

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

**DEPARTMENT:** Libraries

**AGENDA DATE:** April 10, 2012

**CONTACT PERSON/PHONE:** Dionne L. Mack-Harvin, Director of Libraries, (915) 543-5413  
Bruce D. Collins – Purchasing Manager, (915) 541-4313

**DISTRICT (S) AFFECTED:** All

**SUBJECT:**

Discussion and action that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order(s) to Cox Subscriptions Inc. dba WT Cox Subscriptions for Library Periodicals for an estimated 3 year total award of \$168,914.91.

**BACKGROUND / DISCUSSION:**

The Library has reviewed solicitation 2012-107 and recommends all items of the contract for Library Periodicals be awarded to Cox Subscriptions Inc. dba WT Cox Subscriptions for an estimated annual amount of \$56,304.97 as the lowest, most responsive and responsible bidder. The initial term of the contract shall be for thirty-six (36) months and is estimated at a three year total of \$168,914.91.

**SELECTION SUMMARY:**

Solicitation 2012-107 was issued on 12/20/2011 and opened on 01/25/2012. A total of two vendors were solicited, neither of which was local. A total of three bids were received, none from local vendors.

**PRIOR COUNCIL ACTION:**

Yes, Council awarded Contract No. 2008-049 Library Periodicals on March 4, 2008, Item 9A.

**AMOUNT AND SOURCE OF FUNDING:**

Department: Libraries  
Amount: \$168,914.91 (3 Years)  
Funds Available: 53010202 – 01101 - 503103  
Funds Source: Library Materials-General Fund

**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

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Dionne L. Mack-Harvin, Director of Libraries

**COUNCIL PROJECT FORM  
(REQUIREMENTS OR BEST VALUE BID)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda (under **BIDS**) for the Council Meeting of **APRIL 10, 2012**.

The award of Solicitation No. 2012-107 Library Periodicals to Cox Subscriptions Inc. dba WT Cox Subscriptions for an initial term estimated award of \$168,914.91.

Department:	Libraries
Award to:	Cox Subscriptions Inc. dba WT Cox Subscriptions Shallotte, NC
Item(s):	All
Initial Term:	3 years
Option to Extend:	None
Payment Terms:	Net 30
Annual Estimated Award:	\$56,304.97
Initial Term Estimated Award:	\$168,914.91 (3 years)
Total Estimated Award:	\$168,914.91 (3 years)
Account No.:	53010202 – 01101 - 503103
Funding Source:	Library Materials - General Fund
District(s):	All

This is a low bid requirements contract.

The Financial Services - Purchasing Division and Libraries recommend award as indicated to Cox Subscriptions Inc. dba WT Cox Subscriptions, the lowest responsive, responsible bidder.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*



# CITY OF EL PASO BID TABULATION FORM



**Bid Opening Date: January 25, 2012**  
**Project Name: Library Periodicals**

**Solicitation #: 2012-107**  
**Department: Libraries**

ANNUAL COST FOR LIBRARY PERIODICALS WITH COMPUTERIZED SERIALS CHECK-IN SERVICE		BASCH SUBSCRIPTIONS, INC.	COX SUBSCRIPTIONS, INC. dba WT COX SUBSCRIPTIONS	EBSCO INDUSTRIES, INC.	
		CONCORD, NH	SHALLOTTE, NC	BIRMINGHAM, AL	
ITEM	DESCRIPTION	TOTALS	TOTALS	TOTALS	
1.	SPECIFY THE SUBSCRIPTION PRICE PER SUBSCRIPTION IN THE TITLE LIST, AND ENTER THE TOTAL ANNUAL COST (INCLUDING ALL FEES). (SUBSCRIPTION YEAR FOR THIS CONTRACT IS FROM MARCH THRU FEBRUARY.	<b>\$59,666.91</b> <small>PO ORDERS-SUB. PRICE PLUS DISCOUNT (-.9%) CREDIT CARD ORDERS-PUB PRICE + SERV CHARGE 2.9%</small>	<b>\$56,304.97</b>	<b>\$58,304.90</b> <small>THIS PRICE INCLUDES THE 7.6% DISCOUNT</small>	
2.	SPECIFY THE NUMBER OF TITLES/SUBSCRIPTIONS FROM THE LIST THAT CAN BE SUPPLIED & INDICATE "N/A" FOR SUBSCRIPTIONS THAT CANNOT BE SUPPLIED (START-UP FEE AND/OR MISC FEE)	<b>#440</b>	<b>#431</b> <small>PLEASE SEE ATTACHED LIST OF 19 TITLES THAT CANNOT BE SUPPLIED</small>	<b>#16</b>	
<b>TOTAL</b>		<b>\$541.88</b>	<b>N/A</b>	<b>\$0.00</b>	
<b>TOTAL</b>		<b>\$59,666.91</b>	<b>\$56,304.97</b>	<b>\$63,100.54</b>	
<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. BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT:</p> <p>TWO ADDITIONAL YEARS (PREFERABLE) AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT:</p> <p>NOTE: THIS OPTION CAN BE EXERCISED 1 YR AT A TIME OR ALL AT ONCE</p>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**NOTE: THE INFORMATION CONTAINED IN THIS BID TABULATION IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE ACTUAL AWARD/EXECUTION OF CONTRACT.**

APPROVED BY:   /  SI  

DATE:   3/26/12



# CITY OF EL PASO BID TABULATION FORM



**Bid Opening Date: January 25, 2012**

**Solicitation #: 2012-107**

**Project Name: Library Periodicals**

**Department: Libraries**

	BASCH SUBSCRIPTIONS, INC.	COX SUBSCRIPTIONS, INC. dba WT COX SUBSCRIPTIONS	EBSCO INDUSTRIES, INC.	
	CONCORD, NH	SHALLOTTE, NC	BIRMINGHAM, AL	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
NO OPTION OFFERED	BASCH SUBSCRIPTIONS WILL OFFER OPTIONS, BUT WILL PROVIDE NEW PUBLISHERS PRICES ANNUALLY, PRIOR TO RENEWAL	RENEWAL PRICING SUPPLIED IN ADVANCE		
<b>PAYMENT TERMS:</b>	<b>NET 30 DAYS</b>	<b>NONE STATED</b>	<b>NET 30 DAYS</b>	
<b>BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>BIDDER'S PROMISED DELIVERY:</b> Within _____ consecutive calendar days	10 WE PLACE ORDERS W/PUBLISHERS WITHIN 10 DAYS OF RECEIPT, PUBLISHERS REQUIRE 4-8 WKS TO START SUBSCRIPTIONS	30 IS BASED ON PUBLISHER DELIVERY SCHEDULE AND TIMING OF ORDER	N/A EBSCO WILL PLACE ORDERS PROMPTLY, BUT DEL IS CONTROLLED BY PUBLISHER, TYPICAL DEL. TIME IS 45- 60 DAYS AFTER RECEIPT OF ORDER	
<b>BIDS SOLICITED: 2</b>	<b>BIDS RECEIVED: 3</b>	<b>BIDS LOCAL: 0</b>	<b>NO BIDS: 0</b>	

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APPROVED BY:   /SL/  

DATE:   3/26/12

W.T.COX SUBSCRIPTIONS, INC.  
ATTN: MICHAEL PERRINE  
201 VILLAGE RD.  
SHALLOTTE, NC 28470

EBSCO INFORMATION SERVICES  
ATTN: STACI WILSON  
110 OLMSTED STREET  
SUITE 100  
BIRMINGHAM, AL 35242

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

The Faxon Company  
1001 W. Pines Rd.  
Oregon, IL 61061-9570  
(UNABLE TO FORWARD)

EBSCO Subscription Services  
5339 Alpha Rd., Ste. 400  
Dallas, Texas 75240  
(RETURN TO SENDER)