



City of San Antonio

Contract Summary Sheet

Date: 5/13/2021
Agenda Item: 21-3217

Name/Title (Caption as shown on agenda): Annual Contract for Printing of Library Borrower Cards 6100012912 RG	
Brief Description of Item(s) and Use: This contract will provide the printing of colored plastic borrower cards for the San Antonio Public Library. These cards are issued to library patrons requesting to use various resources such as library databases, online library services, print materials, and media at the Central Library and various branch libraries located throughout the City of San Antonio.	
Total \$:	\$31,000.00 annually; \$104,000.00 contract period
Contract Period:	Upon award through September 30, 2022 with two, one-year renewal options
Method of Procurement:	Competitive (4 bids received)
Price Trend:	67% price increase due to decreased annual quantity and revised art work
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	PSI Plastic Graphics, 16149 Westwoods, Ellisville MO 63021
Previous Contractor(s):	Michael Hallahan dba PSI Graphics, 16149 Westwoods, Ellisville, MO 63021
Comments:	<p>NAS: Prints and Banners LLC – Bidder did not submit the required solicitation price schedule with their bid response.</p> <p>Withdrew: Nicole Ford & Co – Bidder submitted a price per card and not the required price per sheet of cards. Bidder requested to withdraw their bid response from consideration.</p>
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the ability of new patrons to check out physical materials and access SAPL services would be significantly impaired. The library borrower card number is the device used by patrons to access library services, and a physical card is the main reference for most patrons.
Using Department (s):	San Antonio Public Library