



City of San Antonio

Agenda Memorandum

File Number:19-2544

Agenda Item Number: 4.

Agenda Date: 3/19/2019

In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO LIBRARY DEPARTMENT Interdepartmental Correspondence

TO: Erik Walsh, 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 Completed High Profile Solicitation

DATE: March 19, 2019

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

Print Materials, Cataloging, and Digital Processing Service - The City of San Antonio solicited proposals from qualified respondents 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 thirty library locations. The vendor 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.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$13.5 Million
- Term of Contract: 3 years with 2, 1 year options
- Number of Respondents: 3
- Contracts to be Awarded: 1
- Council Consideration: May 16, 2019
- Evaluation Criteria:
 - Experience, Background, Qualifications: 35 points
 - Proposed Plan: 45 points
 - Price: 20 points
- SBEDA Program: Waived
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Voting Committee Members:

- Lori Houston, Assistant City Manager, City Manager's Office
- Ramiro S. Salazar, Director, Library Department
- Kathy Donellan, Assistant Library Director - Support Services, Library Department
- Dale McNeill, Assistant Library Director - Public Services, Library Department
- Troy Hoyles, Collection Development Supervisor, Library Department
- Jamie Flowers, Librarian III, Semmes Branch Library, Library Department
- Katie Enright, Catalog Services Supervisor, Library Department
- Tosca O. Gonsalves, Lead Electronic and Database Services Librarian Ozuna Library, Palo Alto College

RFCSP 2019-013, 6100010800 Print Materials, Cataloging & Processing Services - SAPL Score Summary FINAL EVALUATION March 7, 2019	Maximum Points	Baker & Taylor, LLC 2550 W. Tyvola Rd., Ste. 300 Charlotte, NC 28217	Ingram Library Services, LLC One Ingram Blvd. La Vergne, TN 37086	Waldorf Publishing 2140 Hall Johnson Rd. Grapevine, TX 76051
A - Experience, Background, Qualifications	35	35.00	27.88	5.63
B - Proposed Plan	45	41.75	28.50	4.63
A - B Sub-Total	80	76.75	56.38	10.26
C - Price	20	19.17	19.44	20.00
TOTAL SCORE	100	95.92	75.82	30.26
RANK BASED ON TOTAL SCORE		1	2	3

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.