**City of Jacksonville, Florida**

*Lenny Curry, Mayor*

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

**MEMORANDUM**

**TO:** **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

**FROM:** **Gregory Pease, Chief of Procurement**

**DATE:** **August 19, 2019**

**RE:** **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **Acquisitions, Cataloging and Processing of Library Materials.** As a follow up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

***CSPEC APPROVAL***

| | |
|---|---|
| Finance Director or designee | Procurement Chief or designee |
| General Counsel or designee | Department/Agency Representative |
| Public Works Director or designee | |

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

TO: Gregory Pease,
Chief of Procurement Division

FROM: Charlene Adkins, Collection Development Manager
Jacksonville Public Library (JPL)

DATE: August 19, 2019

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Jacksonville Public Library Acquisitions, Cataloging and Processing of Library Materials Request for Proposal

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services. The following information is furnished in accordance with chapter 126.204 (a) (1) of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of proposals for services from commercially and technically qualified and experienced vendors for contract(s) to furnish, on an as needed basis, library books, audiovisual materials and digital materials in a variety of formats, including hardcover books, trade paperbacks, mass-market paperbacks, library editions, CDs, DVD's, spoken word audio CDs, international language materials, digital e books, e audio, e music and e video. The Vendor may be responsible for the acquisition, original cataloging, copy cataloging, item linking (online linking of item-level, copy specific information to appropriate bibliographic records), processing and delivery of the materials. The vendor must be able to provide a broad spectrum of library materials in quantities to meet the needs of a large public library system.

The evaluated bid process is the most effective way for Jacksonville Public Library to acquire these materials and services. In order to ensure that our requirements are met as described in Section 4, Description of Services and Deliverables, the evaluated process would be the fairest way to select vendors. It is believed that this contract will provide the best discounts, penalties for non-performance, routine scheduling of deliveries and smoother transitions in fiscal years.

The estimated period of time the services will be required is three years with the ability to extend service for up to three additional years.

There are currently no bids or contracts out for these services.

The sub-committee responsible for evaluation of submitted bids will be comprised of representatives from the Jacksonville Public Library. The names and telephone numbers of the representatives designated to serve on the committee are Charlene Adkins- 630-1125, Jill Haile- 630-1373, Diane Willman - 630-1352, Mary Johnson- 630-1339 and as a possible alternate: Jill Sherrod-630-1359.

Attached please find the scope of work, minimum specifications and intended evaluation criteria.

It is our desire that this job be awarded in the form of contracts upon selection of the winning vendors.

Thank- you for considering our request.

CC: Chuck McNeil
Gretchen Mitchell

**Department of Finance and Administration**
**Procurement Division**

# CITY OF JACKSONVILLE

**June 14, 2019**

**To:** Greg Pease, Division Chief
Procurement Division

**From:** Aileen Cruz, JSEB Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) Compliance Office

**RE:** **Acquisitions, Cataloging and Processing of Library Materials**

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The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8828.

cc: Annette Leslie-Burney

## Leslie-Burney, Annette

**From:** Willis, Ann on behalf of RiskReview
**Sent:** Monday, June 24, 2019 3:28 PM
**To:** Leslie-Burney, Annette; RiskReview
**Cc:** Adkins, Charlene; Pease, Gregory
**Subject:** RE: JPL Acquisition, Cataloging and Processing of Library Material
**Attachments:** Library materials FY20 - Risk - RM Redline 6.24.19.doc; Library materials FY20 - Risk - RM Redline 6.24.19.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 255-5314 (o)
(904)255-5347 (f)
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**From:** Leslie-Burney, Annette <ABurney@coj.net>
**Sent:** Wednesday, June 19, 2019 12:06 PM
**To:** RiskReview <RiskReview@coj.net>
**Cc:** Adkins, Charlene <CADKINS@coj.net>; Pease, Gregory <GPease@coj.net>
**Subject:** JPL Acquisition, Cataloging and Processing of Library Material

Ann, please find the attached RFP for review and issuance of the indemnification and insurance requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department

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Jacksonville, FL 32202
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