5

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0264-23 **OPEN DATE: 2022-11-30**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF EXECUTED CONTRACT, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED: 1** **OTHER 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to lowest responsive, responsible bidder, Priority Transportation Group, Inc, DBA Priority Couriers, for Distribution Services for Jacksonville Public Library. Period of service is two (2) years from date of executed contract, with two (2) one (1) year renewal options. Total estimated initial expenditure amount not to exceed $243,572.00 to include an estimated 200 special deliveries per year at a cost of $37 per special delivery.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms and Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
COREY SIDLO DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tim Rogers, Chief Librarian/Library Director, Jacksonville Public Library

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE
PUBLIC LIBRARY

December 9, 2022

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Tim Rogers, Chief Librarian/Library Director

CC: Leslie Jones, Assistant Director for Finance & Administrative Services
Michael Sullivan, Process Improvement Manager

RE: SC-0264-23: Distribution Services for Jacksonville Public Library

---

The Jacksonville Public Library is requesting approval of award to the lowest responsive bidder, Priority Transportation Group. Inc. The Library would like to choose the price option for Monday-Friday service with one business day delivery. Period of service is for two years from the date of the award, with two (2) one (1) year renewal options. The total annual cost will be $236,172 plus $37 per special delivery. The Library estimates 200 special deliveries per year for a total annual not-to-exceed cost of $243,572.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000

BID TABULATION

Title:	DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY	**Priority Couriers**
Bid No.:	SC-0264-23	
Opening Date:	November 30, 2022	
Analyst:	Corey Sidlo	
No. Invited:	(23) **No. Received:** (1) **Other:** (0)	
Recorded By:		

Price Option: Monday - Friday service with one business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$16,317.00	$195,804.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$888.00	$10,656.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$888.00	$10,656.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$888.00	$10,656.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$700.00	$8,400.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$236,172.00**	

Price Option: Monday - Friday service with two business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$16,000.00	$192,000.00

2	**Service #2** Collection and delivery of boxed library materials	Monthly	$870.00	$10,440.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$870.00	$10,440.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$870.00	$10,440.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$698.00	$8,376.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$231,696.00**	
	Price Option: Monday - Saturday service with one business day delivery			
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$19,425.00	$233,100.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$888.00	$10,656.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$888.00	$10,656.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$888.00	$10,656.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$840.00	$10,080.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$275,148.00**	

Price Option: Monday - Saturday service with two business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$19,000.00	$228,000.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$870.00	$10,440.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$870.00	$10,440.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$870.00	$10,440.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$838.00	$10,056.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$269,376.00**	
		Terms:	X	
		Delivery:	X	
		Signed Bid Form:	X	
		Bid Proposal Form:	X	
		Conflict of Interest Certificate:	X	
		Addendum (2):	X	

TERMS AND CONDITIONS

DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

1. **SCOPE**

The City of Jacksonville Public Library, of the City of Jacksonville is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for Distribution Services for Jacksonville Public Library as listed in the bid documents.

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**

The term of this agreement is two years from date of award, with (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **PRE-BID CONFERENCE**

There is not a pre-bid meeting scheduled for this bid.

5. **STATE CONTRACTS**

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. **QUANTITIES**

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

7. **DELIVERY**

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

8. **ESCALATION/DE-ESCALATION**

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

9. PRICES

The Markup or Discount Submitted by the vendor must include all profits, pumping fees, split load fees, etc. Taxes are not to be included in the submitted price.

10. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

11. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

12. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

13. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate.

14. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

15. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

I. Purpose

The Jacksonville Public Library (JPL) is soliciting bids from qualified respondents for providing a comprehensive distribution system that will meet the day-to-day needs of the library for a flat fee with additional services or requests being provided at a set rate. Persons interested in submitting a response to this Bid Invitation ("Proposal") should carefully review for instructions on how to respond and for the applicable contractual terms. Issuance of this proposal does not constitute a commitment for service(s). The basis of award will be through the City of Jacksonville Procurement Division bid process utilizing the City's General Governmental Award Committee.

II. Scope

The Jacksonville Public Library provides service to a Main Library, twenty (20) branches, and one (1) satellite location (lockers) in Duval County Florida (locations listed in Appendix A) that routinely receive distribution services. The efficient scheduling and streamlining of the five basic services currently received on a daily basis for a flat monthly fee is the goal of this RFP.

Bids should include:

Flat rate pick-up price for special distribution requests

Flat fee price options for each of the five basic services for the following operating schedules:

- Monday-Friday service with one business day delivery
- Monday-Friday service with two business days delivery
- Monday-Saturday Service with one business day delivery
- Monday-Saturday Service with two business days delivery

A. Five basic required services:

1. **Basic Service 1:** The collection and delivery of library materials in totes provided by JPL among the Main Library, twenty (20) branches with an average of twenty-two (22) totes per branch daily. Service days are subject to change based on operational needs.

2. **Basic Service 2:** The collection and delivery of boxed library materials from all branches to a single point of drop-off at the University Park Branch with an average of 20 boxes per branch daily.

3. **Basic Service 3:** The collection and delivery of recyclable material (books in 50-gallon recycle bins or laundry bins) from each of the Main Library and twenty (20) branches to a designated recycle center; (see Appendix A).

4. **Basic Service 4:** The collection and delivery of empty totes and collapsed cardboard boxes, as needed, to all branches to maintain individual branch operating levels. The awarded bidder is expected to rebalance empty totes among library locations following the allocations in Appendix B. Cardboard boxes will be delivered from the University Park Branch to other branches as requested by JPL.

5. **Basic Service 5:** The delivery of materials from the Highlands Branch to the Oceanway Express lockers. Schedule to be determined by the price option selected (Mon-Fri or Mon – Sat). Materials are to be loaded into the lockers for library customer pick-up. Materials not picked up by library customers will be removed from the lockers by the delivery service and returned to the Highlands

Branch. Materials will also be removed from a book drop at the Oceanway Express lockers and returned to the Highlands Branch. The volume of materials is typically less than 50 books/items per trip. JPL will provide procedures on how the lockers operate.

B. Transportation of materials using the following standards (subject to change):

1. The Orbis "Round Trip" totes measure 21.75"x15"x10". These totes are packed, at a weight not to exceed 65 pounds, sealed and labeled by staff. Boxes need to be collected each day and delivered to the location on the label without error. Depending on the price option selected by the Library, material will be delivered within one or two business days from pick-up to delivery.

2. Items for the Friends' bookstore at the University Park Branch are packed, labeled ("book sale"), and sealed in boxes by the Main Library and branches. These boxes are cardboard, currently measure 19.5" x 14.5" x 10.5" or 19.5" x 14.5 "x 7.5" and, when filled, will not exceed 65 pounds. They need to be collected daily and delivered to the University Park Branch without error and within two business days from pick-up to delivery. Bidder may palletize book sale boxes to facilitate delivery to the University Park Branch.

3. Each location, except University Park Branch, maintains one or more 50-gallon recycle bins for the purpose of disposing of books that cannot be used due to poor condition. Once full, the recycle bin is ready for pick-up and delivery to the designated recycle location. Upon removal of the filled recycle bin, the empty bin will be returned by the next business day to ensure the location maintains the proper number of bins for the purpose of recycling materials at all times. Whether only partially full, all recycle bins must be emptied at least once a month. The University Park Branch uses laundry bins for disposing of books. The laundry bins are to be handled the same as the 50-gallon recycle bins.

4. Each branch relies on the use of totes, cardboard boxes, and recycle bins. The supply levels of each category are maintained to a level that the Main Library and branches can operate uninterrupted.

   - Excess empty grey totes must be collected daily and redistributed to locations based on the chart in Appendix B. All empty red totes must be collected daily and returned to the University Park Branch.

   - Collapsed cardboard boxes are taped in groups of ten and labeled by staff at the Support Services Department located at the University Park Branch. Prepared boxes are placed with other materials ready for pick up. The boxes must be collected daily and delivered to the location noted on the label.

   - Recycle bins – Removed for emptying when full and returned to the location on the next business day. Whether only partially full, all recycle bins must be emptied at least once a month.

C. In addition, to the five basic services performed on a day-to-day basis, JPL occasionally requests to have an item(s) that does not fit in a tote or box transferred to another branch, to the City's surplus, or another location specified by JPL. These requests would not be included in the monthly flat fee but would be based on a flat rate pick-up fee. These requests will be coordinated with a JPL representative, and scheduled with efficiency and economy in mind.

l. Special trip rates shall consist of a separate pickup at each location and delivery to a secondary location; standard locations are listed in Appendix A. At any time during this Contract, the City may provide an additional/alternate location for recycling or surplus deliveries.

III. Minimum Qualifications

A Bidder who is lacking the basic qualifications will not be considered for the awarding of this bid, regardless of the cost. The determination by the City concerning the Bidder qualification shall be final. The bid will be awarded to one responsible Bidder, qualified in experience and in a financial position to do the work specified herein. In order to facilitate prompt award of the bid, the Bidder must submit with their proposal the following:

1. Proof of performing ground delivery services for a minimum of thirty-six (36) months consecutively.

2. A list of contracts held for the previous thirty-six (36) months, which include name, address, telephone number and dollar amount.

3. A copy of the company's business and occupational license.

4. At least three (3) verifiable references showing proof of having satisfactorily performed this type of service for other large agencies.

5. A list of staff members involved in providing delivery services in this bid, which includes their titles and/or positions held.

6. Must provide proof of an operating office within Duval County, at a properly zoned business address with an active phone number and email.

7. Copies of, or any information, regarding any lawsuits or other pending litigation, contract cancellation, and staff injuries for the past three (3) years.

8. Full descriptions of the vehicles and size of the fleet to be used in performance of this Contract. Description to include at a minimum the number of vehicles to be used in performance of contract, age, brand, type, and size. Inspection of vehicles, personnel files and organizational structure may be called for at any time, at the discretion of the City prior to the award of bid and during the performance of this Contract including renewal periods.

IV. Additional Requirements

The successful Bidder shall observe the following additional requirements:

1. The Bidder will provide competent, qualified employees. JPL has the right to insist in writing that any member of the Bidder's staff be changed if he/she is not performing satisfactorily.

2. Bidder must furnish drivers who are qualified and properly licensed under all current applicable City, State or Federal requirements. Current documentation may be requested prior to/or after award of Bid as seen fit by the City and JPL.

3. A letter of intent from an insurance company authorized to do business in the State of Florida stating its willingness to insure the Bidder pursuant to the terms and conditions of this invitation to bid.

4. Provide service to all locations listed in Appendix A.

5. Meet as needed, but at a minimum of monthly, with a designated JPL representative at a mutually agreed upon place and time to discuss operational procedures.

6. Manage and coordinate with JPL, and receive approval from JPL, on all matters undertaken in the performance of the contract with special attention to those matters that impact routes, operations, billing, and contract compliance.

7. Provide JPL with the operational plan and delivery routes the Bidder will be using. Allow JPL staff to inspect any warehouses the Bidder may use in the delivery or transfer of materials.

8. Box trucks will be of adequate size for the purpose of fulfilling the requirements outlined in the scope and will be maintained in good repair and safe condition. All vehicles used must be free from leaks of oil, hydraulic fluid or other substances that present a safety issue, environmental impact, or otherwise may damage the driveways and loading areas of the libraries.

9. Box trucks will be fully enclosed and provide protection from the elements for the items being transported.

10. All totes will be picked-up and delivered at a designated location within each building as listed in Appendix A. While loading and unloading, all vehicles will be turned off. No idling will be permitted while loading or unloading.

11. Ensure that all totes remain clearly addressed and closed. Totes and Booksale boxes will not be opened and repacked without express written permission of JPL.

12. Ensure that totes and/or boxes are stacked no more than five (5) high.

13. Provide service on a per stop basis, regardless of the number of items/totes being picked-up and delivered at each stop.

14. Organize delivery to provide the most expedient and efficient delivery, i.e., if a tote is picked up from a location and the assigned location is on that driver's route, then it will be expected that these totes will be delivered the same day. Copies of the proposed routes shall be provided and approved by JPL.

15. Ensure that deliveries and pick-ups occur between 7:30am and 4pm on designated service days.

16. Organize deliveries to occur at approximately the same time each day, within a 60-minute window.

17. Accommodate JPL's written request for suspension or restoration of service to a branch or location within 24 hours of the request.

18. Stop service on designated City holidays and during City-mandated business closures. A list of holidays will be provided at the beginning of the Contract and each calendar year. A current list of holidays is provided in appendix C.

19. Provide a designated contact person(s) for the resolution of questions pertaining to service, invoicing, payment and contract compliance.

20. Manage an agreed upon schedule of deliveries and provide a mechanism for handling schedule changes and missed deliveries.

21. Maintain detailed records of routes and deliveries to include, but not be limited to, location(s), materials delivered, and time of delivery. This record will be used in the arbitration of missed stops and damaged items.

22. Provide written notice for the refusal or failure to deliver any tote or book sale box to a designated JPL representative.

23. Be responsible for any and all loss or damage to JPL property by theft, accident, or any means while performing delivery services. JPL property shall be considered to be in the Bidder's custody from the time it is released to the Bidder until the property is accepted by JPL personnel. The Contractor shall replace or reimburse JPL in full for repair of buildings, library materials, furniture, and other JPL property that is damaged or lost while performing delivery services.

24. Conduct of the Bidder and Bidder's staff must be professional while on City/JPL premises. JPL has the right to insist in writing that any member of the Bidder's staff be changed if he/she is not acting in a professional manner.

25. All drivers will wear company logo attire with a visible photo ID at all times during deliveries. Drivers that fail to adhere to this requirement may not be permitted entrance to JPL branches and/or locations.

26. For materials not in totes, JPL will use the City's *Transfer or Disposal of Personal Property or Surplus Material* form (TDF Form). The form will be attached by library staff to materials being transferred or surplused. Upon completing delivery of the transfer or surplus materials, the pink copy of the TDF Form must be provided to the JPL Facilities Department, Ground Floor, 303 N. Laura St. Jacksonville, FL 32202 within 7 business days of delivery to the Surplus Yard.

27. Notify JPL Facilities office by email JPLSurplus@coj.net when transferred and/or surplus items are picked up and delivered.

The successful Bidder will be expected to provide service as outlined in the terms of the bid, as well as the implied terms, as necessary to the performance of the contract expectations outlined in bid documents.

VII. Transition Plan

There is to be no absence of services at any of the facilities during the transition period from the current service provider to the services provided under the new Contract. The successful Bidder's proposal shall include a schedule detailing how and when all sites will be transitioned to the successful Bidder within 30 calendar days after the award of the Contract.

VIII. Default and Termination

In the event that:

The awarded Bidder shall fail to keep and adhere to the standards set forth in this bid and said failure continues for a period of seven (7) days after the delivery of a written notice to the Bidder of said defaults; or

The awarded Bidder's overall performance is less than acceptable; or

The awarded Bidder's occupational business license or insurance coverage shall terminate for any reason; or

The awarded Bidder becomes insolvent or takes benefit of any present or future statute of insolvency, or makes a general assignment for the benefit of creditors, or files a voluntary petition of bankruptcy or reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy Laws, or under any other law or statute of the United States and/or and State/Commonwealth thereof; or

Any assignment/reassignment by the awarded Bidder of this Contract or any Contractors'/Bidders' rights, responsibilities or obligations hereunder;

Then, in its discretion, the City and JPL being served by this Contract will have the right to terminate this Contract by reason or default of contract. Said termination to be effective seven (7) days after written notice of said termination is given to the awarded Bidder. The City and JPL reserves the right to specify the termination date if in its best interest, which will be outlined in the written notice of termination. All compensation will end with the termination date. Notwithstanding anything else herein contained, the City and JPL reserves the right to terminate this Contract in whole or in part, at any time, at its convenience by giving the awarded Bidder a 60-day written notice.

Remainder of page intentionally left blank.

Appendix A

Jacksonville Public Library Branch Locations

Main Library	303 N. Laura St. Jacksonville, FL 32202
Argyle Library	7973 Old Middleburg Road S. Jacksonville, FL 32222
Beaches Library	600 3rd St., Neptune Beach, FL 32266
Bradham Brooks	1755 Edgewood Ave. W., Jacksonville, FL 32208
Brentwood Library	3725 Pearl St, Jacksonville, FL 32206
Brown Eastside	1390 Harrison St, Jacksonville, FL 32206
Dallas Graham	2304 Myrtle Ave. N, Jacksonville, FL 32209
Highlands Regional	1826 Dunn Ave, Jacksonville, FL 32218
Mandarin Branch	3330 Kori Rd, Jacksonville, FL 32257
Maxville Branch	8375 Maxville Blvd, Jacksonville, FL 32234
Murray Hill Branch	918 Edgewood Ave. S, Jacksonville, FL 32205
Pablo Creek Regional	13295 Beach Blvd, Jacksonville, FL 32246
Regency Square Branch	9900 Regency Square Branch Blvd, Jacksonville, FL 32225
San Marco Branch	1513 LaSalle St, Jacksonville, FL 32207
South Mandarin Branch	12125 San Jose Blvd, Jacksonville, FL, 32223
Southeast Regional	10599 Deerwood Park Blvd, Jacksonville, FL 32256
University Park Branch	3435 University Blvd. N, Jacksonville, FL 32277
Charles Webb Branch	6887 103rd St, Jacksonville, FL 32210
West Branch	1425 Chaffee Rd. S, Jacksonville, FL 32221
Westbrook Branch	2809 Commonwealth Ave, Jacksonville, FL 32254
Willowbranch Branch	2875 Park St, Jacksonville, FL 32205
Oceanway Community Center	12215 Sago Ave. N. Jacksonville, Fl. 32218
Recycle Location	1580 W Beaver St, Jacksonville FL 32209
Surplus Location	Surplus Yard, 1096 McDuff Ave. S. Jacksonville FL

Appendix B

Library Location	Region	Number of Grey Totes to be Maintained at each Location	Number of 50 Gallon Recycle Bins to be Maintained at each Location
Argyle	West	30	1
Beaches	East	30	2
Bradham-Brooks	North	25	1
Brentwood	North	25	1
Brown-Eastside	North	18	1
Dallas-Graham	North	18	1
Highlands	North	30	2
Main	Main	30	2
Mandarin	South	35	2
Maxville	West	20	1
Murray Hill	West	25	1
Pablo Creek	East	30	2
Regency	East	20	2
San Marco	South	20	1
South Mandarin	South	50	2
Southeast	South	50	2
University Park	East	26	0
UPK-SST	East	0	0
Webb	West	30	2
West	West	30	2
Westbrook	North	18	1
Willowbranch	South	30	1
		590	30

Appendix C

Jacksonville Public Library
Holiday & Closing Schedule (Staff Version)
January 1, 2022—January 1, 2023

2022 Holidays	Observed by COJ	Observed by JPL	Schedule
New Year's	Fri, Dec 31, 2021	Fri, Dec 31, 2021 Sat, Jan 1 Sun, Jan 2	Closed Common day off* Common day off
MLK Day	Mon, Jan 17	Mon, Jan 17	Closed
President's Day	Mon, Feb 21	Mon, Feb 21	Closed
Easter Sunday		Sun, Apr 17	Closed
Memorial Day	Mon, May 30	Sun, May 29 Mon, May 30	Closed
Juneteenth	Mon, Jun 20	Mon, Jun 20	Closed
Independence Day	Mon, Jul 4	Sun, Jul 3 Mon, Jul 4	Closed
Labor Day	Mon, Sep 5	Sun, Sep 4 Mon, Sep 5	Closed
Veterans Day	Fri, Nov 11	Fri, Nov 11	Closed
Thanksgiving / Day After Thanksgiving	Thu, Nov 24 Fri, Nov 25	Wed, Nov 23 Thu, Nov 24 Fri, Nov 25	All units close at 6:00pm Closed Closed
Christmas Eve / Christmas	Fri, Dec 23 Mon, Dec 26	Fri, Dec 23 Sat, Dec 24 Sun, Dec 25 Mon, Dec 26	Closed Common day off Common day off Closed
New Year's	Mon, Jan 2	Sun, Jan 1, 2023 Mon, Jan 2, 2023	Common day off Closed

Appendix D

Schedule of Regular Open Hours

Jacksonville Public Library

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main	9-6	9-6	9-6[1]	9-6	9-6	9-6	closed
Highlands	10-9	10-9	10-9	10-9	10-6	10-6	closed
Pablo Creek	10-9	10-9	10-9	10-9	10-6	10-6	closed
Southeast	10-9	10-9	10-9	10-9	10-6	10-6	closed
Webb-Wesconnett	10-9	10-9	10-9	10-9	10-6	10-6	closed
Argyle	12-8	12-8	10-6	10-6	10-6	10-6	closed
Beaches	12-8	12-8	10-6	10-6	10-6	10-6	closed
Bill Brinton Murray Hill	12-8	12-8	10-6	10-6	10-6	10-6	closed
Bradham-Brooks	12-8	12-8	10-6	10-6	10-6	10-6	closed
Brentwood	12-8	12-8	10-6	10-6	10-6	10-6	closed
Brown Eastside	12-8	12-8	10-6	10-6	10-6	10-6	closed
Dallas Graham	12-8	12-8	10-6	10-6	10-6	10-6	closed
Mandarin	12-8	12-8	10-6	10-6	10-6	10-6	closed
Maxville	12-8	12-8	10-6	10-6	10-6	10-6	closed
Regency Square	12-8	12-8	10-6	10-6	10-6	10-6	closed

San Marco	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
South Mandarin	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
University Park	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
West	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
Westbrook	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
Willow Branch	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)