



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** May 7, 2024

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Amigos Library Services, for library branch-to-branch transit services for the Library Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8442 – awarded to Amigos Library Services, for one (1) year, with the option for two (2) additional one (1) year extensions, in the total three (3) year not-to-exceed amount of \$150,000.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Strengthen Community and Quality of Life.

### **INFORMATION/BACKGROUND**

Denton Public Library currently uses a transit service to move bins of library materials between branches Monday-Friday. Materials in bins include books, DVDs, CDs, kits, periodicals, and branch mail. Pickup and delivery stops are made between 9 a.m. and 4 p.m. each weekday. Approximately 26,000 bins (average 25-50 lbs per bin) are transited each year. Four (4) stops are made for pickup/delivery daily:

1. Emily Fowler Central Library (1<sup>st</sup> pickup)
2. South Branch Library
3. North Branch Library (including Technical Services bins)
4. Emily Fowler Central Library. (final drop off)

Branch-to-branch transit is necessary for library operations and services including:

- Efficient centralized ordering and processing of materials at North Branch Library with Emily Fowler Central Library and South Branch Library materials being sent to the branches once ready for circulation.
- Patron selected hold pickup location.
- Convenient materials return at any library location with materials then being sent to their home location.
- Relocation or temporary rotation of materials to different branches as needed to better support a particular branch's service area needs.
- Branch-to-branch mail and departmental shared equipment/supply transit.

Current library staffing levels and vehicle availability indicate that external transit service is the best value for reliable material transfer between branches. The department will continue to analyze contract service costs in comparison with personnel and equipment costs to provide in-house service for future service needs.

<b>Project Description</b>	<b>Estimated 3-Year Expenditure</b>
Year 1	\$42,000
Year 2	42,000
Year 3	42,000
Contingency	24,000
<b>Total</b>	<b>\$150,000</b>

Request for Proposals was sent to 344 prospective suppliers of this item, including 23 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Two (2) proposals were received and evaluated based upon published criteria including compliance with specifications, experience, and price. Based upon this evaluation, Amigos Library Services was ranked the highest and determined to be the best value for the City.

NIGP Code Used for Solicitation:	962 - (Service Only) - Miscellaneous Services, No. 2 (Not Otherwise Classified)
Notifications sent for Solicitation sent in IonWave:	335
Number of Suppliers that viewed Solicitation in IonWave:	15
HUB-Historically Underutilized Business Invitations sent out:	39
SBE-Small Business Enterprise Invitations sent out:	135
Responses from Solicitation:	2

### **RECOMMENDATION**

Award a contract with Amigos Library Services, f for library branch-to-branch transit services for the Library Department, in a one (1) year, with the option for two (2) additional one (1) year extensions, in the total three (3) year not-to-exceed amount of \$150,000.

### **PRINCIPAL PLACE OF BUSINESS**

Amigos Library Services  
Dallas, TX

### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial one (1) year contract with options to extend the contract for two (2) additional one (1) year periods, with all terms and conditions remaining the same.

### **FISCAL INFORMATION**

These services will be funded from Library Administration account 301000.7879. Requisition #164412 has been entered into the Purchasing software system in the amount of \$42,000. The budgeted amount of this item is \$150,000.

**EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Pricing Evaluation  
Exhibit 3: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Jennifer Bekker, 940-349-8753.

Legal point of contact: Marcella Lunn at 940-349-8333.