



City of San Antonio

Agenda Memorandum

File Number:18-6121

Agenda Item Number: 2.

Agenda Date: 11/13/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
LIBRARY DEPARTMENT
Interdepartmental Correspondence**

TO: Sheryl Sculley, City Manager

FROM: Ramiro S. Salazar, Director, Library Department

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Lori Houston, Assistant City Manager; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Consideration of High Profile Solicitation for Release

DATE: November 13, 2018

The following high profile solicitation is scheduled to be released within the next month:

Print Materials, Cataloging, and Digital Processing Service - The City of San Antonio is soliciting proposals for a contractor to provide for the purchase of print materials in English, Spanish and other languages; cataloging and processing services; and electronic ordering and invoicing. These materials will support the collections of the Central Library and twenty-seven branches and one school/public library partnership. The contractor shall be capable of providing a comprehensive spectrum of library materials in requested quantities to meet the needs of an urban multi-branch public library system.

Department:	Library
Solicitation Type:	Request for Competitive Sealed Proposals
Estimated Value:	\$13.5 Million
Proposed Term:	3 years with 2, 1 year options
Release Date:	December 3, 2018
Closing Date:	January 15, 2019
Proposed Council Date:	June 20, 2019
Contact Information:	Dale McNeill, Assistant Director - Public Services, Library Department
Evaluation Criteria:	Experience, Background, Qualifications: 35 points Proposed Plan: 45 points Price: 20 points SBEDA: Waived
Local Preference Program:	Not Applicable
Veteran Owns Small Business Preference Program:	Not Applicable

Voting Members:

Lori Houston, Assistant City Manager, City Manager's Office
Ramiro S. Salazar, Director, Library Department
Kathy Donellan, Assistant Director - Support Services, Library Department
Troy Hoyles, Collection Development Supervisor, Library Department
Jamie Flowers, Librarian III, Semmes Library, Library Department
Katie Enright, Catalog Service Supervisor, Library Department
TBD, San Antonio College Representative