

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 15, 2020

**RESOLUTION TO ENTER INTO 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, thus continuing services through October 31, 2020; and

WHEREAS, On October 15, 2020, the Board of Library Trustees authorized the Library to extend the agreement with HF Group through December 31, 2020 in order to allow the Library to complete the request for proposals process to identify a vendor for the new contract term; and

WHEREAS, The Department of Technical Services issued a request for proposals seeking pricing proposals from ten (10) vendors to perform the needed binding and rebinding services; and

WHEREAS, HF Group was the only vendor to respond to the Library's request for proposals, and their proposal met all of the Library's specifications; and

WHEREAS, The Library Administration has had good results from working with HF Group LLC in the past, and recommends that the proposal 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 execute and negotiate a one-year contract with HF Group LLC effective January 1, 2021 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 Director of Legal Services, with such expenditures to be charged to the General Fund Account 14130054-54710 (Bookbinding).

CLEVELAND PUBLIC LIBRARY

BINDING MONOGRAPHS

GROUP A

I. DEFINITION

For the purpose of this contract, a monograph is defined as one piece of graphic material submitted for binding or rebinding as a single unit without reference to another unit, or with no demand placed on the Binder to match the unit to another.

II. QUOTATIONS

Prices given shall apply to each size as indicated on the proposal form for this group. The measurement shall be taken from the cover after the binding work has been done.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING MONOGRAPHS

GROUP A

GROUP A

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Class 1 - Books up to 14" and including 14" in height

\$ 11.40

Class 2 - Books over 14" and including 16" in height

\$ 15.40

Class 3 - Books over 16" - per each additional inch

\$ 4.00

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN

Jim Bratton

TITLE

General Manager

BUSINESS ADDRESS

1010 N. Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY

BINDING PERIODICALS/SERIALS

GROUP B

I. **DEFINITION**

A serial publication is defined as a single piece of graphic material bound separately, or a series of two or more serially numbered graphic units bound together, for which the cloth color must be selected, and the cover stamped with information so as to match other publications in the same set or series. The Binder assumes responsibility for this uniformity, based on information initially supplied by the Library and any subsequent changes made by the Library.

II. **QUOTATIONS**

Prices given shall apply to all volumes up to 16" in height, 2 1/2" in thickness. All lettering to be included.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING PERIODICALS/SERIALS

GROUP B

GROUP B

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Volumes 16" and under, 2 1/2" thick,
all lettering to be included.

\$ 12.50

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN

Jim Brathan

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY

RECASING AND NEW COVERS

GROUP C

I. DEFINITION

Volumes (primarily monographs, but including previously bound serials) that are strongly sewn and have no broken threads shall be recased only, not re sewn. Included in this category are previously bound volumes that have worn or damaged covers but sewing intact and new soft cover books that are sewn through the fold. Old covers shall be removed and old back linings and adhesive lifted from book spines. Sewing is not to be disturbed. New alkaline endsheets and back lining shall be glued or sewn to the book block. No trimming will be done unless specifically requested by the Library. Books found to have damaged sewing shall be double fan adhesive bound.

II. SPECIFICATIONS

General specifications as give for monographs will be in effect for Group C, insofar as they are applicable.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR RECASING AND NEW COVERS

GROUP C

GROUP C

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Class 1 - Books up to 14" and including 14" in height

\$ 11.40

Class 2 - Books over 14" and including 16" in height

\$ 15.40

Class 3 - Books over 16" - per each additional inch

\$ 4.00

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN

Tim Bratten

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY

BINDING PAPERBACK BOOKS

GROUP D

I. **DEFINITION**

For the purpose of these specifications, Group D shall consist of paperback books up to 14" in height and 1 1/2" in thickness or less. This measurement shall apply to the thickness of the book with covers on.

II. **QUOTATIONS**

Prices given shall apply to each size as indicated on the proposal form for this group. The measurement of the height shall be taken from the cover after the binding has been done.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING PAPERBACK BOOKS

GROUP D

GROUP D

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Class 1 - Books up to 14" and including 14" in height

19.95

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN

Jim Bratton

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY

MUSIC BOOKS

GROUP E

I. **DEFINITION**

As described in specifications for music book binding (see page 23).

II. **QUOTATIONS**

Prices shall apply to each group and size as indicated on the proposal form.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING MUSIC BOOKS

GROUP E

GROUP E

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Music books (new-case only, sewn-thru-fold, or adhesive, buckram cover, no trim).

Class 1 - Books up to 14" and including
14" in height

\$ 11.40

Class 2 - Books over 14" and including
16" in height

\$ 15.40

Class 3 - Books over 16" - per each
additional inch

\$ 4.00

Music books with pocket (cloth or tyvek)

Class 1 - Books up to 14" and including
14" in height

\$ 20.40

Class 2 - Books over 14" and including
16" in height

\$ 24.40

Class 3 - Books over 16" - per each
additional inch

\$ 4.00

Music part (multi-folio part, sewn-thru-fold with reinforcing end sheet).

Class 1 - Books up to 14" and including
14" in height

\$ 5.00

Class 2 - Books over 14" and including
6" in height

\$ 5.00

Class 3 - Books over 16" - per each
additional inch

\$ 5.00

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN

Jim Bratton

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY
PROPOSAL FOR EXTRA CHARGES AND
PRICES FOR SPECIAL WORK

Cloth pockets	<u>\$ 9.00</u>
Tyvek pockets	<u>\$ 6.00</u>
Inserting Library provided tattle-tape	<u>.40 /volume</u>
Extra lines of lettering – horizontal	<u>N/C</u>
Extra lines of lettering – vertical	<u>N/C</u>
Extra work time stripping, hinging, guarding, stubbing, handsewing (hourly rate)	<u>\$ 60.00</u>

NOTE: ADDITIONAL EXTRA CHARGES FOR UNUSUAL, EXCESSIVE WORK, OR SPECIAL ITEMS OR THOSE NOT OTHERWISE COVERED, SHALL BE QUOTED BY THE BINDER AND APPROVED BY THE INTERIM DIRECTOR OF COLLECTION AND TECHNICAL SERVICES BEFORE THE WORK IS DONE.

NAME OF COMPANY HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN Jim Bratton

TITLE General Manager

BUSINESS ADDRESS 1010 W Sycamore St
North Manchester, IN 46962

DATE 11/20/2020

Additional Products and Services Pricing

CopiCover / DigiCover	\$12.00
Newspapers	\$85.00
Oversew	\$4.00
Sew thru Fold	\$4.00
Mount Covers	\$4.00

Other products or services may be requested and will be quoted at that time.

HF Group may apply a Fuel Surcharge / Transportation Charge of between 1-4% based on price of fuel at time of shipment pick-up.

HF Group LLC

Jim Bratton
General Manager
1010 N. Sycamore St
North Manchester, IN 46962