



## **NEW MHLS DELIVERY SERVICES AGREEMENT**

### **BACKGROUND**

1. In 2004, MHLS first contracted for the transportation and delivery of library materials, a service that had been conducted by MHLS employees using MHLS vehicles.
2. In 2006, Hudson River Transport (HRT) was selected as the delivery vendor. MHLS and HRT renewed agreements in 2009 and 2012.
3. Based on the current MHLS/HRT agreement ending on June 30, 2015, MHLS issued a Request for Proposal (RFP) on February 2, 2015. A public opening of responses to the RFP was held on Feb 23, 2015. Only one vendor, HRT, submitted a response to the RFP.

### **SCOPE OF WORK**

MHLS current delivery service provides 5 delivery routes Monday through Friday and 4 delivery routes on Saturday. Delivery routes encompass all MHLS member libraries and branches, 5 correctional facilities, and 2 colleges. There are 474 stops per week Monday-Saturday and 303 delivery days per year covering approximately 4,015 miles per week and over approximately 200,000 miles per year. The vendor will deliver, pick up, and forward sort library materials between and among the MHLS Headquarters and the MHLS member libraries and their branches, correctional facilities, and colleges. All member library delivery locations receive shipments that support the libraries' Monday to Saturday operations. Forward sorting is done on the route at each stop for same day delivery. Containers of library books, videos, DVDs, CDs, Book Club in a Bag, computers and computer related equipment and other library materials are picked up and dropped off at an assigned location at each site. The vendor will provide the required levels of staffing, supervision and vehicles on a service day basis to ensure a highly reliable and cost-effective delivery service.

### **NEW CONTRACT**

Based on the RFP issued by MHLS, and HRT's response to the RFP, MHLS and HRT have negotiated an agreement for one (1) year, which will automatically renew for two (2) successive one (1) year terms unless MHLS or HRT gives written notice of its intent to terminate.

### **BOARD ACTION**

**The MHLS Board is requested to review the proposed MHLS/HRT agreement and to authorize the expenditure of funds<sup>1</sup> for the agreement.**

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<sup>1</sup> MHLS budgeted \$344,505 for 2015 delivery services. The proposed HRT contract is for \$363,948, with a July 1, 2015, start date.