



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 6

**Agenda Date:** May 14, 2024

**In Control:** Audit Committee

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**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Kathy Donellan

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Item for Print Materials, Cataloging, and Processing Services

**SUMMARY:**

The San Antonio Public Library (SAPL) solicited proposals for a contractor to provide 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-nine branch libraries.

**BACKGROUND INFORMATION:**

On January 16, 2024, a Request for Competitive Sealed Proposals (RFCSP) was released for Print Materials, Cataloging, and Processing Services. The estimated contract value is \$24,500,000 for an initial contract term of 5 years with 2, 1-year options to renew.

On March 5, 2024, three proposals were received and deemed responsive to move forward for evaluation. The evaluation committee representatives were David McCary, Assistant City Manager, City Manager's Office; Dale McNeill, Assistant Director, San Antonio Public Library; Adam Zaby, Library Services Administrator, San Antonio Public Library; Troy Hoyles, Collection Development Manager, San Antonio Public Library; Heidi Novotny, Coordinator of Technical Services, San Antonio Public Library; and Jamie Flowers, Collection Development Supervisor, San Antonio Public Library.

The evaluation committee met to discuss and score all three responsive proposals on April 19, 2024. The committee recommended awarding the contract to the highest-ranked respondent.

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.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide the San Antonio Public Library with Print Materials, Cataloging, and Processing Services for an estimated total value of \$24,500,000 for 5 years with 2, 1-year options to renew.