

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

DEPARTMENT: Library

AGENDA DATE: May 1, 2007

541-4313

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

District: All Districts

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.

Please authorize the City Manager to approve Bid Solicitation: 2007-068 Paperback Book Mass Market for the El Paso Public Library System. The Library wishes to accept the bids as follows:

Accept bid of Ingram Library Services, Inc

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 serve mass paperback book needs of the 12 El Paso library locations for the next year, and potentially for another 2 years thereafter.

PRIOR COUNCIL ACTION:

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

These services were previously bid 3 years ago. We are at the end of the current contractual arrangement and have used up extension potentials.

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?

The item is budgeted. Funding Source is the General Fund, 01101; Department 53010201; Account 503101. This contract has an estimated value of \$50,000 per year or \$150,000 over the renewable term of the three (3) year contract.

BOARD / COMMISSION ACTION:

Enter appropriate comments or 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.  
APR 25 PM 1:05

PROJECT FORM

DATE: April 23,, 2007

PROJECT: Paperback Books-Mass Market  
NO:2007-068  
BUDGET NO: 53010201-503101-01101  
FUNDING SOURCE: Public Library General Operating Fund  
REPRESENTATIVE DISTRICT(S): All

DEPARTMENT: EP Public Library

\*\*\*\*\*

RECOMMENDATION: 1) Vendor : Ingram Library Services, Inc.  
La Vergne, TN  
Item(s): All  
Annual Estimated Amount: \$ 50,000.00

This is a requirements type contract with an initial term of thirty six (36) months.

The Departments of Financial Services and El Paso Public Library recommend award as indicated to the lowest responsive, responsible bidder.

Vendor offers the City the option to extend the term of the contract at the same unit prices for two (2) additional year(s) if the option is exercised within one (1) year from the date of the award.

BIDS SOLICITED- 12 (00 local)  
BIDS RECEIVED- 08  
"NO BID" RECEIVED 01

TOTAL ESTIMATED RECOMMENDED AWARD: \$ 150,000.00

\*\*\*\*\*

COUNCIL APPROVED  REJECTED  MUNICIPAL CLERK \_\_\_\_\_

\*\*\*\*\*

APPROVED:

COUNCIL MEETING DATE: May 1, 2007

  
Terrence Freiburg  
Purchasing Manager  
Financial Services Department

# EL PASO PUBLIC LIBRARY

## Memorandum

**TO:** Terrence Freiburg, Purchasing Manager

**FROM:** Carol A. Brey-Casiano, Director of Libraries 

**COPY TO:** John Sandstrom, Collection Development Manager  
Mike Gibbs, Budget & Services Manager

**SUBJECT:** Paperback book Mass Market - El Paso Library Bid #2007-068

**DATE:** April 16, 2007

We have reviewed the bids submitted for Paperback Book Mass Market - El Paso Library, bid # 2007 -068. The Library recommends acceptance of the bid package submitted by Ingram Library Services, Inc.

One of the competitors, Avanti, offers a lower discount structure than Ingram, but is rejected for the reason described below.

### Competitive bid analysis:

Avanti Enterprises, Inc. offers a 41.0% discount on 1 copy, 43.5% discount in the 2-4 copies and 5-9 copies ranges, and 45% in the 10 - 24 range.

Ingram offers a 40% discount on 1 copy, 41% on 2-4 copies, 42% on 5-9 copies and 43% on 9-24 copies.

Baker and Taylor offers a discount in all ranges of 41.2%.

All other bidders offer significantly less attractive discount structures.

Avanti's bid is considered "unresponsive" because their bid response fails to meet

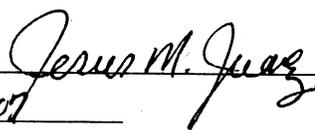
- 1) the requirement in section 3.3 which states that the pre - publication listing be "annotated" (critical commentary; for example a description of the subject matter of the paperback)
- 2) the requirement to provide address and contract number as integral part of References (pages 3 & 4 of bid package)

# CITY OF EL PASO BID TABULATION

**BID ITEM: PAPERBACK BOOK, MASS MARKET**  
**BID DATE: JANUARY 24, 2007**

**BID # 2007-068**  
**DEPARTMENT: LIBRARY**

		AVANTI ENTERPRISES, INC. OAK BROOK, IL	BAKER & TAYLOR, INC. CHARLOTTE, NC	BARNES & NOBLE EL PASO, TX	BOOK WHOLESALERS INC. (AKA BWI) LEXINGTON, KY
<b>NUMBER OF COPIES PER TITLE</b>		<b>% DISCOUNT OFF LIST PRICE</b>			
The city estimates that 1 to 10 copies of each title of the Library Mass Market Paperback Books will be ordered.		Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.	Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.	Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.	Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.
1 COPY		<b>41.0% Discount</b>	<b>41.2% Discount</b>	<b>20% Discount</b>	LIST PRICE \$10.00 OR LESS-3=35% DISCOUNT \$10.01 TO \$24.99 - 40% DISCOUNT \$25.00 OR MORE - 42% DISCOUNT
2 TO 4 COPIES		<b>43.5% Discount</b>	<b>41.2% Discount</b>	<b>20% Discount</b>	<b>SAME AS ABOVE</b>
5 TO 9 COPIES		<b>43.5% Discount</b>	<b>41.2% Discount</b>	<b>20% Discount</b>	<b>SAME AS ABOVE</b>
10 TO 24 COPIES		<b>45.0% Discount</b>	<b>41.2% Discount</b>	<b>20% Discount</b>	<b>SAME AS ABOVE</b>
<b>MANUFACTURER'S PRICE LIST IDENTIFICATION:</b>					<b>PLEASE SEE ATTACHED LISTS FOR PAPERBACKS</b>
1.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE	PLEASE SEE ATTACHED CD-RM AVANTI BOOKS IN	PLEASE SEE OUR ATTACHED BID RESPONSE	BARNES & NOBLE RETAIL PRICE - 20%	PENGUIN: EXAMPLE-JANE EYRE, LIST \$8.00, BWI PRICE \$5.20, 0141441143
2.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE	PRINT (ALL PUBLISHERS IN U.S. AND INTERNATIONAL)	FOR INFORMATION	BARNES & NOBLE RETAIL PRICE - 20%	SCHOLASTIC: EXAMPLE-YEAR IN SPORTS 2007, LIST \$9.99, BWI PRICE \$6.49, 0430827671
3.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE	APPENDIX II		BARNES & NOBLE RETAIL PRICE - 20%	SIMON: SECRETS OF THE ALCHEMIST DAR, LIST \$21.99, BWI PRICE \$3.58, 0440418925
4.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE			BARNES & NOBLE RETAIL PRICE - 20%	RANDOM HOUSE: EXAMPLE-AKIKO, LIST \$5.50, BWI PRICE \$3.58, 0440418925
5.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE			BARNES & NOBLE RETAIL PRICE - 20%	HARPER TROPHY: EXAMPLE - JOE SHERLOCK KID DETECTIVE, LIST \$3.99, BWI PRICE \$2.59, 0060761903

APPROVED BY:   
 DATE: 2/2/07

# CITY OF EL PASO BID TABULATION

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**BID # 2007-068**  
**DEPARTMENT: LIBRARY**

	AVANTI ENTERPRISES, INC. OAK BROOK, IL	BAKER & TAYLOR, INC. CHARLOTTE, NC	BARNES & NOBLE EL PASO, TX	BOOK WHOLESALERS INC. (AKA BWI) LEXINGTON, KY
<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>TWO ADDITIONAL YEARS AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p> <p>A. ONE YEAR FROM DATE OF AWARD OF THE CONTRACT.</p> <p>B. TWO YEARS FROM DATE OF AWARD OF THE CONTRACT.</p> <p>NO OPTION OFFERED.</p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p><input type="checkbox"/></p>
<b>PAYMENT TERMS:</b>	<b>0.25% - 10 DAYS</b>	<b>NET - 30 DAYS</b>	<b>NET - 30 DAYS</b>	<b>NET - 30 DAYS</b>
<b>BIDDER'S PROMISED DELIVERY:</b>	<b>30 CONSECUTIVE CALENDAR DAYS</b>	PLEASE SEE OUR ATTACHED BID RESPONSE FOR DELIVERY INFORMATION	<b>14 CONSECUTIVE CALENDAR DAYS</b>	<b>30 CONSECUTIVE CALENDAR DAYS</b>
<p><b>IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY DATE, THE CITY'S DELIVERY SHALL PREVAIL.</b>  <b>A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF THE BID.</b></p>				

APPROVED BY:

Jesus M. Juarez

DATE:

2/2/07

# CITY OF EL PASO BID TABULATION

**BID ITEM: PAPERBACK BOOK, MASS MARKET**  
**BID DATE: JANUARY 24, 2007**

**BID # 2007-068**  
**DEPARTMENT: LIBRARY**

	BRODART CO. BY: NUBRO INC., GENERAL PARTNER WILLIAMSPORT, PA	EBAC, INC. DECATUR, GA	FOLLETT EDUCATIONAL SERVICES, INC. WOODRIDGE, IL	INGRAM LIBRARY SERVICES, INC. LA VERGNE, TN
<b>NUMBER OF COPIES PER TITLE</b> The city estimates that 1 to 10 copies of each title of the Library Mass Market Paperback Books will be ordered.	<b>% DISCOUNT OFF LIST PRICE</b> Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.	<b>% DISCOUNT OFF LIST PRICE</b> Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.	<b>% DISCOUNT OFF LIST PRICE</b> Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.	<b>% DISCOUNT OFF LIST PRICE</b> Bidder offer the City Library Mass Market Paperback Books at Discount below the Publisher's latest Listed price list.
1 COPY	<b>*40% Discount</b>	<b>10% Discount</b>	<b>*15-50% Discount</b>	<b>40% Discount</b>
2 TO 4 COPIES	<b>*40% Discount</b>	<b>10% Discount</b>	<b>*15-50% Discount</b>	<b>41% Discount</b>
5 TO 9 COPIES	<b>*40% Discount</b>	<b>18% Discount</b>	<b>*15-50% Discount</b>	<b>42% Discount</b>
10 TO 24 COPIES	<b>*40% Discount</b>	<b>25% Discount</b>	<b>*15-50% Discount</b>	<b>43% Discount</b>
<b>MANUFACTURER'S PRICE LIST IDENTIFICATION:</b>				
1.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE	N/A - Brodart's title file is maintained through our web-based online ordering tool, Bibz.com.	<b>BOOKS IN PRINT</b> <b>2.7 MILLION TITLES ON DISC</b>	FOLLETT EDUCATIONAL SERVICES, INC. - CLASSROOM LITERATURE & SUPPLEMENTAL MATERIALS K-12 CATALOG FALL/WINTER 2006/2007
2.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE	Bibz.com is updated daily as new publications are received and new information and pricing is received from the various publishers. We do not have a complete catalog listing		<b>IPAGE IS OUR WEB-BASED TOOL, WHICH IS UPDATED NIGHTLY ADVANCE/PAPERBACK ADVANCE CATALOG (MONTHLY)</b>
4.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE	other than our online product, Bibz.com. Please see Attachment A for additional information about Bibz.com and other specialty catalogs that we offer.		
5.	MANUFACTURER PRICE LIST FORM NUMBER AND/OR DATE			
		* 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 (12%) plus a service charge of \$3.95.		* FES is offering savings up to 45% off Publisher School Net Prices plus and additional 5% discount off FES Prices in our enclosed catalog.

APPROVED BY: *Jesus M. Jones*

DATE: 2/2/07

# CITY OF EL PASO BID TABULATION

<b>BID ITEM: PAPERBACK BOOK, MASS MARKET</b> <b>BID DATE: JANUARY 24, 2007</b>		<b>BID # 2007-068</b> <b>DEPARTMENT: LIBRARY</b>		
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<b>PAYMENT TERMS:</b>	<b>NET - 30 DAYS</b>	<b>0% - 30 DAYS NET - 30 DAYS</b>	<b>NET - 30 DAY</b>	<b>1% - 10 DAYS</b>
<b>BIDDER'S PROMISED DELIVERY:</b>	BOOKS CATALOGED, PROCESSED AND SHIPPED AS THEY ARE RECEIVED FROM THE PUBLISHER.	<b>30 CONSECUTIVE CALENDAR DAYS</b>	<b>10 - 15 BUSINESS DAYS</b>	<b>2 - 14 CONSECUTIVE CALENDAR DAYS (IN-STOCK TITLES)</b>
<b>IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY DATE, THE CITY'S DELIVERY SHALL PREVAIL.                  A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF THE BID.</b>				
<b>BIDS SOLICITED: 12</b>		<b>BIDS RECEIVED: 8</b>		<b>LOCAL BIDS: 0</b>
				<b>NO BIDS: 1</b>

APPROVED BY: Jesus M. Juarez  
 DATE: 2/2/07

ALLEGRO BOOK DISTRIBUTORS  
P. O. BOX 012923  
MIAMI, FL 33101

BAKER & TAYLOR  
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CHARLOTTE, NC 28217

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1847 KUEHLER AVENUE  
NEW BRANFUELS, TEXAS 78130

AVANTI ENTERPRISES, INC.  
9515 FALLING WATER DR.  
BURR RIDGE, IL 60521

ASSO. LIBRARIES FREBOUND CHILDREN'S  
N. AMERICAN TECHNOLOGY CTR.,  
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NEW BRAUNFELS, TEXAS 78130

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P. O. BOX 310  
KINGSVILLE, TEXAS 78364-0310

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COMMERCE, GA 30599

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111 8<sup>TH</sup> AVENUE STE #804  
NEW YORK, NY 10011

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525 3<sup>RD</sup> STREET  
MINNEAPOLIS, MN 55401

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MEDIA SUPPLY, INC. *No Bid*  
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CEDAR PARK, TX 78613