials for an additional two months through December 31, 2020, subject to the approval of the Director of Legal Services, with such expenditures to be charged to the General Fund Account 14130054-54710 (Bookbinding).



October 7, 2020

Cleveland Public Library  
Collection and Technical Services  
17133 Lake Shore Blvd.  
Cleveland, OH 44110

We at the HF Group have been very pleased to serve the Cleveland Public Library for its bookbinding needs. We would like to propose to extend the relationship with the terms, conditions and pricing as the current agreement until December 31, 2020.

We hope this meets with your approval and value the relationship we have with the Library. We look forward to continuing to meet the library's needs and please let me know if you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Bratton". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Jim Bratton  
Vice President  
HF Group – OH  
[jbratton@hfgroup.com](mailto:jbratton@hfgroup.com)