



City of San Antonio

Agenda Memorandum

File Number:19-3823

Agenda Item Number: 5.

Agenda Date: 5/30/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Print Materials, Cataloging and Processing Service - San Antonio Public Library

SUMMARY:

This ordinance authorizes a contract with Baker & Taylor, LLC to purchase library materials, provide cataloging and processing services and electronic ordering and invoicing for the San Antonio Public Library for an estimated total amount of \$13,500,000.00. The first year amount of \$2,700,000.00 will be funded through the Library's General Fund. For an initial term from October 1, 2019 through September 30, 2022, with option to extend two additional one year periods for an estimated amount of \$2,700,000.00. Funding for 2019 is available in Fiscal Year 2019 General Fund Budget with additional funding for the future fiscal years subject to the appropriation of funds.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Baker & Taylor, LLC to purchase print materials in English, Spanish and other languages including but not limited to Farsi, French, Chinese, Korean and Hindi; 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.

The San Antonio Public Library's (SAPL) mission is to change lives through the transformative power of

information, imagination and ideas. For more than 110 years, the SAPL has been a vital center for free learning, knowledge, communication, culture and enjoyment within the City of San Antonio and for all Bexar County residents. The SAPL, in support of its overall mission, strives to ensure seamless access to excellent library service by partnering with contractors for the acquisition of newly released and replenishment of print materials.

The cataloging and processing of print materials is mostly invisible to the public, but it is key to library staff creating the bibliographic records and making the materials available for public use. This contract allows for the electronic acquisition of orders from multiple publishers. An additional efficiency created within the ordering process allows library staff to place orders while using multiple funding sources.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Print Materials, Cataloging and Processing Service - San Antonio Public Library” (RFCSP 2019-013, 6100010800) on December 5, 2018 with a submission deadline of January 16, 2019. Three proposal responses were received and deemed responsive for evaluation. Baker & Taylor, LLC is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the City Manager’s Office, the San Antonio Public Library, and an outside evaluator from Palo Alto College. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 45 points allotted for proposed plan; and 20 points allotted for respondent’s price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on March 7, 2019 to evaluate the three responsive proposals received. After committee review and discussion, evaluator’s scores were finalized and pricing scores were revealed. Baker & Taylor received the highest ranking and was recommended for award by the evaluation committee.

A post solicitation briefing was presented to the Audit Committee on March 19, 2019.

For an initial term from October 1, 2019 through September 30, 2022, with option to extend two additional one year periods for an estimated amount of \$2,700,000.00. Funding for 2019 is available in Fiscal Year 2019 General Fund Budget with additional funding for the future fiscal years subject to the appropriation of funds.

ISSUE:

This contract will provide the City of San Antonio Library Department with the ability to purchase and process library materials that will be accessible to the general public.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

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 would be required to solicit bids on an as needed basis resulting in increased lead times for ordering and receipt of print materials as well as increased costs due to lost volume discounts associated with annual contracts. This process would be time consuming and labor intensive and would negatively impact the service to library patrons that utilize these materials for their recreation, informational, and education needs.

FISCAL IMPACT:

This ordinance authorizes a contract with Baker & Taylor, LLC to purchase library materials, provide cataloging and processing services and electronic ordering and invoicing for the San Antonio Public Library for an estimated total amount of \$13,500,000.00. For an initial term from October 1, 2019 through September 30, 2022, with option to extend two additional one year periods for an estimated amount of \$2,700,000.00. Funding for 2019 is available in Fiscal Year 2019 General Fund Budget with additional funding for the future fiscal years subject to the appropriation of funds.

RECOMMENDATION:

Staff recommends the approval of this contract with Baker & Taylor, LLC in the estimated total amount of \$13,500,000.00 to provide San Antonio Public Library Department with the ability to purchase library materials and process them for access by the public.

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