

**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

CA

DISTRICT(S) AFFECTED: ALL

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 # 2010-061 English Language, Adult and Juvenile. Currently this bid is for \$350,000 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 English language 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:

Carol Bey-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: _____

PROJECT FORM

DATE: February 23, 2010

PROJECT: English Language Adult and Juvenile Books
DEPARTMENT: El Paso Public Library
SOLICITATION NO: 2010-061
FUNDING SOURCE: General Fund
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: Baker & Taylor
Charlotte, NC
Item: All
Amount: \$350,000.00 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 English Language Adult and Juvenile Books. 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.

Barnes & Noble Booksellers Inc., Gareth Stevens Publishing, LP, STM Learning, Inc., The Gale Group, Inc., The Rosen Publishing Group, Inc. and Windmill Books LLC did not bid per the specifications and their bids were deemed non-responsive.

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- 9 (0 local)
BIDS RECEIVED- 9
"NO BID" RECEIVED 0

TOTAL RECOMMENDED AWARD: \$1,050,000.00 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

Handwritten initials 'CA'

cc: BID FILE

CITY OF EL PASO BID TABULATION

BID ITEM: ENGLISH LANGUAGE ADULT AND JUVENILE BOOKS **BID #: 2010-061**
BID DATE: DECEMBER 30, 2009 **DEPARTMENT: LIBRARY**

		BAKER & TAYLOR, INC. CHARLOTTE, NC	BARNES & NOBLE BOOKSELLERS INC. HOUSTON, TX	BRODART CO. BY: NUBRO INC., GENERAL PARTNER WILLIAMSPORT, PA	GARETH STEVENS PUBLISHING, L.P. NEW YORK, NY
GROUP A					
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
1.	TRADE ADULT AND JUVENILE BOOKS	46.9%	20 - 25%	47*%	25%
2.	NON-TRADE ADULT & JUVENILE BOOKS	23.0*%	20 - 25%	10*%	25%
GROUP B		TOTAL	TOTAL	TOTAL	TOTAL
1.	LAMINATED PAPER BOOKS (COVER-UPS)	\$1.89 EACH	NOT APPLICABLE EACH	\$2.00 EACH BRODART'S DURA-GUARD	NO BID EACH
	(COVER RETAINED) (VINABIND)	\$4.89 EACH	NOT APPLICABLE EACH	\$4.25 EACH BRODART'S DURA-LAM	NO BID EACH
2.	PHYSICAL PROCESSING (Supplies to be supplied by vendor):	\$0.40 (3M STRIP)	NOT APPLICABLE	\$.45	FREE
	1. SECURITY TARGET ONLY (PER ITEM)	EACH	EACH	EACH	EACH
	2. MYLAR BOOK JACKET TAPED IN PLACE (PER ITEM)	\$0.59 EACH	NOT APPLICABLE EACH	\$.55 EACH	NOT AVAILABLE EACH
GROUP C		TOTAL	TOTAL	TOTAL	TOTAL
1.	TOTAL CHARGE FOR SHELF READY MATERIALS	\$3.95 UNIT	NOT APPLICABLE UNIT	** PLEASE SEE EXHIBIT VII (BRODART'S PRICING PROPOSAL) FOR A DESCRIPTION OF SHELF READY PRICES	FREE UNIT
		(*Titles which receive minimal publisher discount will be invoiced at publisher's list price. Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles are limited demand and/or non-commercial			>(*Hardcover and paperback titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non trade discount (10%) or involved at the publishers list price plus a service charge of \$3.95.)

APPROVED BY:

DATE: 1/12/10

CITY OF EL PASO BID TABULATION

BID ITEM: ENGLISH LANGUAGE ADULT AND JUVENILE BOOKS

BID #: 2010-061

BID DATE: DECEMBER 30, 2009

DEPARTMENT: LIBRARY

		INGRAM LIBRARY SERVICES INC. LA VERGNE, TN	STM LEARNING, INC. ST. LOUIS, MO	THE GALE GROUP, INC. FARMINGTON HILLS, MI	THE ROSEN PUBLISHING GROUP, INC. NEW YORK, NY
GROUP A					
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
1.	TRADE ADULT AND JUVENILE BOOKS	44.8% (HARDCOVER) 40.5% (PAPERBACK)	NOT INCLUDED IN BID SUBMITTED BY VENDOR	0 - 70%	25%
2.	NON-TRADE ADULT & JUVENILE BOOKS	*5 - 35.0% (*NET TITLES RECEIVE ZERO DISCOUNT.)	NOT INCLUDED IN BID SUBMITTED BY VENDOR	0 - 70%	25%
GROUP B		TOTAL	TOTAL	TOTAL	TOTAL
1.	LAMINATED PAPER BOOKS (COVER-UPS)	\$2.10 (KAPCO) EACH	NOT INCLUDED IN BID SUBMITTED BY VENDOR	NONE STATED EACH	NO BID EACH
	(COVER RETAINED) (VINABIND)	\$4.85 (HECKMAN) EACH	NOT INCLUDED IN BID SUBMITTED BY VENDOR	NONE STATED EACH	NO BID EACH
2.	PHYSICAL PROCESSING (Supplies to be supplied by vendor):	\$0.50	NOT INCLUDED IN BID SUBMITTED BY VENDOR	\$.50	FREE
	1. SECURITY TARGET ONLY (PER ITEM)	EACH		EACH	EACH
	2. MYLAR BOOK JACKET TAPED IN PLACE (PER ITEM)	\$0.75 EACH	NOT INCLUDED IN BID SUBMITTED BY VENDOR	\$.75 EACH	NOT AVAILABLE EACH
GROUP C		TOTAL	TOTAL	TOTAL	TOTAL
1.	TOTAL CHARGE FOR SHELF.READY MATERIALS	SEE REVERSE SIDE EACH	NOT INCLUDED IN BID SUBMITTED BY VENDOR	\$2.50** EACH <small>(** See Exceptions letter for details on library processing.)</small>	FREE EACH

APPROVED BY: *JR*

DATE: 1/12/10

CITY OF EL PASO BID TABULATION

BID ITEM: ENGLISH LANGUAGE ADULT AND JUVENILE BOOKS

BID #: 2010-061

BID DATE: DECEMBER 30, 2009

DEPARTMENT: LIBRARY

		INGRAM LIBRARY SERVICES INC. LA VERGNE, TN	STM LEARNING, INC. ST. LOUIS, MO	THE GALE GROUP, INC. FARMINGTON HILLS, MI	THE ROSEN PUBLISHING GROUP, INC. NEW YORK, NY
GROUP D					
1.	<u>SHIPMENT / FILL RATE</u>				
	a. Average fill rate for first shipment of each order	80 - 95%	NOT INCLUDED IN BID SUBMITTED BY VENDOR	90%	95+%
	b. Average fill rate for second shipment	96 - 100%	NOT INCLUDED IN BID SUBMITTED BY VENDOR	100%	100%
	c. Ninety day back orders as percentage of total orders	5.0%	NOT INCLUDED IN BID SUBMITTED BY VENDOR	0%	1-2%
	d. First shipment will be made ____ calendar days after contractor has received order if no processing required	1 - 2	NOT INCLUDED IN BID SUBMITTED BY VENDOR	7	10
	e. First shipment will be made ____ calendar days after contractor has received order if full processing required	5 - 21 ↓	NOT INCLUDED IN BID SUBMITTED BY VENDOR	45	21 - 30
GROUP E					
		% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
1.	BOOKS ON CD	45.0%	NOT INCLUDED IN BID SUBMITTED BY VENDOR	NOT INCLUDED IN BID SUBMITTED BY VENDOR	NOT INCLUDED IN BID SUBMITTED BY VENDOR
2.	TOTAL CHARGE FOR SHELF READY MATERIALS Detailed specification in Appendix	SEE REVERSE SIDE TOTAL DOLLAR AMOUNT	NOT INCLUDED IN BID SUBMITTED BY VENDOR	NOT INCLUDED IN BID SUBMITTED BY VENDOR	NOT INCLUDED IN BID SUBMITTED BY VENDOR

APPROVED BY: LR

DATE: 1/12/10

CITY OF EL PASO BID TABULATION

BID ITEM: ENGLISH LANGUAGE ADULT AND JUVENILE BOOKS

BID #: 2010-061

BID DATE: DECEMBER 30, 2009

DEPARTMENT: LIBRARY

	WINDMILL BOOKS LLC NEW YORK, NY			
GROUP D				
1.	SHIPMENT / FILL RATE			
	a. Average fill rate for first shipment of each order	95 +%		
	b. Average fill rate for second shipment	100.0%		
	c. Ninety day back orders as percentage of total orders	1 - 2%		
	d. First shipment will be made _____ calendar days after contractor has received order if no processing required	10		
	e. First shipment will be made _____ calendar days after contractor has received order if full processing required	21 - 30		
GROUP E				
1.	BOOKS ON CD	% DISCOUNT OFF LIST PRICE NOT INCLUDED IN BID SUBMITTED BY VENDOR		
2.	TOTAL CHARGE FOR SHELF READY MATERIALS Detailed specification in Appendix	NOT INCLUDED IN BID SUBMITTED BY VENDOR		

APPROVED BY: *ZR*

DATE: 1/12/10

COMMITTEE SCORE SHEET

SOLICITATION NO: 2010-061

SOLICITATION TITLE: ENGLISH LANGUAGE ADULT AND JUVENILE BOOKS

	Baker & Taylor, Inc. Charlotte, NC		Barnes & Noble Booksellers Inc. Houston, TX		Brodart Co. by Nubro Inc. Williamsport, PA		Gareth Stevens Publishing, LP New York, NY		Ingram Library Services Inc. La Vergne, TN	
Cost										
Group A	1. Trade Adult and Juvenile Books 46.90%		20-25%		47%		25%		44.8% (Hardcover) 40.5% (Paperback)	
	2. Non-Trade Adult and Juvenile Books 23.00%		20-25%		10%		25%		5-35%	
Group B	1. Laminated Paper Books (a. Cover-ups) (b. Cover Retained) (Vinabind) \$1.89 \$4.89		N/A N/A		\$2.00 \$4.25		N/A N/A		\$2.10 (Kapco) \$4.85 (Heckman)	
	2. Physical Processing									
	a. Security Target Only (per item) \$0.40		N/A		\$0.45		\$0.00		\$0.50	
	b. Mylar Book Jacket Taped in Place (per item) \$0.59		N/A		\$0.55		N/A		\$0.75	
Group C	Total Charge for Shelf Ready Materials \$3.95		N/A		See Exhibit VII		\$0.00		See Reverse for Details	
Group E	1. Books on CD 46.90%		N/A		42%		N/A		45%	
	2. Total Charge for Shelf Ready Materials \$5.95		N/A		See Exhibit VII		N/A		See Reverse for Details	
# points	35	34.00				30.00				20.00
Availability										
# points	25	25.00				15.00				23.00
Reputation and Quality of the Bidder's Service										
# points	20	20.00				20.00				20.00
Fill Rate										
Group D	1. Average fill rate for first shipment 70-75%		100%		80%		95+%		80-95%	
	2. Average fill rate for second shipment Up to 98%		N/A		90%		100%		96-100%	
	3. Ninety day back orders as percentage of total orders 98%		N/A		2%		1-2%		5%	
	4. Firsh shipment will be made if no processing required 2-3 days		7-10 days		1 day		10 days		1-2 days	
	5. First shipment will be made if full processing required 10-15 days		N/A		2-14 days		21-30 days		5-21 days	
# points	15	13.00				15.00				10.00
Past Relationship / Performance with the City										
# points	5	5.00				5.00				5.00
GRAND TOTAL	97.00		BIDDER NOT RESPONSIVE		86.00		BIDDER NOT RESPONSIVE		78.00	

	STM Learning, Inc. St. Louis, MO	The Gale Group, Inc. Farmington Hills, MI	The Rosen Publishing Group, Inc. New York, NY	Windmill Books LLC New York, NY
Cost				
Group A				
1. Trade Adult and Juvenile Books	N/A	0-70%	25%	30%
2. Non-Trade Adult and Juvenile Books	N/A	0-70%	25%	30%
Group B				
1. Laminated Paper Books (a. Cover-ups) (b. Cover Retained) (Vinabind)	N/A	N/A	N/A	N/A
2. Physical Processing				
a. Security Target Only (per item)	N/A	\$0.50	\$0.00	\$0.00
b. Mylar Book Jacket Taped in Place (per item)	N/A	\$0.75	N/A	N/A
Group C				
Total Charge for Shelf Ready Materials	N/A	\$2.50	\$0.00	\$0.00
Group E				
1. Books on CD	N/A	N/A	N/A	N/A
2. Total Charge for Shelf Ready Materials	N/A	N/A	N/A	N/A
# points 35				
Availability				
# points 25				
Reputation and Quality of the Bidder's Service				
# points 20				
Fill Rate				
Group D				
1. Average fill rate for first shipment	N/A	90%	95+%	95+%
2. Average fill rate for second shipment	N/A	100%	100%	100%
3. Ninety day back orders as percentage of total orders	N/A	0%	1-2%	1-2%
4. Firsh shipment will be made if no processing required	N/A	7 days	10 days	10 days
5. First shipment will be made if full processing required	N/A	45 days	21-30 days	21-30 days
# points 15				
Past Relationship / Performance with the City				
# points 5				
GRAND TOTAL	BIDDER NOT RESPONSIVE	BIDDER NOT RESPONSIVE	BIDDER NOT RESPONSIVE	BIDDER NOT RESPONSIVE