



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposal for San Antonio Public Library Material Dispensing Equipment Solution**

Solicitation Number: **RFCSP 6100007044 (Log 2016-056)**

Description: The City of San Antonio is requesting proposals to implement new automated service delivery models that facilitate public access to Library materials and technology without having to go through Library staff. Specifically, the Library is looking for solutions that dispense physical library materials such as books, DVDs, and CDs as well as laptops to Library card holders. Additionally, the Library is seeking an automated locker solution that would allow members of the public to pick up requested Library materials at their convenience. The general idea is to streamline access to the Library's collections and laptop lending services by offering a self-service solution.

Applicable Product Categories (NIGP): 52575

Date Issued: Wednesday, March 23, 2016

Due Date & Time: Monday, April 25, 2016 at 2:00 p.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at **Central Library Auditorium, 600 Soledad, San Antonio, TX 78205** at **9:30 a.m.** Central Time, on **Wednesday, April 6, 2016**.

Respondents that are not able to attend in person may participate remotely. Respondents may call the toll free number to join the conference by phone.

WebEx Meeting:

Access Information

Meeting Number:

996 212 780

Password:

(This meeting does not require a password.)

Audio Connection

*** The toll-free number is only for calls from within the United States ***

210-207-9329 (External Dial-In)

79329 (Internal Dial-In)

855-850-2672 (Toll-free Dial-In)

Access Code:

996 212 780

Staff Contact Person: William Flint, Procurement Specialist III, William.flint@sanantonio.gov.

Direct Line: 210.207.2252.

Evaluation Committee Voting Members:

Kathy Donellan, Assistant Director for Support Services, San Antonio Public Library Department
Ignacio Albarracin, Coordinator of Digital Services, San Antonio Public Library Department
Cheryl Sheehan, Public Services Administrator, San Antonio Public Library Department
Kate Gray, Public Services Administrator, San Antonio Public Library Department
Kenneth Huth, Lead IT Architect, Information Technology Services Department
Dewon Johnson, Senior IT Manager, Information Technology Services Department

Pursuant to Section 011 – 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.**, Central Time, on **Monday, April 11, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. It is highly encouraged that you review the solicitation early and submit your questions at least 5 days prior to the Pre-Submittal Conference.

**William Flint, Procurement Specialist III
City of San Antonio, Finance Department
william.flint@sanantonio.gov**

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

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

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.