

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

AGENDA DATE: August 15, 2023
PUBLIC HEARING DATE: Not Applicable

CONTACT PERSON(S) NAME AND PHONE NUMBER:
Norma P. Martinez, Director of Libraries (915) 212-3200
K. Nicole Cote, Managing Director (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: No. 4 - Enhance El Paso's Quality of Life through Recreational, Cultural, and Educational Environments

SUBGOAL: 4.2 Create innovative recreational, educational and cultural programs

SUBJECT:

Request that the Managing Director of the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Order(s) to Bibliotheca, LLC, the sole provider for the Bibliotheca Service and Maintenance for Libraries Department for a term of three (3) years for an estimated amount of \$171,924.63, with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This contract will allow the Libraries Department to purchase Bibliotheca's certified on-site support and maintenance.

BACKGROUND / DISCUSSION:

This service offers maintenance on all Bibliotheca equipment: selfChecks, Tattle-Tape Gates, and BookChecks sensitizers/desensitizers. The service and maintenance for this equipment is only provided by Bibliotheca, LLC to maintain the warranty and service to the existing equipment. This equipment has been an improvement of service for the public in El Paso.

SELECTION SUMMARY:

Bibliotheca is the sole source provider of products that are unique to the library market, and as such, can only be acquired through Bibliotheca; namely the selfCheck™ 1000 and quickConnect™ software; Tattle-Tape™ EM products, libraryConnect and staffConnect gate. These solutions are designed and manufactured exclusively by Bibliotheca and comprise an integrated ecosystem. Bibliotheca's certified technicians are factory trained to maintain the warranty and service coverage on Bibliotheca products, support and maintenance must be provided by Bibliotheca.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$33,368.53 for a one year term, which represents a 139.39% increase due to the opening of additional locations that were not in operation during the pandemic and additional equipment installed for other branches that require this service.

PROTEST

N/A

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$171,924.63.00
Funding Source: General Fund
Account: 522020-453-1000-53000-P1506

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ☒ YES ☐ NO

PRIMARY DEPARTMENT: Public Library
SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Norma P. Martinez

Norma P. Martinez, Director of Libraries

**COUNCIL PROJECT FORM
(Sole Source)**

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

Please place the following item on the **REGULAR AGENDA** for the Council Meeting of **August 15, 2023.**

STRATEGIC GOAL: Goal 4 - Enhance El Paso's Quality of Life through Recreational, Cultural, and Educational Environments

The linkage to the Strategic Plan is subsection 4.2 Create innovative recreational, educational and cultural programs

Award Summary:

Request that the Managing Director of the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Order(s) to Bibliotheca, LLC the sole distributor for Bibliotheca Service and Maintenance for Libraries Department for a term of three (3) years for an estimated amount of \$171,924.63 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This contract will allow the Libraries Department to purchase Bibliotheca's certified support and maintenance.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$33,368.53 for a one year term, which represents a 139.39% increase due to the opening of additional locations that were not in operation during the pandemic and additional equipment installed for other branches that require this service.

Department:	Public Library
Vendor:	Bibliotheca. LLC
	Norcross, GA
Total Estimated Award:	\$171,924.63
Account No.:	522020-453-1000-53000-P1506
Funding Source:	General Fund
District(s):	All
Reference No.	2023-0453

This is a Sole Source service contract.

June 29, 2023

Edward Rodriguez
City of El Paso
300 N. Campbell
El Paso, TX 79901

RE: Bibliotheca Sole Source Letter

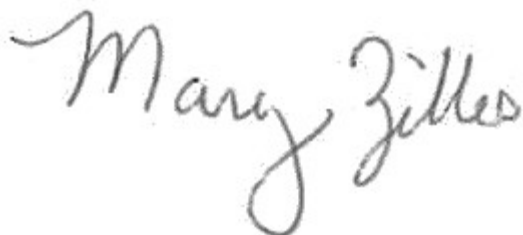
Dear Mr. Rodriguez:

This sole source letter is to confirm that Bibliotheca provides certain products that are unique to the library market, and as such, can only be acquired through Bibliotheca; namely the selfCheck™ 1000 and quickConnect™ software; Tattle-Tape™ EM products, libraryConnect and staffConnect gate. These solutions are designed and manufactured exclusively by Bibliotheca and comprise an integrated ecosystem.

In addition to specific product integrations and characteristics, Bibliotheca's certified onsite technicians are factory trained to support our equipment. They carry spare parts in their company-assigned service vehicles and are local to El Paso Public Library System. No other vendor has the number of factory-trained and qualified service experts in and around El Paso, nor can they provide the level of support that Bibliotheca can. To maintain your warranty and service coverage on Bibliotheca products, support and maintenance must be provided by Bibliotheca.

We look forward to continuing to support the City of El Paso Library System for all its current and future library technology goals.

Sincerely,



Mary K Zilles, VP of Business Development & Sales Administration
m.zilles@bibliotheca.com | 678-336-7980 X 310
3169 Holcomb Bridge Road, Suite 200
Norcross, GA 30071



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

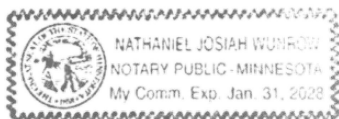
THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Mary Zilles. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Bibliothecca, LLC
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
selfCheck 1000 and quickConnect software, Tattle-Tape products, libraryConntec and staffConnect gate
product and service
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Mary Zilles
Signature

SUBSCRIBED AND SWORN to before me on this 29 day of June 29, 2023



Nathaniel Josiah Wunrow
NOTARY PUBLIC

Nathaniel Josiah Wunrow
PRINTED NAME

January, 31 2028
MY COMMISSION EXPIRES

COMPANY NAME: _____

ADDRESS, CITY, STATE & ZIP CODE: _____

PHONE: _____ FAX NUMBER: _____

CONTACT NAME AND TITLE: _____

WEB ADDRESS: _____ EMAIL: _____

FEDERAL TAX ID NUMBER: _____ TEXAS SALES TAX NUMBER: _____