



City of San Antonio

ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposals for SAPL Media, Cataloging and Digital Processing Services, (RFCSP 17-056, 6100008595), Scheduled to Close: Friday, June 16, 2017; Date of Issue: Friday, May 12, 2017

FROM: Paul Calapa
Procurement Administrator

DATE: May 30, 2017

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

Question 1: Submittal Method: Can you confirm that the response can be submitted either via hard copy (mail) or electronically (portal upload) and that you are not looking for the response to be submitted by both means?

Response: Responses to the RFCSP can be submitted either electronically through the City of San Antonio Portal OR by hardcopy.

Question 2: Processing: Can the City provide further insight into the processing specifications required? The proposal states digital media processing with barcodes and other labels – do you have a list of other labels? Will all materials be repackaged into standard digital media processing cases? Will the library want hub labels?

Response: For all media items:
Spine labels
Organizational information (logo, renewal information, website) at the bottom
If applicable, branch name for ODC items

For DVDs, Blu-rays, and music CDs:
Banner across the middle of the cover art with the following: SAN ANTONIO PUBLIC LIBRARY (wording currently has a contrasting strip of color – yellow – under it that runs the entirety of the cover art, both front and back)

For DVDs and Blu-rays only:
Branch specific locations for Express collection items on the back of the cover art
First letter or number of title of feature films

For Blu-rays only:

The following message on the front cover: BLU-RAY Warning: Blu-ray discs will not play in standard DVD players

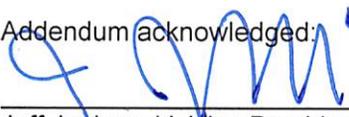
All materials will be repackaged into standard digital media processing cases.

The Library **WILL NOT** want Hub Labels.

Question 3: Does the City have any specific cataloging instructions/requirements they could provide?

Response: The complete cataloging specifications will be provided upon award of the contract.

Addendum acknowledged:



Jeff Jankowski, Vice President



Paul J. Calapa
Procurement Administrator
Finance Department – Purchasing
Division