SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18 **OPEN DATE: 2017-11-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED: 4** **OTHER 1**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Priority Transportation Group, Inc. (contract# 8A03557-22), in the amount $17,388.00. Total revised annual expenditure amount is $214,388.00. Total revised estimated annual expenditure amount is $1,029,776.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Awards

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

CONCURRENCE BY: Leslie Jones, Director, Jacksonville Public Library

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(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

September 8, 2021

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

THRU: Leslie Jones, Director
Jacksonville Public Library

FROM: Freddric Sherrod, Account Technician Specialist
Jacksonville Public Library

RE: SC-0296-18 Distribution Services for the Jacksonville Public Library

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The Jacksonville Public Library requests an change order on PO 630785-22 in the amount of $17,388.00 for additional services to carry the Libraries through the end of FY22 from Priority Transportation Group.

The funding source is: 00111.185102.534100.000000.00000000.00000.0000000

Your assistance in concurring with this recommendation would be appreciated. If you have questions or need additional information regarding this request, I can be reached at 255-5535 or by email at FSherrod@coj.net.

Attachments: Vendors Agreement Letter
Original Award Letter
First Renewal
Award Increase

cc: Gretchen Mitchell, Deputy Director
Leslie Jones, Finance Director

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SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18 **OPEN DATE: 2017-11-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 4 **OTHER** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award with Priority Transportation Group, Inc. to change the second renewal period from three (3) years to one (1) year. Recommend approval to utilize the second and final renewal option with Priority Transportation Group, Inc. Period of service is from October 1, 2021 through September 30, 2022. Total revised estimated annual expenditure amount is $197,000.00, for a total expenditure amount not to exceed $1,012,388.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant Director, Jacksonville Public Library

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/9/2021

Teresa R. Eichorn

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9-10-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18 **OPEN DATE: 2017-11-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 4 **OTHER** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Priority Transportation Group, Inc. by $197,000.00 for the third year of the three (3) year renewal period ending September 30, 2021. Total revised estimated annual expenditure amount is $598,000.00, for a total expenditure amount not to exceed $815,388.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo and Previous Awards

ANALYST: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant Director, Jacksonville Public Library

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/22/2020

Teresa R. Eicheen _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 10/23/20

MR APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18

OPEN DATE: 2017-11-01

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT –FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 4 **OTHER** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Priority Transportation Group, Inc. by $197,000.00 for the second year of a three (3) year renewal period ending September 30, 2021. Total revised estimated annual expenditure amount is $401,000.00, for a total expenditure amount not to exceed $618,388.00.

Funding Source: PLJX011MBBS-03410 – To be encumbered by purchase orders

Attachments: Recommendation Memo and Previous Award

ANALYST: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant Director, Jacksonville Public Library

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 11-14-19

Teresa R Eichner _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 11/14/19

MK APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18

OPEN DATE: 2017-11-01

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT –FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2016, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 NUMBER RECEIVED: 4 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with Priority Transportation Group, Inc. Period of service is from October 1, 2018 through September 30, 2021. Total revised estimated annual expenditure amount is $204,000.00, for a total expenditure amount not to exceed $421,388.00.

Funding Source: PLJX011MBBS-03410 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Vendor Letter and Previous Award

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant Director, Jacksonville Public Library

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/06/18

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 9/06/18

APPROVED _____ DISAPPROVED _____

OTHER _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION _____

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18

OPEN DATE: 2017-11-01

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT –FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 NUMBER RECEIVED: 4 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Unify, Inc., dba Global Equipment & Services, for not providing the requested information per the minimum qualifications section IV of the bid specifications, specifically for items 1, 3-11 and 13, Reject SFS Holding, LLC dba Specialty Freight & Courier due to company not meeting stated minimum qualifications section IV specifically on item 13 with number of trucks being used.

Recommend approval of award to the next lowest responsive, responsible bidder, Priority Transportation Group, Inc for Distribution Services for Jacksonville Public Library. Period of service is from date of award, through September 30, 2018, with two (2) three (3) year renewal options. Total estimated annual expenditure amount not to exceed $217,388.00 to include the price for 800 special requests within the year.

Funding will be encumbered by various accounts and processed by individual Purchase Orders.

Attachments: Recommendation Memo, Tabulation, Vendors Rejection Confirmation, Terms and Conditions, Scope of Work

ANALYST: Marilyn Laidler MARILYN LAIDLER RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Mark F. Merritt, Library Deputy Director, Jacksonville Public Library

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 12/21/17

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 12/21/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Sam E. Mousa

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No 2015 05