



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 11

Agenda Date: September 15, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Media, Cataloging, and Digital Processing Services for San Antonio Public Library

SUMMARY:

This ordinance authorizes a contract with Midwest Tape, LLC to provide Media, Cataloging, and Digital Processing Services for the San Antonio Public Library for an estimated cost of \$3,000,000.00 annually, \$15,000,000.00 over the contract term. Funding for this contract is available from the San Antonio Public Library FY 2023 General Fund Proposed Budget. Funding for subsequent years is contingent upon City Council approval of the department's annual budgets.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal from Midwest Tape, LLC to provide Media, Cataloging, and Digital Processing Services for the San Antonio Public Library. This contract is required to purchase 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.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for an “Media, Cataloging and Digital Processing Services” (RFCSP 22-026, 6100014949) on March 2, 2022, with a submission deadline of April 18, 2022. The requirements in the RFCSP were developed and reviewed with the assistance of the San Antonio Public Library Department. Two proposals were received, and both the proposals were deemed eligible for evaluation. Midwest Tape, 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 and San Antonio Public Library.

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; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 15 points allotted for respondent’s price schedule; 10 points allotted for the Small Business Enterprise (SBE)[JJ(1) Prime Contract Program; and 10 points for the Minority/Women Business Enterprise (M/WBE)[JJ(2)) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

A post-solicitation briefing was presented to the Audit and Accountability Committee on Friday, August 26, 2022

This contract shall begin on October 1, 2022 through September 30, 2025. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This contract will provide 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.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small and Minority/Women-Owned Business Enterprise Prime Contract (SBEDA) Program with ten (10) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, Midwest Tape, LLC was not eligible to receive any preference points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 may be required to process individual media material procurements on an as needed basis thus effecting the media inventory of the Library. In addition, media materials would have to be solicited on an as-needed basis which could impact the cost and timeliness of receiving new products for library patrons.

FISCAL IMPACT:

This ordinance authorizes a contract with Midwest Tape, LLC to provide Media, Cataloging, and Digital Processing Services for the San Antonio Public Library for an estimated cost of \$3,000,000.00 annually, \$15,000,000.00 over the contract term. Funding for this contract is available from the San Antonio Public Library FY 2023 General Fund Proposed Budget. Funding for subsequent years is contingent upon City Council approval of the department's annual budgets.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with Midwest Tape, LLC, to provide media, cataloging, and digital processing services for the San Antonio Public Library for an estimated cost of \$3,000,000.00 annually; \$15,000,000.00 over the contract term.

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