

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** LIBRARIES

**AGENDA DATE:** FEBRUARY 9, 2015

**CONTACT PERSON/PHONE:** DIONNE MACK, DIRECTOR OF LIBRARY, (915) 543-5413  
BRUCE D. COLLINS, PURCHASING DIRECTOR (915) 212-1184

**DISTRICT (S) AFFECTED:** ALL

**STRATEGIC GOAL:**

Goal 4 – Enhance El Paso's Quality of Life Through Recreational, Cultural and Educational Environments.

**SUBJECT:**

Request that the Director for Purchasing & Strategic Sourcing, be authorized to issue a purchase order to Latin American Periodicals, LLC for Spanish language magazines. The Library would like to utilize the automatic renewal for successive terms of one (1) twenty-four month term at an estimated of \$100,000.00 annual for an additional two years of service.

**BACKGROUND / DISCUSSION:**

The Library intends to continue utilizing Contract 2012-109 Spanish Language Magazines unit price(s) for an additional two years.

**SELECTION SUMMARY:**

Contract 2012-109 was awarded April 24, 2012 Council Item 9.

**PRIOR COUNCIL ACTION:**

Contract 2012-109 was awarded April 24, 2012 Council Item 9, Council extended contract 2004-213 for an additional two years on 07/25/2006 Item 8B.

**AMOUNT AND SOURCE OF FUNDING:**

453-53010-1000-531030 General Fund

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_

Name

Signature

Date

**COUNCIL PROJECT FORM  
(CONTRACT EXTENSION)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **February 9, 2015**.

**STRATEGIC GOAL 4 – Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environment.**

Request that the Director of Purchasing & Strategic Sourcing be authorized to exercise the City's option to extend current Contract 2012-109 Spanish Language Magazines with Latin American Periodicals, LLC for two (2) additional years pursuant to the provisions of an award approved by the City Council on April 24, 2012. The extended contract period will be from April 24, 2015 to April 23, 2017.

Department:	Libraries
Award to:	Latin American Periodicals, LLC
	Nogales, AZ
Option:	2 Years
Annual Estimated Amount:	\$100,000.00
Total Estimated Amount:	\$200,000.00 (2 years)
Account No.:	453-53010-1000-531030
Funding Source:	General Funds
District(s):	All

This is a low bid, supplies contract.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*



## Purchasing & Strategic Sourcing Department

### Seven (7) Factor Option Memo

**Mayor**  
Oscar Leaser

**City Council**

*District 1*  
Ann Morgan Lilly

*District 2*  
Larry Romero

*District 3*  
Emma Acosta

*District 4*  
Carl L. Robinson

*District 5*  
Dr. Michiel R. Noe

*District 6*  
Claudia Ordaz

*District 7*  
Lily Limón

*District 8*  
Cortney C. Niland

**City Manager**  
Tommy Gonzalez

To: Purchasing & Strategic Sourcing Department

From: Dionne Mack, Director of Library

  
Authorized Signature

Subject: Seven (7) Factor Option

Date: January 15, 2015

Re: 2012-109 Spanish Language

Library recommends authorizing the Option to Extend 2012-109 for 2 years for Spanish language magazines. Exercising this option would meet the following threshold considerations:

1. ***Are funds available for this Option to Extend?*** Yes
2. ***Does the Requirement covered by this option fill an existing need of the City?*** Yes, with such a high Hispanic population in El Paso, Spanish materials is of great demand at all Library facilities.
3. ***Is the option price better than the current available market price?*** N/A, it is an extension option of an existing contract.
4. ***Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer?*** No
5. ***Does the attached Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better?*** Yes
6. ***Is the vendor currently under debarred status as per System for Award Management (SAM) [www.sam.gov](http://www.sam.gov)?*** No
7. ***Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?*** No

Bruce D. Collins, CPPO  
City 1 | 300 N. Campbell Street | El Paso, Texas 79901 | (915) 212-0043

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**MOTION**  
**APRIL 24, 2012**

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2012-109 (Spanish Language Magazines) to Latin American Periodicals, LLC for an initial term estimated award of \$300,000.

Department:	Libraries
Award to:	Latin American Periodicals, LLC
	Nogales, AZ
Items:	All
Initial Term:	3 Years
Option:	2 Years
Annual Estimated Award:	\$100,000
Initial Term Estimated Award:	\$300,000 (3 Years)
Total Estimated Award:	\$500,000 (5 Years)
Account No.:	53010202 – 503103 – 01101
Funding Source:	Library Materials – General Fund

This is a low bid, supplies contract.

The Financial Services - Purchasing Division and Libraries recommend award as indicated to Latin American Periodicals, LLC, the sole responsive, responsible bidder.

Richarda Duffy Momsen, City Clerk