



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** March 2, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

03/02/2023 Annual Contracts

**SUMMARY:**

An ordinance awarding two contracts to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated annual cost of \$100,000.00 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contracts:

- A. Findaway World, LLC, Wonderbook; \$50,000.00 annually (1 contract, San Antonio Public Library)
- B. Library Ideas, LLC, Vox books, \$50,000.00 annually (1 contract, San Antonio Public Library)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

**Sole Source:**

A. Findaway World, LLC, Wonderbook; \$50,000.00 annually, upon award through January 31, 2024, with four, one-year renewal options – will provide the San Antonio Public Library (SAPL) with Wonderbook titles from Findaway World, LLC. Wonderbook is a print book with a ready to play audiobook inside. Kids will press play to read along with their favorite books and then switch to learning mode for literacy learning and fun. SAPL is eligible for catalog discount up to 14% off the list price for opening collection, depending on the spend level, otherwise, SAPL will receive a standard 5% discount. Findaway World, LLC. is licensed to provide specific titles listed in this contract and no other vendor can provide these titles.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

B. Library Ideas, LLC, Vox books, \$50,000.00 annually, upon award through January 31, 2024, with four, one-year renewal options – will provide the San Antonio Public Library (SAPL) with Vox books from Library Ideas, LLC. Vox book is a print book with a ready to play audiobook inside. The permanently attached VOX reader transforms a print book into an all-in-one read along. There is no need for computers, tablets or CD's - kids simply push a button to listen and read. SAPL is eligible to receive 6% discount off the list price for orders over \$2,500.00, and 6% discount on standing orders for new titles issued quarterly. Library Ideas, LLC. is licensed to provide specific titles listed in this contract and no other vendor can provide these

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**ISSUE:**

This contract represents a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

**A. Wonderbook**

This contract is an exemption to the SBEDA program.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

**B. Vox Books**

This contract is an exemption to the SBEDA program.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was s applied to this contract.

**ALTERNATIVES:**

A. Wonderbook - Should this contract not be approved, the San Antonio Public Library will be required to process individual procurements for all-in-one read along audio books on an as needed basis wherein increased costs due to non-contract buying could be realized.

B. Vox Books - Should this contract not be approved, the San Antonio Public Library will be required to process individual procurements for all-in-one read along books on an as needed basis wherein increased costs due to non-contract buying could be realized.

**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. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends the acceptance of these contracts submitted through this ordinance to provide the City with specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

These contracts were procured via sole source, therefore Contract Disclosure Form is not required.