

DATE: April 15, 2005
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Bid Clerk ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **MAY 3, 2005**.

Item should read as follows:

Solicitation No. 2005-166 Spanish Language Library Materials
Award to: Lectorum Publications Inc.
New York, NY
Item (s): 1A thru 1F (all)
Amount: \$75,000.00 (estimated annually)

Department: El Paso Public Library
Funds available: 31130563-508039-PPW0056003YR2-6005
Funding source: Library Materials-2000 Election Bond Funds
Total award: \$225,000.00 (estimated)
District (s): All

The El Paso Public Library and Purchasing Departments recommend award as indicated to the sole responsive offer meeting specifications, from responsible parties.

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

This is a Requirements Type Contract with an initial term of Thirty-Six months.

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

AGENDA FOR: **MAY 3, 2005**

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

DEPARTMENT: El Paso Public Library

AGENDA DATE: _____

CONTACT PERSON/PHONE: Carol A. Brey-Casiano (541-4098)

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 Bid #2005-166 to Lectorum Publications Inc. in the amount of \$75,000 for Spanish Language Library materials.

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?

Bid Tabulation Attached

PRIOR COUNCIL ACTION:

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

No previous action taken

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?

Funding for this bid will come from 31130563/508039/6005, the Library Materials - 2000 Election bond funds.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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: _____

PROJECT FORM

DATE: APRIL 20, 2005

PROJECT: SPANISH LANGUAGE LIBRARY MATERIALS
NO:2005-166
BUDGET NO: 31130563-508039-PPW0056003YR2-6005
FUNDING SOURCE: LIBRARY MATERIALS-2000 ELECTION BOND FUNDS
REPRESENTATIVE DISTRICT(S): All

DEPARTMENT: EL PASO PUBLIC LIBRARY

RECOMMENDATION: 1) Vendor : Lectorum Publications Inc.
New York, NY
Item(s): 1A thru 1F (all)
Amount: \$75,000.00 (estimated annually)

The El Paso Public Library and Purchasing Departments recommend award as indicated to the sole responsive offer meeting specifications, from responsible parties.

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

This is a Requirements Type Contract with an initial term of Thirty Six months.

BIDS SOLICITED- 18 (05 local)
BIDS RECEIVED- 01
"NO BID" RECEIVED 00

CURRENT TAXED PAID- _____
OUT-OF-TOWN- xx

TOTAL RECOMMENDED AWARD: \$225,000.00 (estimated)

COUNCIL APPROVED REJECTED MUNICIPAL CLERK _____

APPROVED: COUNCIL MEETING DATE: MAY 3, 2005



Byron E. Johnson, C.P.M.
Director of Purchasing

Memo

TO: GRACE SANCHEZ

DATE: APRIL 5, 2005

ALL RECOMMENDATIONS MUST BE E-MAILED BACK IN A WORD FORMAT ATTACHEMENT, PLEASE FILL IN INFORMATION AND E-MAIL BACK TO ME AS AN ATTACHEMENT.

The award recommendation cannot be presented to City Council until a requisition has been posted in PEOPLESOFT.

We have been reminded by the City Attorney's Office, that no one from the ordering Department, or from Purchasing should discuss the award recommendation with any party, including the potential contractor, except other City employees involved in the project, until after the actual award recommendation has been placed on the published City Council Agenda. All questions concerning the award should be referred to the Purchasing Department.

BID #2005-166**SPANISH LANGUAGE LIBRARY MATERIALS**

Please provide the following information with your recommendation:

<u>POSTED Requisition Number:</u>	<u>2005005933</u>
Recommended bidder(s):	<u>Lectorum Publications, Inc</u>
Recommended Item(s):	<u>All</u>
<u>Department ID:</u>	<u>31130563</u>
<u>Account No:</u>	<u>508039</u>
If applicable, Project Code:	<u>FFA) PLW0056003YR2</u>
<u>Funding Source:</u>	<u>Library Materials - 2000 Election</u>
If applicable, Fiscal Year:	<u></u>
<u>Estimated annual expenditure:</u>	<u>\$ 75,000.00</u>
<u>Or Total award amount</u>	<u>\$</u>
District(s):	<u>All</u>

Authorizing Signature Carol Brey-Casiano Date 4-13-05

DEPARTMENT RECOMMENDATIONS

FROM: Carol A. Brey-Casiano **DEPARTMENT:** El Paso Public Library

BID #2005-166 BID TITLE- SPANISH LANGUAGE LIBRARY MATERIALS

BID ITEM(S) #: All

DESCRIPTION: Spanish Language Library Materials

VENDOR SELECTED: Lectorum Publications Inc BID AMOUNT: \$ 75,000.00

JUSTIFICATION FOR RECOMMENDATIONS:

The one bid received in response to this bid was from the Library's

current vendor, Lectorum. Their response continues the current arrangement with

a few changes. I recommend that we accept their bid.

**IF SELECTING HIGHER BID ITEM(S)
JUSTIFICATION FOR REQUESTING HIGHER BID ITEM(S)**

BID ITEM(S) #: _____

DESCRIPTION: _____

VENDOR W/ LOW BID: _____ BID AMOUNT: \$ _____

VENDOR SELECTED: _____ BID AMOUNT: \$ _____

JUSTIFICATION FOR HIGHER BID SELECTION:

ADDITIONAL COMMENTS

If you have any questions in this matter please contact me at 541-4317

Thank you.

Jesus M. Juarez—Procurement Analyst

CITY OF EL PASO BID TABULATION

BID ITEM: SPANISH LANGUAGE LIBRARY MATERIALS BID DATE: MARCH 30, 2002		BID #2005-166 DEPARTMENT: LIBRARY			
		LECTORUM PUBLICATIONS, INC. NEW YORK, NY			
1	MAXIMUM AVERAGE PRICE PER VOLUME:	AVERAGE PRICE PER VOLUME	AVERAGE PRICE PER VOLUME	AVERAGE PRICE PER VOLUME	AVERAGE PRICE PER VOLUME
A	ADULT NON-FICTION	\$12.25			
B	CHILDREN'S NON-FICTION	\$14.00			
C	ADULT FICTION	\$12.25			
D	CHILDREN'S FICTION	\$12.80			
E	SPANISH EDITIONS OF ENGLISH LANGUAGE BEST-SELLERS	\$12.25			
F	PER VOLUME FOR PRE-BINDING OF PAPERBACK ITEMS IF REQUESTED BY THE LIBRARY.	\$4.50			
2	SHIPMENT:	%	%	%	%
A	FOR UNPROCESSED MATERIALS, CONTRACTOR WILL SHIP ___% OF ITEMS ORDERED BY 30 CALENDAR DAYS AFTER RECEIPT OF A FIRM ORDER FROM THE LIBRARY.	50%			
B	FOR UNPROCESSED MATERIALS, CONTRACTOR WILL SHIP ___% OF ITEMS ORDERED BY 60 CALENDAR DAYS AFTER RECEIPT OF A FIRM ORDER FROM THE LIBRARY.	70%			
C	FOR UNPROCESSED MATERIALS, CONTRACTOR WILL SHIP ___% OF ITEMS ORDERED BY 90 CALENDAR DAYS AFTER RECEIPT OF A FIRM ORDER FROM THE LIBRARY.	100%			
D	FOR PAPER-BOUND BOOKS THAT HAVE BEEN PRE- BOUND BY THE CONTRACTOR, CONTRACTOR WILL ADD NOT MORE THAN ___ ADDITIONAL CALENDAR DAYS FOR DELIVERY OF THE PRE-BOUND BOOK.	15			

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

APPROVED BY: Jesus M. Jerez
DATE: 4/15/05

CITY OF EL PASO BID TABULATION

BID ITEM: SPANISH LANGUAGE LIBRARY MATERIALS BID DATE: MARCH 30, 2002		BID #2005-166 DEPARTMENT: LIBRARY		
	LECTORUM PUBLICATIONS, INC. NEW YORK, NY			
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: ONE ADDITIONAL YEAR AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN: TWO ADDITIONAL YEARS AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN: A. ONE YEAR FROM DATE OF AWARD OF THE CONTRACT. B. TWO YEARS FROM DATE OF AWARD OF THE CONTRACT. C. NO OPTION OFFERED.	<input type="checkbox"/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>
PAYMENT TERMS:	NET - 30 DAYS			
BIDDER'S PROMISED DELIVERY: 50% OF CURRENT TITLES ORDERED WITH ____ CALENDAR DAYS FROM THE DATE OF RECEIPT OF ORDER.	NET -30 DAYS			
BALANCE WITHIN ____ CALENDAR DAYS FROM DATE OF RECEIPT OF ORDER.	90 DAYS			
IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY, THE CITY'S REQUIRED DELIVERY SHALL PREVAIL. A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF THE BID.				
BIDS SOLICITED: 18	BIDS LOCAL: 5	BIDS RECEIVED: 1	NO BIDS: 0	

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

APPROVED BY: Jesus M. Jearz
 DATE: 7/15/05

ALLEGRO BOOKS
P O BOX 012933
MIAMI, FL 33101

BERNARD HAMEL SPANISH BOOKS
10977 SANTA MONICA BLVD
LOS ANGELES, CA 90025

LECTORUM PUBLICATIONS INC.
~~137-14TH~~ *557 Broadway*
NEW YORK, NY ~~10011~~ *10012*

MEXICO MAGAZINE CORP
ATTN: DENNIS ARRAS
2252 SEAGULL
EL PASO, TX 79936

RUIZ SPANISH LANGUAGE MAGAZINES
ATTN: BILL JIMENEZ
P O BOX 2389
EL PASO, TX 79952

T R BOOK CO.
ATTN: TOM HOVESTADT
P O BOX 310279
NEW BAUNFELS, TX 78131

VICTOR MANUEL URBINA RODRIGUEZ
413 CORTEZ
EL PASO, TX 79905

HOLGUIN QUINTERO DISTRIBUTION CENTER
5823 NORTH MESA SUITE 336
EL PASO, TX 79912

TYERA
ATTN: XAVIER ALVAREZ
P O BOX 310
KINGSVILLE, TX 78364-0310

ATTN: CHARLES MARTINEZ
ADEGE COMPUTER TRAINING CENTER
1421 LEE TREVINO STE B-2
EL PASO, TX 79936

BOWNE GLOBAL SOLUTIONS
ATTN: BARBARA WHEELER
2800 SANDY HOOK ROAD
FOREST HILL, MD 21050

ATTN: MONICA MERCER
LANGUAGE USA
1313 HWY 620S, SUITE 100C
AUSTIN, TX 78734

ATTN: FRANK GALLEGOS
PROPOSAL MANAGER
1516 S. BUNDY DRIVE, SUITE 311
LOS ANGELES, CA 90025

SABINE NEUMANN
IN-HOUSE COUNSEL
THE LANGUAGE DOCTORS
500 H STREET NE, SUITE 300
WASHINGTON, DC 20002

SCHOLASTIC LIBRARY PUBLISHING
ATTN: KATHY BROWN
90 OLD SHERMAN TURNPIKE
DANBURY, CT 06816

PRIME VENDOR INC.
LAURIE MELNICK
4608 CEDAR AVENUE SUITE 106
WILMINGTON, NC 28403

LECTORUM PUBLICATIONS INC.
ATTN: CARMEN
205 CHUBB AVE.
LYNDHURST, NJ 07071

ADVANCED EDUCATIONAL
PRODUCTS, INC
ATTN: SCOTT MEACHAM
2495 MAIN ST., STE 230
BUFFALO, NY 14214

BID INFORMATION SERVICE
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER
PO BOX 5600
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX. 79901

EL PASO HISPANIC CHAMBER OF COMMERCE
2829 MONTANA AVE, B-100
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER
CLASSIFIED / LEGAL SECTION
PO BOX 20
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER
4791 N. MESA
EL PASO, TX 79902

SAM'S CLUB
7970 NORTH MESA
EL PASO ,TX 79932

SUBCONTRACTORS ASSOCIATION
PO BOX 3612
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY
2626 NORTHEAST # 103
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901