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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 in the amount of $146,683.00. Total revised estimated expenditure not to exceed $3,523,707.00.

Primary Suppliers:
Books: Baker and Taylor: $1,832,848.00
Audio & Visual and Digital Materials: Midwest Tape: increase by $146,683.00, not to exceed $1,590,859.00

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 – $3,308,707.00; 1408.185101.549006.010009.00000000.00000.0000000 - $215,000.00

Attachments: Recommendation Memo, Previous Awards

ANALYST: _____ Corey Sidlo **RESPECTFULLY SUBMITTED** _____ 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, SM
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: June 12, 2023

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. Total revised estimated expenditure amount of ESC-0371-22 will be $3,523,707.

Midwest Tape LLC:

We request Midwest Tape POA 71967-22 be increased according to the funding below-

$31,683 should be added to account:
General funds- 00111.185102.566010.000000.00000000.00000.0000000.

$115,000 should be added to account:
State Aid funds- 11408.185101.549006.010009.00000000.00000.0000000.

For a total Midwest Tape LLC request of $146,683; not to exceed $1,590,859.

Jacksonville Public Library Standard Requisition Form $65,000 and Over

Use this form for all purchases $65,000 and over. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance. If this is a Single Source request, you must provide a written justification with written quote/proposal that a purchase can be made only from one justifiable source without competition and submitted to the Library Director for approval before submitting to Finance for processing.

Requested By: Jill Haile

Date: 06/16/23

Phone: 255-6036

Requesting Division: Support Services

Specify Branch/Other: Collection Development

☐ Regular Purchase Order

☐ Single Source

☑ Other: Change Order

Library Director Signature

Midwest Tape #71967-22 Amd 2

Amount: $ 146,683

Cost not to Exceed: $

(P-Card Only)

Funding Source:

Grant/Project Name/

Account:

#:

Supplier Name: Midwest Tape, LLC

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications:**

We request Midwest Tape contract/POA 71967-22 be increased by:
$31,683 should be added from account: 00111.185102.566010.000000.00000000.00000.0000000
$115,000 should be added from account: 11408.185101.549006.010009.00000000.00000.0000000

☑ Vendor in attached quote/estimate is Registered in 1Cloud.

☑ **Justification Letter Attached.** Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Requestor Jill Haile Signature Jill Haile Digitally signed by Jill Haile Date: 2023.06.16 12:32:40 -04'00' Date: 06/16/23

Division Dir. Stephanie Miller Signature Stephanie Miller Digitally signed by Stephanie Miller Date: 2023.06.16 12:49:35 -04'00' Date: 06/16/23

Library Finance Leshia Jones Signature Received By Reviewed Date 6-16-2023 Approved By Date: ~~06/16/23~~

Finance Use

Project # 010009
Task # 1
Contract # 11408-334100-PLJ01120
Expenditure Type: 549006
Expenditure Organization: PLPL Public Library – Libraries

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 Baker and Taylor in the amount of $1,512,848.00 for library materials. Total estimated expenditure not to exceed $3,377,024.00.

Primary Suppliers:
Books: Baker and Taylor: $1,832,848.00
Audio & Visual and Digital Materials: Midwest Tape: $1,444,176.00

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 – $3,277,024.00; 1408.185101.549006.010009.00000000.00000.0000000 - $100,000.00

Attachments: Recommendation Memo, Previous Awards

ANALYST: Corey Sidlo **RESPECTFULLY SUBMITTED** 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 5 MEMBERS DISAPPROVING 0 DATE: 12/22/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/22/22

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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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: Corey Sidlo **RESPECTFULLY SUBMITTED**
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 5 MEMBERS DISAPPROVING 0 DATE: 12/8/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/9/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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