



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 3

Agenda Date: February 23, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Library

DEPARTMENT HEAD: Ramiro Salazar

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Pre-Solicitation High Profile Item for Annual Contract for Media, Cataloging, and Digital Processing Services

SUMMARY:

The San Antonio Public Library Department (SAPL) is soliciting proposals from qualified vendors for the purchase of media materials in English, Spanish, and other languages; cataloging and digital processing services; and electronic ordering and invoicing. The City shall purchase four media types to include DVDs, Blue-ray discs, music CDs and audiobooks on an as needed basis. These materials will support the collection of the Central Library, 27 branch libraries and one school/public library. Vendor must be able to provide a comprehensive spectrum of library materials in quantities as requested to meet the needs of an urban multi-branch public library system.

SAPL may purchase the following types of media materials for all age groups:

1. Digital Video Discs (DVD): Pre-recorded discs in widescreen format, such as feature films, music videos, cartoons, educational/instructional and television programs.

2. Blu-ray Discs: Pre-recorded discs of feature films, music videos, cartoons, educational/instructional and television programs.
3. Music Compact Discs (Music CD): Pre-recorded discs – popular, classical, world music, jazz, etc.
4. Audiobooks: Pre-recorded readings in an unabridged format – fiction, nonfiction, inspirational and self-help. Recordings will be in CD format.

BACKGROUND INFORMATION:

Department: San Antonio Public Library

Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)

Estimated Value: \$15 Million

Proposed Term: 3 years with 2, 1-year renewal options

Release Date: March 2, 2022

Closing Date: April 18, 2022

Proposed Council Date: September 8, 2022

Evaluation Criteria:

- Experience, Background, Qualifications: 30 points
- Proposed Plan: 35 points
- Price: 15 points

· SBE Prime Contract Program: 10 points

· M/WBE Prime Contract Program: 10 points

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- David McCary, Assistant City Manager, City's Manager office
- Kathy Donellan, Assistant Library Director of Support Services, San Antonio Public Library
- Ron Suszek, Library Services Administrator, San Antonio Public Library
- Troy Hoyles, Library Services Manager, San Antonio Public Library
- Heidi Novotny, Library Services Manager, San Antonio Public Library
- Julian Harris, Business Relationship Manager, Information Technology Services Department

ISSUE:

For briefing purposes only

FISCAL IMPACT:

For briefing purposes only

ALTERNATIVES:

For briefing purposes only

RECOMMENDATION:

For briefing purposes only