



# City of San Antonio

## Agenda Memorandum

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

---

**Agenda Item Number:** 4

**Agenda Date:** January 9, 2024

**In Control:** Audit Committee

---

**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Ramiro Salazar

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-Solicitation High Profile Briefing for Print Materials, Cataloging, and Processing Services

**SUMMARY:**

The San Antonio Public Library Department (SAPL) will present a pre-solicitation briefing for the selection of a vendor to provide print books and related materials and services. This briefing will allow an opportunity for input from Committee members.

**BACKGROUND INFORMATION:**

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran-owned small business preference program applicability and SBEDA Program requirements.

The San Antonio Public Library is seeking a primary vendor to provide print materials, cataloging,

and processing services of physical library materials in various formats for all library locations for San Antonio residents.

These materials will support the collections of the Central Library, twenty-eight branches and one school/public library. The vendor shall provide a comprehensive spectrum of library materials in requested quantities to meet the needs of an urban multi-branch public library system.

A Request for Competitive Sealed Proposals (RFCSP) will be released by SAPL for a primary vendor to provide an estimated annual value of \$3.5 million of print materials and services over an initial five-year (5) period with two (2), one (1) year renewal options.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

For briefing purposes only