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SUBJECT: Library Materials

BID #: ESC-0371-22 **OPEN DATE:** 7/15/2022

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from completion of award with three (3) one (1) year renewal options.

AGENCY: Jacksonville Public Library

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 33 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Midwest Tape, LLC in the amount of $1,296,994.61 for library materials. Total estimated expenditure amount $1,864,176.00.

Funding Source: 00111.185102.566010.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Previous Award

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Stephanie Miller, Senior Manager, Jacksonville Public Library

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

Memorandum

To: Dustin Freeman,
Chief of Procurement Division

From: Stephanie Miller,
Senior Manager of Library Collections

CC: Tim Rogers
Library Director

Gretchen Mitchell
Deputy Director for Support Services

Leslie Jones
Assistant Director Finance & Administrative Services

Date: November 18, 2022

Re: **ESC-0371-22 Library Materials- Midwest Tape, LLC POA 71967-22**

ESC-0371-22 Library Materials- Midwest Tape, LLC POA 71967-22 was awarded to Midwest Tape LLC in the form of a competitively bid contract (Attached). Jacksonville Public Library respectfully requests the supplier's contract be modified to reflect the funding additions below.

Midwest Tape LLC:

We request for Midwest Tape that POA 71967-22 funding be increased.
Funding of $1,296,994.61 should be added to the cost center/account number:
General funds- 00111.185102.566010.000000.00000000.00000.0000000.

If you have questions or need additional information regarding this request, please contact Stephanie Miller, Senior Manager of Library Collections at 255-6185.

Thank you for your consideration.

SUBJECT: Library Materials

BID #: ESC-0371-22 **OPEN DATE:** 7/15/2022

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from completion of award with three (3) one (1) year renewal options

AGENCY: Jacksonville Public Library

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 33 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of bid rejection for Multicultural Books and Video for failure to meet the minimum requirements Recommended approval to move forward with award to the top ranked primary and secondary suppliers as outlined below Period of services is three (3) years from date of contract execution with three (3) one year renewal options Total estimated expenditure amount is $567,181.39.

Primary Suppliers:
Books: Baker and Taylor $320,000.00
Audio & Visual and Digital Materials: Midwest Tape, $147,181 39

Secondary Suppliers:
Audio & Visual Materials: Baker and Taylor, TBD
Digital Materials: Overdrive, $100,000 00

Funding for this award to be executed by formal contract through the Office of General Counsel and encumbered by the following accounts 00111.185102.566010.000000.00000000.0000 0000000 – $367,181 39;
1408 185101 549006 010009 00000000.00000.0000000 - $200,000 00

Attachments Recommendation Memo, Tabulation and Scores, Rejection Letter, Evaluation Criteria and Scope of Work

ANALYST: JACLYN STAMOS **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Stephanie Miller, Senior Manager, Jacksonville Public Library

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

MEMBERS APPROVING ____ MEMBERS DISAPPROVING ____ DATE: ____

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 7-29-22

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No: 2019-02