



# City of San Antonio

## Agenda Memorandum

**File Number:**17-4366

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**Agenda Item Number:** 6.

**Agenda Date:** 8/31/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

SAPL Media, Cataloging, and Digital Processing Services

### **SUMMARY:**

This ordinance authorizes the acceptance of an annual contract with Midwest Tape, LLC to provide the San Antonio Public Library Department with Media, Cataloging, and Digital Processing Services for an average annual cost of \$2,500,000.00 for a three year term of October 1, 2017 through September 30, 2020 with two additional one-year renewal options. Funding for this contract is available through the Library Department General Fund.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is the proposal by Midwest Tape, LLC for the purchase of media materials in English, Spanish and other languages; cataloging and digital processing services; and electronic ordering and invoicing from qualified vendors. The contract will be divided between four media types - DVDs, Blu-Ray Discs, music CDs and audiobooks.

These materials will support the collections of the Central Library, twenty-four branches and one school/public library. The selected vendor will provide a comprehensive spectrum of library materials in quantities as requested to meet the needs of an urban multi-branch public library system.

A Request for Competitive Sealed Proposal (RFCSP) was issued on May 12, 2017 to solicit submissions from qualified vendors. The RFCSP closed on June 16, 2017 and two responses were submitted. Both proposals were deemed responsive during the Minimum Requirements Review conducted by Purchasing and

departmental staff. An evaluation committee comprised of Library Department staff reviewed the two proposals. The proposals were evaluated based on the firm's qualifications, experience, and quality of service, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications. The evaluation of each proposal response was based on a total of 100 points, 30 points allotted for experience, background, qualifications; 35 points were allotted for proposed plan; 15 points allotted for respondent's price schedule; 10 points for SBE Prime Contract Program and 10 points for M/WEBE Prime Contract Program.

The evaluation committee met on July 19, 2017 to evaluate the two responsive proposals received. Individual scores were submitted and aggregate scores were presented. After scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. Midwest Tape, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be October 1, 2017 through September 30, 2020. Two additional one-year renewal options shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide the San Antonio Public Library Department with the ability to provide adult, young adult and children's media materials in English, Spanish and other languages, cataloging and digital processing services and electronic ordering and invoicing. These materials will support the collections of the Central Library and twenty-seven branch libraries and one school/public library.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, the San Antonio Public Library Department will have to utilize alternate means to purchase the quantities of media materials required.

#### **FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. The estimated cost for this contract is approximately \$2,500,000.00 annually during the three year contract term of October 1, 2017 through September 30, 2020. All expenditures made by the Department are as needed and dependent upon available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends the approval of the contract with Midwest Tape, LLC, for SAPL Media, Cataloging, and Digital Processing Services utilized by the San Antonio Public Library Department.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contract Disclosure Form is required.