



DC Public Library

Find your story.

April 1, 2026

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

Enclosed for consideration and enactment by the Council of the District of Columbia is an emergency bill, the "Modifications Nos. M03 and M04 to Contract No. DCPL-2022-C-0027C with Ingram Library Services, LLC Approval and Payment Authorization Emergency Act of 2026" and the accompanying emergency declaration resolution.

The legislation will approve Modifications Nos. M03 and M04 to Contract No. DCPL-2022-C-0027C with Ingram Library Services, LLC to furnish and deliver books, materials, and selected services. In addition, the legislation will approve payment for the goods and services received and to be received under the modifications.

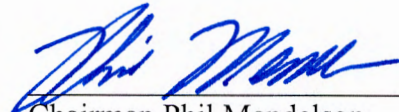
My administration is available to discuss any questions you may have regarding the proposed contract modification. In order to facilitate a response to any questions you may have, please have your staff contact Barbara Jumper, Chief Business Officer, District of Columbia Public Library, at (202) 727-1101.

I urge the Council to take prompt and favorable action on the enclosed legislation.

Sincerely,

Richard Reyes-Gavilan
Executive Director

Enclosure



Chairman Phil Mendelson
at the request of the Mayor

A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve, on an emergency basis, Contract Modification No. M03 and proposed Modification No. M04 to Contract No. DCPL-2022-C-0027C with Ingram Library Services, LLC, and to authorize payment for the goods and services received and to be received under the contract and modifications.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the “Modifications Nos. M03 and M04 to Contract No. DCPL-2022-C-0027C with Ingram Library Services, LLC Approval and Payment Authorization Emergency Act of 2026”.

Sec. 2. Pursuant to section 451 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 803; D.C. Official Code § 1-204.51), and notwithstanding the requirements of section 202 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-352.02), the Council approves Modification No. M03 and proposed Modification No. M04 to Contract No. DCPL-2022-C-0027C with Ingram Library Services, LLC thereto and authorizes payment in the not-to-exceed amount of \$1,200,000 for the goods and services received and to be received under the contract and modifications.

Sec. 3. Fiscal impact statement.

33 The Council adopts the fiscal impact statement of the Chief Financial Officer as the fiscal
34 impact statement required by section 4a of the General Legislative Procedures Act of 1975,
35 approved October 16, 2006 (120 Stat. 2038; D.C. Official Code § 1-301.47a).

36 Sec. 4. Effective date.

37 This act shall take effect following approval by the Mayor (or in the event of veto by the
38 Mayor, action by the Council to override the veto), and shall remain in effect for no longer than
39 90 days, as provided for emergency acts of the Council of the District of Columbia in section
40 412(a) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 788;
41 D.C. Official Code § 1-204.12(a)).

GOVERNMENT OF THE DISTRICT OF COLUMBIA



DC Public Library

Office of Procurement

Pursuant to section 202(c) of the Procurement Practices Reform Act of 2010, as amended, D.C. Official Code § 2-352.02(c), the following contract summary is provided:

COUNCIL CONTRACT SUMMARY
(Tipping)

- (A) Contract Number:** DCPL-2022-C-0027C
- Proposed Contractor:** Ingram Library Services, LLC
- Proposed Contractor's Principals:** Pamela R. Smith
- Contract Amount (Option Year 3):** \$1,200,000.00 (\$950,000.00 awarded amount in Modification No. M03 plus \$250,000.00 under proposed Modification No. M04)
- Unit and Method of Compensation:** Progress payments will be made monthly
- Term of Contract:** October 1, 2025 through September 30, 2026
- Type of Contract:** Indefinite Delivery/Indefinite Quantity (IDIQ)
- Source Selection Method:** Request for Proposals

(B) For a contract containing option periods, the contract amount for the base period and for each option period. If the contract amount for one or more of the option periods differs from the amount for the base period, provide an explanation of the reason for the difference:

Base Period Amount: \$1,100,000.00
DC Council Approval No. CA24-0679

Option Period 1 Amount: \$1,200,000.00
DC Council Approval No. CA25-0360

Explanation of difference from base period (if applicable): This is an IDIQ contract so each year, the volume of books and materials required by the District varies.

Option Period 2 Amount: \$950,000.00

Explanation of difference from base period (if applicable): This is an IDIQ contract so each year, the volume of books and materials required by the District varies.

Option Period 3 Amount: \$950,000.00

Explanation of difference from base period (if applicable): This is an IDIQ contract so each year, the volume of books and materials required by the District varies. For this current option year, DCPL is increasing the total amount by \$250,000.00 from \$950,000.00 to \$1,200,000.00.

Option Period 4 Amount: \$1,100,000.00

Explanation of difference from base period (if applicable): This is an IDIQ contract so each year, the volume of books and materials required by the District varies.

(C) The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract:

The Contractor shall furnish and deliver books, materials, and selected services as needed for DCPL and as requested by authorized DC Public Schools (DCPS) officials.

(D) The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price, technical or quality, and past performance components:

On March 16, 2022, DCPL requested a waiver from the Department of Small and Local Business Development (DSLBD) of the 35% set-aside subcontracting requirement for Request for Proposal (RFP) No. DCPL-2022-R-0027. On April 5, 2022, DCPL received approved Waiver No. WR-3805 from DSLBD. This approval is effective throughout the duration of the resulting contract/s which includes the base year and option periods.

On April 14, 2022, DCPL issued the RFP in the open market for multiple contractors to furnish and deliver processed shelf-ready books, print and digital content, materials, and selected services to DCPL and DCPS on an as-needed basis.

On October 21, 2022, DCPL awarded Contract No. DCPL-2022-C-0027C to Ingram Library Services, one of the eight contract awardees, in a not-to-exceed amount of \$1,100,000.00 for the base year. Since then, DCPL exercised the option years. See recap below:

Base Period Amount: \$1,100,000.00

Period: October 21, 2022, through September 30, 2023

DC Council Approval No. CA24-0679 issued on October 15, 2022

Option Year One Amount: \$1,200,000.00
Period: October 1, 2023, through September 30, 2024
DC Council Approval No. CA25-0360 issued on September 3, 2023

Option Year Two Amount: \$950,000.00
Period: October 1, 2024, through September 30, 2025

Option Year Three Amount: \$950,000.00
Period: October 1, 2025, through September 30, 2026

Due to the closure of operations of one of the awarded contractors at the beginning of the fiscal year, there's an immediate need for reallocation of collection development funds to ensure continuity of purchasing and timely fulfillment of materials systemwide. Furthermore, the Southeast Neighborhood Library is scheduled to open in August which requires their own collection of books and materials. As one of the primary full-service library materials providers, Ingram has to absorb a substantial portion of this necessary reallocation to meet DCPL requirements. Council approval is hereby sought for Contract Modification No. M04 increasing the contract amount for Option Year Three by \$250,000 from \$950,000 to \$1,200,000. This is a tipping action therefore Council approval is required.

- (E) A description of any bid protest related to the award of the contract, including whether the protest was resolved through litigation, withdrawal of the protest by the protestor, or voluntary corrective action by the District. Include the identity of the protestor, the grounds alleged in the protest, and any deficiencies identified by the District as a result of the protest:**

None

- (F) A description of any other contracts the proposed contractor is currently seeking or holds with the District:**

Currently, Ingram Library Services, LLC has no other contract with the District.

- (G) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and performance on past or current government or private sector contracts with requirements similar to those of the proposed contract:**

Ingram Library Services, LLC, a subsidiary of Ingram Content Group Company, offers a full range of content with a wide range of collection development, processing, and cataloging services. The Contractor which started in 1998, has 25 offices and distribution centers globally. The Contractor has the financial resources adequate to perform the contract and the ability to obtain them, as evidenced by its Duns and Bradstreet Information Report dated February 10, 2026 showing a \$14.8M annual sales. They serve a long list of public libraries in the country to include Chicago, New York, Seattle and Denver. In

addition, Ingram’s Certificate of Clean Hands dated February 10, 2026 indicates that the Contractor has complied with all of the filing requirements of the District tax laws and there’s no information pertaining to the company being either suspended or debarred, and DCPL has no information to the contrary.

- (H) A summary of the subcontracting plan required under section 2346 of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (“Act”), including a certification that the subcontracting plan meets the minimum requirements of the Act and the dollar volume of the portion of the contract to be subcontracted, expressed both in total dollars and as a percentage of the total contract amount:**

Subcontracting plan is not required for this contract. On April 5, 2022, DSLBD approved DCPL’s waiver request (WR-3805) for Request for Proposal No. DCPL-2022-R-0027 prior to its issuance. In accordance with Office of the Attorney General’s Guideline, the approved waiver covers the life of the resulting contract which includes the base year and option years.

- (I) Performance standards and the expected outcome of the proposed contract:**

The Contractor shall furnish and deliver books, materials, and selected services in accordance with the terms and conditions of the contract. The performance standard is 100% delivery of all goods and services to the satisfaction of DCPL and DCPS.

- (J) The amount and date of any expenditure of funds by the District pursuant to the contract prior to its submission to the Council for approval:**

PO Number	PO Amount	PO Balance	Used as of 03/11/26
PO731702-V2	\$950,000.00	\$571,342.23	\$378,657.77

- (K) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02:**

The Office of the Chief Financial Officer has certified that there is sufficient funding for the proposed contract modification.

- (L) A certification that the contract is legally sufficient, including whether the proposed contractor has any pending legal claims against the District:**

The contract action has been determined by the DCPL General Counsel’s Office to be legally sufficient. The proposed contractor has no pending legal claims against the District.

- (M) A certification that Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes. If the Citywide Clean Hands Database indicates that the proposed contractor is not current with its District taxes, either: (1) a**

certification that the contractor has worked out and is current with a payment schedule approved by the District; or (2) a certification that the contractor will be current with its District taxes after the District recovers any outstanding debt as provided under D.C. Official Code § 2-353.01(b):

A certification has been issued by the Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes.

- (N) A certification from the proposed contractor that it is current with its federal taxes, or has worked out and is current with a payment schedule approved by the federal government:**

The proposed contractor self-certified that they are current with federal taxes.

- (O) A certification that the proposed contractor has been determined not to violate section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a; and (2) A certification from the proposed contractor that it currently is not and will not be in violation of section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a:**

The proposed contractor self-certified that they did not and will not violate section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a.

- (P) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended; D.C. Official Code § 2-218.01 *et seq.*:**

The Contractor is not a certified Small Business Enterprise (SBE) by the Department of Small and Local Business Development.

- (Q) Other aspects of the proposed contract that the Chief Procurement Officer considers significant:**

None

- (R) A statement indicating whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:**

The proposed contractor is not debarred or excluded from providing services to the District and federal governments.

(S) Any determination and findings issues relating to the contract's formation, including any determination and findings made under D.C. Official Code § 2-352.05 (privatization contracts):

None

(T) Where the contract, and any amendments or modifications, if executed, will be made available online:

The proposed contract modification, if approved, will be posted on the DCPL website at:

<https://www.dclibrary.org/about/contractawards>

(U) Where the original solicitation, and any amendments or modifications, will be made available online:

The original solicitation and amendments are posted on the DCPL website at:

<https://www.dclibrary.org/about-us/contracts-and-procurement#storyTab>



Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue

1101 4th Street, SW
Washington, DC 20024

Date of Notice: March 31, 2026

Notice Number: L0016281226

INGRAM LIBRARY SERVICES LLC
ONE INGRAM BLVD.
LAVERGNE TN 37086

EIN: **-**-6696
Case ID: 18906350



CERTIFICATE OF CLEAN HANDS

As reported in the Clean Hands system, the above referenced individual/entity has no outstanding liability with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the individual/entity has complied with DC Code § 47-2862, therefore this Certificate of Clean Hands is issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES

CHAPTER 28. GENERAL LICENSES

SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT

DC CODE § 47-2862 (2006)

§ 47-2862. PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

Authorized By Melinda Jenkins
Branch Chief, Collection and Enforcement Administration

TAX AND REVENUE

To validate this certificate, please visit MyTax.DC.gov. On the MyTax DC homepage, click the "Validate a Certificate of Clean Hands" hyperlink under the Clean Hands section.

GOVERNMENT OF THE DISTRICT OF COLUMBIA




DC Public Library

Office of General Counsel

MEMORANDUM

TO: Tornia Harrison-Samuels
Director, Office of Procurement

FROM: J. Kevin McIntyre 
General Counsel

DATE: March 18, 2026

SUBJECT: Legal Sufficiency Review for books, materials, and selected services
needed for DCPL and requested by DCPS

CONTRACTOR: Ingram Library Services, LLC

CONTRACT NO: DCPL-2022-C-0027C

PERIOD OF PERFORMANCE: October 1, 2025 through September 30, 2026

TOTAL CONTRACT AMOUNT: \$1,200,000 (Option Year Three)

TYPE OF CONTRACT: Indefinite Delivery/Indefinite Quantity (IDIQ)

This is to Certify that this Office has reviewed the above-referenced Contract and that I have found it to be legally sufficient. The proposed contractor does not have any currently pending legal claims against the District. If you have any questions, please do not hesitate to call me at (202) 727-1134.

J. Kevin McIntyre, General Counsel




DC Public Library

**DISTRICT OF COLUMBIA
PUBLIC LIBRARY**
Office of the Chief Financial Officer

MEMORANDUM

TO: Tornia Harrison
Director of Procurement
DC Public Library Office of Procurement

FROM: Cherylle Pacana 
Agency Fiscal Officer
DC Public Library

DATE: February 3, 2026

SUBJECT: FY 2026 Certification of Funding Availability for \$1,200,000 to support the DC Public Library Contract No. DCPL-2022-C-0027C, with Ingram Library Services

The District of Columbia Public Library (DCPL), Office of the Chief Financial Officer (OCFO), certifies available FY 2026 funding in the amount of \$1,200,000 to support Option Year 3 (October 1, 2025 through September 30, 2026) for Contract No. DCPL-2022-C-0027C with Ingram Library Services.

The FY 2026, Option Year 3, Contract No. DCPL-2022-C-0027C with Ingram Library Services is to purchase new materials for adults, teens and children throughout the 26 libraries that make up the DC Public Library system. Of this \$1.2M funding, \$950K has been obligated on purchase order (PO731702-V2) and the remaining \$250K will be used for Books and Materials for the Southeast Library Opening Day Collections.

The proposed contract amount is over \$1 million and, therefore, requires Council approval.

If you have any questions regarding this transmittal, please contact me at (202) 727-9114.

Attachment

cc: Richard Reyes-Gavilan, Executive Director
Barbara Jumper, Chief Business Officer, DCPL
Tiffany Alston, Interim Chief, Public Services, DCPL
Lunden Gillespie, Associate Director, Collections, DCPL
Angelique Hayes Rice, ACFO, Government Operations Cluster (GOC)
Michael Bolden, Financial Manager, GOC
Kevin McIntyre, Interim General Counsel, DCPL

Agency (All)										Balances as of 2/3/26 9:11am - FY 2026										FY 2026	
										A	B	C	D	E	F	G = C+D+E+F	H = B-G				
Data										Revised		Pre-		Sum of							
Appr -	Fund -	Program -	Project - Proj	Award -	Acct -	Acct -	Initial Budget	Budget	Expenditure	Encumbrances	Encumbrances	Budget	Total	Available							
Name	Name	Name	CC - CC Name	Name	Name	Category	Acct - Acct Name (OBJ)			(POs)	(RKs)	Reservations	Obligations	Budget							
1010	1010105	500152	50242 - COLLEC	0 - NO PROJ	0 - NO AW	NPS	717300C - LIBRARY BOOKS	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						
							717300C - PURCHASES EQUIPMENT & M	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						
							NPS Total	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						
							50242 - COLLECTIONS OFFICE Total	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						
							500152 - COLLECTIONS SERVICES Total	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						
							1010505 - LIBRARY COLLECTIONS ACCOUNT - NON LAPSE Total	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						
							1010 - LOCAL FUND Total	5,282,493.14	5,282,493.14	1,436,449.89	2,512,856.83	23,220.00	-	3,972,526.72	1,309,966.42						

Owner Agency CIO										R225 Report - Pivot									
										02-03-2026 01:23:55									
Data										A	B	C	D	E	F = C+D+E	G = B-F	H = A-F		
Project -	Fund -	Task -	SubTask -	Lifetime	Lifetime	Lifetime	Lifetime	Lifetime	Total	LTD	LTD								
Name	Name	Name	Name	Budget	Allotment	Expenditure	Encumbrance	Encumbranc	Pre Obligations	Balance	Authority	Balance							
				Authority			(POs)	as (RKs)	(Enc)										
100353	CFO	3030300	1 - Design	1.01 - SOE01.CAPTL.CAPITAL - SEL 37 - DESIGN.CAPITAL PROJECTS	2,269,997.00	2,269,997.00	2,269,997.00	-	2,269,997.00	-	-	-	194,804.00	194,804.00					
			3 - Project Mj	3.01 - SOE03.CAPTL.CAPITAL - SEL 37 - PROJ MGMT.CAPITAL PROJECTS	1,715,189.69	1,715,189.69	1,530,694.69	9,691.00	-	1,520,385.69	-	-	1,173,775.17	1,173,775.17					
			4 - Constructi	4.01 - SOE04.CAPTL.CAPITAL - SEL 37 - CONSTRUCTION.CAPITAL PROJECTS	6,130,160.67	6,130,160.67	997,562.82	3,958,822.68	-	4,956,385.50	-	-	1,368,579.17	1,368,579.17					
				3030300 - LONG TERM / G.O. / I.T. BONDS Total	10,115,347.36	10,115,347.36	4,778,254.51	3,968,513.68	-	8,746,768.19	-	-	3,368,579.17	3,368,579.17					
			3 - Project Mj	3.05 - SEL 37 - Project Management - Federal Capital (3035)	3,734,755.59	3,734,755.59	3,345,811.59	174,437.00	-	3,520,248.59	-	-	214,507.00	214,507.00					
			4 - Constructi	4.05 - SEL 37 - Construction - Federal Capital (3035)	32,534,489.41	32,534,489.41	24,268,979.43	1,633,932.61	-	25,902,912.04	-	-	6,631,577.37	6,631,577.37					
			5 - Equipmen	5.05 - SEL 37 - Equipment - Federal Capital (3035)	550,000.00	550,000.00	500,222.50	551,451.75	-	651,674.25	-	-	(101,674.25)	(101,674.25)					
				3035361 - FEDERAL GRANTS - CPF CASH MANAGEMENT IMPROVEMENT ACT Total	36,819,245.00	36,819,245.00	27,715,013.52	2,330,821.36	-	30,074,834.88	-	-	6,744,430.12	6,744,430.12					
				300353 - CFO.SEL37C.SOUTHEAST LIBRARY Total	46,934,592.36	46,934,592.36	31,493,268.03	6,328,335.04	-	38,821,603.07	-	-	8,112,989.29	8,112,989.29					

If Capital funds are used for Opening Day Collections a reallocation will be requested to move funds to the Equipment Phase for Books and Materials.

GOVERNMENT OF THE DISTRICT OF COLUMBIA



DC Public Library

Office of Procurement

MEMORANDUM TO THE FILE

FROM: Tornia Harrison-Samuels
Contracting Officer *Tornia Harrison-Samuels*

SUBJECT: Books, Materials and Selected Services (Option Year Three)

PROPOSED CONTRACTOR: Ingram Library Services, LLC
Contract No. DCPL-2022-C-0027C
Contract Modification No. M04

DATE: March 27, 2026

Pursuant to Title 19, Section 4375.4 of the District of Columbia Public Library Procurement Regulations, the subject proposed contract modification was transmitted to the Board of Library Trustees, Contracts Review Committee for review on March 20, 2026, and approved on March 26, 2026.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number DCPL-2022-C-0027C	Page of Pages 1 2
2. Amendment/Modification Number M03	3. Effective Date 10/1/2025	4. Requisition/Purchase Request No.	5. Caption: See Block 14.	
6. Issued By: DISTRICT OF COLUMBIA PUBLIC LIBRARY Office of Procurement 901 G Street NW, 4th Floor Washington, DC 20001		Code	7. Administered By (If other than line 6) Lunden Gillespie, Interim Collections Director District of Columbia Public Library Department of Collections 901 G Street, NW Washington, DC 20001 Email: lunden.gillespie@dc.gov	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) Ingram Library Services LLC 14 Ingram Blvd. La Vergne, TN 37086-1986 ATTN: Pamela Smith, Vice President & General Manager Email: ilsbids@ingramcontent.com			9A. Amendment of Solicitation No.	
Code			9B. Dated:	
Facility			10A. Modification of Contract/Order No. DCPL-2022-C-0027C	
			10B. Dated (See Item 13) 10/15/2022	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. Accounting and Appropriation Data (If Required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14				
A. This change order is issued pursuant to: (Specify Authority)				
The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 CRM, Chapter 36, Section 3605.1c				
C. This supplemental agreement is entered into pursuant to authority of:				
X D. Other (Specify type of modification and authority) Title 19 DCMR, Chapter 43, Section §4362: Options				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. Description of amendment/modification Caption: Books, Materials and Selected Services 1. In accordance with Article 5 Term of Contract and, Section 5.2 Option to Extend the Term of the Contract, DCPL hereby exercises its option to extend the term of the contract from October 1, 2025 through September 30, 2026. (OPTION YEAR THREE) 2. The maximum ordering limitation is \$950,000.00 per year. 3. Department of Labor Wage Determination No. 2015-4281, Revision No. 34, Dated 7/08/2025 is incorporated and made a part of the contract. (ATTACHMENT A)				
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect				
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Tornia Harrison-Samuels	
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia <i>Tornia Harrison-Samuels</i>	16C. Date Signed 9/30/2025
(Signature of person authorized to sign)			(Signature of Contracting Officer)	

**AMENDMENT OF SOLICITATION
MODIFICATION OF CONTRACT
(Continuation)**

CONTRACT NO. DCPL-2022-C-0027C MODIFICATION NO. M03 PAGE 2 of 2

4. The 2025 Living Wage Notice and Fact Sheet are incorporated and made a part of the contract. **(ATTACHMENT B)**

5. All other terms and conditions remain unchanged.

RECAP

BASE YEAR

October 15, 2022, through September 30, 2023 NTE \$950,000.00

OPTION YEAR ONE

Modification M01

October 1, 2023, through September 30, 2024 NTE \$950,000.00

OPTION YEAR TWO


Modification M02

October 1, 2024, through September 30, 2025 NTE \$950,000.00

OPTION YEAR THREE

Modification M03

October 1, 2025, through September 30, 2026 NTE \$950,000.00

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number DCPL-2022-C-0027C	Page of Pages 1 1
2. Amendment/Modification Number M04	3. Effective Date See Section 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption: See Block 14.	
6. Issued by: District of Columbia Public Library Office of Procurement 901 G Street, NW, 4 th Floor Washington, DC 20001		Code	7. Administered by (If other than line 6) District of Columbia Public Library Department of Collections 901 G Street, NW Washington, DC 20001	
8. Name and Address of Contractor (No, street, city, county, state and zip code) Ingram Library Services, LLC 14 Ingram Blvd. La Vergne, TN 37086-1986 Carolyn Morris Attn: Ramela Smith , Vice President & General Manager ilsbids@ingramcontent.com		Code	Facility	9A. Amendment of Solicitation No.
				9B. Dated (See Item 11)
				X 10A. Modification of Contract/Order No. DCPL-2022-C-0027C
			10B. Dated (See Item 13) October 21, 2022	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15 and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. Accounting and Appropriation Data (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14				
X	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.			
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14.			
	C. This supplemental agreement is entered into pursuant to authority of:			
	D. Other (Specify type of modification and authority) Title 19 DCMR, Chapter 43 Section 4374.3(a)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>copy</u> to the issuing office.				
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Caption: Books, Materials and Selected Services 1) The purpose of this contract modification is to increase the contract maximum amount by \$250,000 from \$950,000 to \$1,200,000 for Option Year Three with a period of performance from October 1, 2025 through September 30, 2026. 2) All other terms and conditions remain unchanged.				
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.				
15A. Name and Title of Signer (Type or print) Carolyn Morris, Vice President		16A. Name of Contracting Officer Tornia Harrison-Samuels		
15B. Name of Contractor  (Signature of person authorized to sign)	15C. Date Signed February 11, 2026	16B. District of Columbia	16C. Date Signed	
		(Signature of Contracting Officer)		