

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Print Materials, Cataloging and Processing Services**

Solicitation Number: RFCSP 24-047; RFx 6100017627

Description: San Antonio Public Library (SAPL) is soliciting proposals for the purchase of print materials in English, Spanish and other languages; cataloging and processing services; and electronic ordering and invoicing from a qualified vendor. These materials will support the collections of the Central Library and 28 branches. The vendor shall be able to provide a comprehensive spectrum of library materials in requested quantities to meet the needs of a large urban multi-branch public library system in a timely and efficient manner.

Applicable Product Categories: 95610 – Cataloging Services

**Date Issued: January 16, 2024**

**Due Date & Time: March 5, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 3:30 p.m., Central Time, on January 29, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2631 753 8160 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mf6b78973f4a3a2f87a0a6230bc039bdc>

Staff Contact Person: Valeri Jasso, Procurement Specialist III, valeri.jasso@sanantonio.gov

### **Evaluation Committee Voting Members:**

Troy Hoyles, Collection Development Manager, San Antonio Public Library

Dale McNeill, Assistant Director, San Antonio Public Library

Adam Zaby, Library Services Administrator, San Antonio Public Library

Heidi Novotny, Coordinator of Technical Services, San Antonio Public Library

Jamie Flowers, Collection Development Supervisor, San Antonio Public Library

David McCary, Assistant City Manager, City Manager's Office

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.**



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on January 31, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

**Valeri Jasso, Procurement Specialist III**

**City of San Antonio, Finance Department – Procurement Division**

**[Valeri.jasso@sanantonio.gov](mailto:Valeri.jasso@sanantonio.gov)**

**To view this solicitation**, go to the SAePS portal; <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. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

