

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT**

CONSENT AGENDA

ITEM NO. 7

TO: Mayor and City Council

FROM: Janie B. Cantu, Director of Purchasing & General Services

THROUGH: Terry M. Brechtel, City Manager

COPIES: Travis M. Bishop, Assistant City Manager;
Laura Isenstein, Director of Library;
File

SUBJECT: Spanish Language Books and Video Cassettes

DATE: March 20, 2003

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept and ratify the single source contract from Multi-Cultural Books and Video to provide Spanish language books and videocassettes for the Library Department. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

Submitted for council consideration and action is an ordinance accepting and ratifying the single source contract from Multi-Cultural Books and Video to provide Spanish language books and videocassettes for the Library Department.

The San Antonio Library Department provides necessary multi-cultural materials for the San Antonio public as part of the Library's strategic goals. The books and videocassettes in this group were procured at the Guadalajara Book Fair in Guadalajara, Mexico. Representatives from Multi-Cultural Books and Video acted as interpreters for the libraries and assisted San Antonio Libraries in obtaining the Library's goal to improve the current Spanish language inventory of books and videocassettes.

POLICY ANALYSIS:

This single source contract provides various books and videocassettes, which will be distributed to the Central Library and 19 branch libraries for use by the public. These educational tools will cover a variety of topics for adults and children.

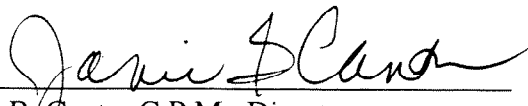
State statute allows the procurement of single source purchases without the formal bid process.

FINANCIAL IMPACT:

The total cost of this contract is \$27,996.33. Funding will be from the Grants in Aid Trust Fund-Library System Operations. All expenditures will be in accordance with the FY02-03 Budget approved by City Council.

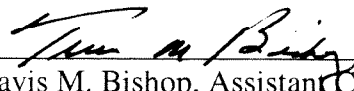
COORDINATION

This ordinance has been coordinated with the City of San Antonio Library Department.



Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:



Travis M. Bishop, Assistant City Manager
City Manager's Office



Terry M. Brechtel
City Manager

CITY OF SAN ANTONIO
BID TABULATION

SPANISH LANGUAGE BOOKS AND VIDEOCASSETTES

Multi-Cultural Books and Videos
28880 Southfield Road, Suite 183
Lathrup Village, MI 48076

SPANISH ADULT BOOKS	\$19,558.93
SPANISH CHILDREN'S BOOKS	\$6,714.77
SPANISH AUDIO/VIDEO PROGRAMS	\$389.47
SHIPPING & HANDLING	\$1,333.16
TOTAL	\$27,996.33
TERMS	NET 30

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