

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Library

AGENDA DATE: March 4, 2008

CONTACT PERSON/PHONE: CAROL BREY-CASIANO (543-5413)
AND / BACKUP CONTACT MIKE GIBBS (543-5417) / JOHN SANDSTROM (543-5476)

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Award contract 2008-049, Library Periodicals to EBSCO Information Services. Estimated annual expenditures \$72,000.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

This bid will provide periodical services to 13 units of the El Paso Public Library for the next 3 years. Of the two bids received, the EBSCO bid was the only one that was completely responsive. The Library has successfully used EBSCO Information Services for at least the past 12 years.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Yes. _____

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

53010202-503101-01101 El Paso Public Library Department, Equipment Purchase

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Carol A. Brey-Casiano
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA: _____

CITY MANAGER: _____ **DATE:** _____

CITY CLERK DEPT.
08 FEB 28 AM 9:13

PROJECT FORM

DATE: February 20, 2008

PROJECT: Library Periodicals
SOLICITATION NO: 2008-049 DEPARTMENT: El Paso Public Library
BUDGET NO: 53010202-503101-01101
FUNDING SOURCE: El Paso Public Library Department, Equipment Purchase
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: EBSCO Information Services
Westminster, CO
Item: All
Amount: \$72,000.00 estimated annual expenditures

El Paso Public Library and Financial Services Departments recommend award to the lowest responsive, responsible Bidder. COX did not meet specifications on indexing and abstracting services reports, therefore considered non-responsive.

This is a thirty-six (36) month requirements type contract for the service of Library Periodicals. Vendor offers the City no-option to extend the term of the contract at the same unit price. No prompt payment discount is offered.

BIDS SOLICITED- 4 (0 local)
BIDS RECEIVED- 2
'NO BID' RECEIVED 0

TOTAL RECOMMENDED AWARD: \$216,000.00
Estimated total 3 yr expenditures

COUNCIL APPROVED [] REJECTED [] MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: March 4, 2008

Handwritten signature of Terrence Freiburg
Terrence Freiburg
Purchasing Manager
Financial Services Department, Purchasing Division

CITY CLERK DEPT.
08 FEB 20 AM 9:13

cc: BID FILE

EL PASO PUBLIC LIBRARY
m e m o r a n d u m

CITY CLERK DEPT.
08 FEB 21 PM 2:28

TO: Michael Lau, Procurement Analyst

FROM: Carol Brey-Casiano, Director, El Paso Public Library *CAB*

COPY TO: Michael Gibbs
John Sandstrom

DATE: February 5, 2008

SUBJECT: **Periodical Bid 2008_049 response**

Summary: Cox Subscriptions is not responsive to all specifications, specifically their ability to provide the Indexing and Abstracting report that is needed for us to serve our patrons. Therefore we recommend awarding this contract to EBSCO. See below for a more detailed review of the bids submitted.

Evaluation of specifications:

1. Periodical titles will be mailed directly to the El Paso Public Library Periodicals Section and to applicable branch libraries with separate invoicing for each branch. Refer to TITLE LIST for list reflecting title.

Both bids are responsive to this specification.

2. The contract will be for thirty-six (36) months period plus any options offered with subscription renewals on annual basis. A calendar year (March to February) subscription is preferred.

Both bids are responsive to this specification.

3. Invoice for renewal shall be for a period of one (1) year unless otherwise notified by the library. A preliminary invoice copy for renewal purposes should be furnished to the library in August of each year. Additions and deletions will be made on this renewal notice. The Official invoice should reach the library in December or January, so that payment can be made in the fall after the annual City budget is adopted. Subscription year for this Contract is from March through February.

Both bids are responsive to this specification.

4. Main Library and each Branch will process the claiming of missing issues online through the computerized serials check-in service provided by the Contractor. Contractor shall provide technical support for their computerized serials check-in service by telephone or on-line, and

Contractor shall provide a standardized on-line system, on-line process, on-line forms, and instructions to the Main Library and each Branch.

Both bids are responsive to this specification. However, on evaluation, **EBSCO's system is more user-friendly** due to its more intuitive layout, ease in searching, and the number of formats that reports can be received in.

5. Contractor must be able to provide and maintain online computerized serials check-in service to the Main Library and each Branch throughout the term of the contract.

Both bids are responsive to this specification.

6. Subscriptions added at any time during the year should be pro-rated until the next normal renewal notice and should be included on that notice for renewal purposes.

Both bids are responsive to this specification.

7. Contractor shall be able to provide the following types of management reports on a regular basis:

Subscription List by Title

Subscription List by Subscriber

Historical Price Analysis

Management reports on indexing and abstracting services where titles supplied by contractor are referenced.

The reports that we request in this specification are critical to our being able to provide the public with access to articles in the periodicals in our collection. The only way to do this is through the various indexing and abstracting services. Having access to the report on which services provide access to which periodicals is critical to this service. **COX is not responsive to this specification. They are unable to supply reports on indexing and abstracting services. (See Cox response page 4 of 5.) EBSCO is responsive to this specification.**

8. The El Paso Public Library currently subscribes to approximately 441 magazine titles, in a total of 1,231 separate subscriptions for the Main Library and the Branches.

COX is able to supply 422 titles. EBSCO is able to supply 430 titles.

9. A list of current titles is enclosed for Vendors to use in determining the mix of titles. (See Title List) **THIS IS NOT A LINE ITEM BID.** El Paso Public Library is requesting a minimum of 90% or more of the requesting titles.

Both bids are responsive to this specification although **COX only supplies 94.83% while EBSCO is able to supply 96.6%**. Titles that COX does not supply that will need to be purchased through another source include such titles as:

- CQ Researcher
- New Mexico Magazine
- Salud para Todos
- Texas State Historical Association Membership
- TV Guide

Subscribing to these titles outside the contract will cost over \$2,500 just for the subscriptions. Staff time, both Library staff and Purchasing staff, will be in addition to that amount. Therefore we feel that the difference in price is negligible.

Another point is that EBSCO states that their discount is 2.8% (from email included in bid package) and guarantees that discount for at least the first two years of this contract, while Cox never states what its discount is and makes no guarantees about maintaining it.

10. Contractor shall have access to a back issues file and maintain a system such as “copy bank”, back-files of various titles, equipped to assist El Paso Public Library in obtaining back issues that are no longer available from the publisher.

Both bids are responsive to this specification. However, COX does not define the size or depth of their “Replacement Issue Library”. COX also offers subscription extensions as an alternative claim resolution. EBSCO defines their “Missing Copy Bank” as over “48,000 copies of issues for more than 2,000 different titles”. In both cases the bidder seeks to have claimed titles shipped by the publisher before going to their copy bank.

11. Contractor shall provide a sales representative to visit the Library at least two (2) times a year as requested by El Paso Public Library.

Both bids are responsive to this specification.

Recommendation

After reviewing both bids, I find that **COX Subscriptions is not responsive** to all parts of the bid (Section B, Item 7: Management reports on indexing and abstracting services where titles supplied by contractor are referenced.) These reports are critical to the Library’s ability to adequately serve the citizens of El Paso. Therefore I recommend awarding the contract to EBSCO. Please contact my office at 543-5406 if you need further information.

CITY OF EL PASO BID TABULATION

BID ITEM: LIBRARY PERIODICALS

BID # 2008-049

BID DATE: JANUARY 2, 2008

DEPARTMENT: LIBRARY

		COX SUBSCRIPTIONS, INC. SHALLOTTE, NC	EBSCO INFORMATION SERVICES WESTMINSTER, CO		
ITEM	DESCRIPTION	ANNUAL COST OR PERCENTAGE	ANNUAL COST OR PERCENTAGE	ANNUAL COST OR PERCENTAGE	ANNUAL COST OR PERCENTAGE
1.	SPECIFY THE SUBSCRIPTION PRICE PER SUBSCRIPTION IN THE TITLE LIST BELOW, AND ENTER THE TOTAL COMPLETE ANNUAL COST HERE (INCLUDING ALL FEES). (SUBSCRIPTION YEAR FOR THIS CONTRACT IS FROM MARCH THROUGH FEBRUARY.)	\$64,872.47	\$71,964.08 <small>(BIDDER'S ANNUAL COST: \$71,154.17)</small>		
2.	SPECIFY THE NUMBER OF TITLES/SUBSCRIPTIONS FROM THE LIST THAT CAN BE SUPPLIED, AND INDICATE "N/A" FOR SUBSCRIPTIONS THAT CAN NOT BE SUPPLIED.	422 ABLE TO SUPPLY 23 N/A (*THIS NUMBER TAKES INTO ACCOUNT THE QUANTITIES.)	430		
3.	WHAT IS THE PERCENTAGE OF SUBSCRIPTIONS THE BIDDER CAN SUPPLY FROM THE LIST OF TITLES REQUESTED?	94.83%	96.6% <small>(BIDDER'S % = 99.7%)</small>		
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE ADDITIONAL YEAR AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p> <p>ONE ADDITIONAL YEAR AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p>		<input type="checkbox"/> <input type="checkbox"/>	<p>EBSCO AGREES TO 2 YEARS FROM DATE OF CONTRACT REFLECTING SAME DISCOUNT AS BASE YEAR. UNIT PRICE WILL VARY.</p> <input type="checkbox"/> <input type="checkbox"/>		

APPROVED BY: *Richard*

DATE: *2/27/08*
(REVISED)

CITY CLERK DEPT.
08 FEB 27 PM 2:28

EBSCO Subscription Services
5339 Alpha Rd., Ste. 400
Dallas, Texas 75240

change of address
RTS

2008-049 Library Periodicals

EBSCO Information Services
10170 Church Ranch Way Unit 450
Broomfield, CO 80021-6071

The Faxon Company
1001 W. Pines Rd.
Oregon, IL 61061-9570

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W.T.Cox Subscriptions, Inc.
Attn: Michael Perrine
201 Village Rd.
Shallotte, NC 28470

Bar Code Discount Warehouse
Attn: Judith Maria
9841 York Alpha Dr., Unit C
North Royalton, OH 44133

UTF

CITY CLERK DEPT.
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