

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Library

**AGENDA DATE:** March 9, 2010

**CONTACT PERSON/PHONE:** Carmen Arrieta-Candelaria, Director of Financial Services, X-4293

ET

**DISTRICT(S) AFFECTED:** ALL Carol Brey-Casiano, El Paso Public Library, 543-5413

**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.

Approve the recommendation to accept Baker and Taylor's bid response to solicitation # 2010-066 Audio/Visual Materials - All Language, Adult and Juvenile. Currently this bid is for \$40,000 per year.

**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?

The Library would like to accept this bid for materials and services related to providing the citizens of El Paso access to audio visual materials.

**PRIOR COUNCIL ACTION:**

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

Yes - The contract was awarded in 2006

**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?

Funds for this contract are under Department ID 53010202 (Cataloging,, Ordering & Processing), Account 503101(Minor Office Equipment Supplies), Fund 01101 (Government Operations)

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(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:** \_\_\_\_\_

PROJECT FORM

DATE: February 23, 2010

PROJECT: Audio / Visual Materials – All Languages, Adult and Juvenile
DEPARTMENT: El Paso Public Library
SOLICITATION NO: 2010-066
FUNDING SOURCE: General Fund
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: Baker & Taylor
Charlotte, NC
Item: All
Amount: \$40,000.00 estimated annual expenditures

El Paso Public Library and Financial Services Departments recommend award to the Bidder offering the best value to the City.

This is a thirty-six (36) month requirements type contract for Audio / Visual Materials – All Languages, Adult and Juvenile. Vendor offers the City the option to extend the term of the contract at the same unit price for an additional one (1) or two (2) year period from the date of award. No prompt payment discount is offered.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

BIDS SOLICITED- 10 (0 local)
BIDS RECEIVED- 2
"NO BID" RECEIVED 0

TOTAL RECOMMENDED AWARD: \$120,000.00 estimated total three (3) year expenditures

COUNCIL APPROVED [ ] REJECTED [ ] MUNICIPAL CLERK \_\_\_\_\_

APPROVED:

COUNCIL MEETING DATE: March 9, 2010

Carmen Arrieta-Candelaria
Chief Financial Officer
Financial Services Department

EA

cc: BID FILE

# CITY OF EL PASO BID TABULATION

BID ITEM: AUDIO/VISUAL MATERIALS - ALL LANGUAGES, ADULT AND JUVENILE.  
 BID DATE: DECEMBER 16, 2009

BID # 2010-066  
 DEPARTMENT: LIBRARY

GROUP A		BAKER & TAYLOR, INC. CHARLOTTE, NC	MIDWEST TAPE, LLC HOLLAND, OH		
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE		
1.	ADULT DVD	28.1%*	20%		
2.	JUVENILE DVD	28.1%*	20%		
3.	MUSIC CD'S GRADE ( C ) COARSE	27.1%*	20*% (UNIVERSAL MUSIC IS NOT DISCOUNTED)		
GROUP B		TOTAL	TOTAL		
1.	SECURITY TARGET ONLY (PER ITEM)	(0.40 3M STRIP) \$1.50 (DCD-2) EACH	\$1.50 EACH		
2.	DVD CASE, IF NEEDED (PER ITEM)	\$0.99 (ALPHA) EACH	\$.80* EACH (*DVD ALPHA CASE SINGLE DISC PRICE.)		
GROUP C		TOTAL	TOTAL		
TOTAL CHARGE FOR SHELF READY MATERIALS		(DVD: \$7.35) \$6.85 (MUSIC CD)	\$13.25*	(*This charge is based on Customized MARC Records for a Single Disc title. More cost-effective options are outlined in Attachment A. This also reflects Processing charges with library-supplied security overlay [3M DCD-2].)	
GROUP D					
a.	AVERAGE FILL RATE FOR FIRST SHIPMENT OF EACH ORDER	70 - 75%	97*%		
b.	AVERAGE FILL RATE FOR SECOND SHIPMENT	UP TO 98%	97*%		
c.	NINETY DAY BACK ORDERS AS PERCENTAGE OF TOTAL ORDERS	98% (FINAL FILL)	97*%		

NOTE: THIS IS A BEST VALUE PROCUREMENT.  
 OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

(\*List prices used for calculating discounts are manufacturers' current, suggest list prices, where available. Where no list price is supplied by the manufacturer, a list price will be assigned by Baker & Taylor. AV titles with minimal discount or supplier restrictions from small, specialty vendors will be invoiced at Manufacturer's Suggested Retail Price.)

\*MIDWEST TAPE'S OVERALL FILL RATE IS 97%.

APPROVED BY:     JR    

DATE:     1/5/2010



# COMMITTEE SCORE SHEET

SOLICITATION NO: 2010-066

SOLICITATION TITLE: AUDIO/VISUAL MATERIALS - ALL LANGUAGES, ADULT AND JUVENILE

	Baker & Taylor, Inc. Charlotte, NC		Midwest Tape, LLC Holland, OH	
<p><b>Cost</b></p> <p><b>Group A</b></p> <p>1. Adult DVD 28.10%</p> <p>2. Juvenile DVD 28.10%</p> <p>3. Music CD's 27.10%</p> <p><b>Group B</b></p> <p>1. Security Target only \$1.50</p> <p>2. DVD case \$0.99</p> <p><b>Group C</b></p> <p>1. Total Charge for Shelf Ready Materials DVD \$7.35 Music CD \$6.85</p> <p># points 35</p>				
			20%	
			20%	
			20%*	
			\$1.50	
			\$0.80	
			\$13.25	
		35.00		30.00
<p><b>Availability</b></p> <p># points 25</p>		24.75		19.25
<p><b>Reputation and Quality of the Bidder's Service</b></p> <p># points 20</p>		15.00		17.00
<p><b>Fill Rate</b></p> <p><b>Group D</b></p> <p>1. Average fill rate for first shipment 70-75%</p> <p>2. Average fill rate for second shipment 98%</p> <p>3. Ninety day back orders as percentage of total orders 98%</p> <p>4. Firsh shipment will be made if no processing required 2-3 days</p> <p>5. First shipment will be made if full processing required 10-15 days</p> <p># points 15</p>				
			97%	
			97%	
			97%	
			5-7 days	
			7-14 days	
		14.70		14.55
<p><b>Past Relationship / Performance with the City</b></p> <p># points 5</p>		5.00		0.00
<p><b>GRAND TOTAL</b></p>	94.45		80.80	