



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Media, Cataloging and Digital Processing Services

Solicitation Number: RFCSP 14-045, 6100004444

Description: San Antonio Public Library (SAPL) is soliciting proposals for the purchase of media materials in English, Spanish and other languages; cataloging and digital processing services; and electronic ordering and invoicing from a qualified vendor. The estimated total amount will be divided between four media types - DVDs, Blu-ray discs, music CDs and audiobooks. These materials will support the collections of the Central Library, twenty-four branches and one school/public library. The vendor must be able to provide a comprehensive spectrum of library materials in requested quantities to meet the needs of an urban multi-branch public library system.

Applicable Product Categories: NIGP 20730, 71505, 95610

Date Issued: Friday, May 16, 2014

Due Date & Time: Friday, June 20, 2014 at 2:00 p.m. CST

Pre-Submittal Conference: San Antonio Central Library, Conference Room 4.2, 600 Soledad, San Antonio TX 78205, at 10:00 a.m., Central Time, on Friday, May 30, 2014.

Staff Contact Person: Rebecca Garza, Procurement Specialist II, rebecca.garza@sanantonio.gov

Evaluation Committee Voting Members:

Gloria Hurtado, Assistant City Manager, Office of the City Manager

Kathy Donellan, Assistant Director, San Antonio Public Library

Katie Enright, Cataloging Manager, San Antonio Public Library

Leo C. Luna, Department Fiscal Administrator, San Antonio Public Library

Nohemi Rosdahl, Librarian II, Collection Development, San Antonio Public Library

Kathryn Sturtz, Technical Services Coordinator, San Antonio Public Library

Pursuant to Section 003 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on Friday, June 6, 2014. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Rebecca Garza, Procurement Specialist II

City of San Antonio, Finance Department – Purchasing Division

rebecca.garza@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the City of San Antonio's e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list for SAePS portal viewing.

Finance Department, Purchasing Division
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734