Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Distribution Services - SC-0264-23

Requested Action/Authority:

Recommend approval to increase the award with Priority Transportation Group, Inc. dba Priority Couriers by $243,572.00 for courier services. Period of service effective through December 19, 2025, with two, 1-year renewals remaining. Total revised expenditure amount not to exceed $730,716.00.

Justification/Explanation:

SC-0264-23/POA-70172-23 For FY25 distribution services for Jacksonville Public Library. Period service, terms and conditions will remain unchanged.

Legal Contract #:	70172-23	Contract Date:	12/19/2023	Change Order/AMD #:	2	
PO/Release #:	N/A	Bid Date:	11/30/2022	Awarded Supplier:	Priority Transporation Group	
Licenses Verified:	N/A	Effective Date:	10/24/2024	Basis of Award:	LPTA	
Federally Funded:	N/A	No. Invited:	23	Responses Received:	1	Attachments:
Solicitation:	ITB - SC-0264 - 23			Procurement Contract #:	POA - 70172-23	
Executed By:	Office of General Counsel					

PoP:Base:	2 years	Options:	2, 1-year renewal options	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	185102	Acct:	534100	Proj:	000000	Activity:	00000000	$	243,572.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 730,716.00	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	PLJX:PUBLIC_LIBRARY_BRANCHES			
Concurrence:	Signed by: E3D417DEFA88482...	Title:	LIBRARY DIRECTOR	10/8/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata 7771B2C9F58442C...	Chief of Procurement:	Signed by: Robert Warmburg, for Dustin Freeman 4912CA1D431247A... 10/22/2024
Name:	Barnett, Renata	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

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: Stephanie Miller Date: 9/16/24 Phone: 904-255-6185

Requesting Division: Support Services Specify Branch/Other: Collection Management

☐ Regular Purchase Order ☑ Other:

☐ Single Source Library Director Signature

Amount: $ 243,572.00 contract amendment #2

Cost not to Exceed: $ Funding Source: 00111 185102 - Main Library & Branches

(P-Card Only) Grant/Project Name/

Account: 534100 - Contractural Services Supplier Name: Priority Transportation Group

#:

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

amend contract & POA 70172-23 to add FY 25 funds to contract and POA.

☑ 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 Stephanie Miller Signature Stephanie Miller Digitally signed by Stephanie Miller Date: 2024.09.16 13:36:57 -04'00' Date: 9/16/24

Division Dir. Julie McNeil Signature Julie P. McNeil Digitally signed by Julie P. McNeil Date: 2024.09.16 16:58:02 -04'00' Date: 9/16/24

Library Finance Dr. Leslie Jones Signature _____ Date: 9/16/24

Finance Use

Only

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

JACKSONVILLE PUBLIC LIBRARY

Start Here. Go Anywhere.

DATE: September 16, 2024

TO: Dustin Freeman, Chief of Procurement

FROM: Stephanie Miller, Senior Manager of the Library Collection

SUBJECT: Increase award/Change Order request for Priority POA 70172-23
00111.185102.534100.000000.00000000.0000000

SC-0264-23 was awarded to Priority Transportation Group, Inc., DBA Priority Couriers for distribution services to the Jacksonville Public Library. The Library requests an increase to POA 70172-23 in the amount of $243,572.00, bringing to total amount of the award to $730,716.00. This will be the amendment #2 for the contract.

The addition of these funds will allow the Library to continue providing delivery service and provide library materials to customers.

CC: Gretchen Mitchell, Deputy Chief Librarian Support Services, Jacksonville Public Library
Dr. Leslie Jones, Director Library Finance & Budget, Jacksonville Public Library

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

FIRST AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
PRIORITY TRANSPORTATION GROUP d/b/a PRIORITY DELIVERY, INC.
FOR
FY 24 DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

THIS FIRST AMENDMENT to Contract for distribution services for the Jacksonville Public Library in fiscal year 2024 (hereinafter the "Services") is made and entered into this day of December 19, 2023 (hereinafter the "Effective Date"), by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter the "Owner" or the "City"), and **PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.**, a Florida profit corporation with principal office at 4344 Philips Highway, Jacksonville, Florida 32207 (hereinafter the "Contractor").

WHERERAS, on February 27, 2023, City and Contractor made and entered into City of Jacksonville Contract No. 70172-23 (the "Contract"); and

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by providing additional funding in the amount of $243,572.00, thereby increasing the maximum indebtedness by $243,572.00 to a new total maximum indebtedness not to exceed $487,144.00, with all other provisions, terms, and conditions remaining unchanged; now therefore

IN CONSIDERATION of the of the premises and mutual covenants contained below and of other good and valuable consideration acknowledged by the parties to be sufficient, the paries have agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 2 of said Contract is amended by providing additional funding in the amount of $243,572.00, thereby increasing the maximum indebtedness by $243,572.00 to a new total maximum indebtedness not to exceed $487,144.00, and as amended shall read as follows:

"2. Contractor will at its own cost and expense do the work required to

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

be done and furnish the materials required to be furnished on said Project in accordance with plans and specifications prepared by the Procurement Division, Bid Number SC-0264-23, bid date November 30, 2022, designated as *Distribution Services for Jacksonville Public Library*, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total base bid amount not to exceed FOUR HUNDRED EIGHTY-SEVEN THOUSAND ONE HUNDRED FORTY-FOUR AND 00/100 DOLLARS ($487,144.00.00), at and for the prices and on the terms contained in the Contract Documents."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally. Signature page follows immediately.]

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment in duplicate the day and year first above written.

ATTEST:

By _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By _____
Donna Deegan, Mayor

OWNER

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

WITNESS:

_____
Signature

Jordan Beyler
Type/Print Name

Billing Director
Title

PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.

_____
Signature

Steven M Lukenbach
Type/Print Name

President
Title

CONTRACTOR

Encumbrance & funding information is found on the next page.

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

ENCUMBRANCE & FUNDING INFORMATION:

Account No.: 00111.185102.534100.00000000000000.00000.0000000
Amount: $243,572.00

TOTAL MAXIMUM INDEBTEDNESS: $487,144.00.00

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.

Anna Broche
Director of Finance
City Contract No. 70172-23

Form Approved

James R McCain, Jr
Assistant General Counsel

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

INDEMNIFICATION

Contractor and its subcontractors (the "Indemnifying Party") shall hold harmless, indemnify, and defend the City of Jacksonville and their respective members, officers, officials, employees and agents (collectively the "**Indemnified Parties**") from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness, or intentionally wrongful conduct on the part of the Indemnifying Party that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Party's performance of the **Agreement**, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this **Agreement** contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the **Agreement**; and

3. Intellectual Property Liability, to the extent this **Agreement** contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services provided under this **Agreement** (the "**Service(s)**"), any product generated by the Services, or any part of the Services as contemplated in this **Agreement**, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Party shall, immediately, make every reasonable effort to secure within sixty (60) days, for the Indemnified Parties, a license, authorizing the continued use of the Service or product. If the Indemnifying Party fails to secure such a license for the Indemnified Parties, then the Indemnifying Party shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to the City, so that the Service or product is non-infringing.

If an Indemnified Party exercises its right under this **Agreement**, the Indemnified Party will (1) provide reasonable notice to the Indemnifying Party of the applicable claim or liability, and (2) allow Indemnifying Party, at its own expense, to participate in the litigation of such claim or liability to protect its interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by, any insurance provided pursuant to the Agreement or otherwise. Such terms of indemnity shall survive the expiration or termination of the Agreement.**

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

INSURANCE REQUIREMENTS

Without limiting its liability under this Contract, Contractor shall at all times during the term of this Contract procure prior to commencement of work and maintain at its sole expense during the life of this Contract (and Contractor shall require its, subcontractors, laborers, materialmen and suppliers to provide, as applicable), insurance of the types and limits not less than amounts stated below:

Insurance Coverages

Schedule	Limits
Worker's Compensation	Florida Statutory Coverage
Employer's Liability	$ 100,000 Each Accident
	$ 500,000 Disease Policy Limit
	$ 100,000 Each Employee/Disease

This insurance shall cover the Contractor (and, to the extent they are not otherwise insured, its subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act, USL&H and Jones, and any other applicable federal or state law.

Commercial General Liability	$2,000,000	General Aggregate
	$2,000,000	Products & Comp. Ops. Agg.
	$1,000,000	Personal/Advertising Injury
	$1,000,000	Each Occurrence
	$ 50,000	Fire Damage
	$ 5,000	Medical Expenses

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those reasonably required by the City's Office of Insurance and Risk Management. An Excess Liability policy or Umbrella policy can be used to satisfy the above limits.

Automobile Liability $1,000,000 Combined Single Limit
(Coverage for all automobiles, owned, hired or non-owned used in performance of the Contract)

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Business Auto Coverage Form (ISO Form CA0001) as filed for use in the State of Florida without any restrictive endorsements other than those which are required by the State of Florida, or equivalent manuscript form, must be attached to the policy equivalent endorsement as filed with ISO (i.e., mandatory endorsement).

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

Additional Insurance Provisions

A. Certificates of Insurance. Contractor shall deliver to the City of Jacksonville Certificates of Insurance that shows the corresponding City Contract , Bid Number or PO if applicable in the Description, Additional Insured, Waivers of Subrogation and statement as provided below. The certificates of insurance shall be insurance certificate shall be made available upon request of the City of Jacksonville.

B. Additional Insured: All insurance except Worker's Compensation, Crime shall be endorsed to name the City of Jacksonville and their respective members, officers, officials, employees, and agents as Additional Insured. Additional Insured for General Liability shall be in a form no more restrictive than CG2010 and, if products and completed operations is required, CG2037, Automobile Liability in a form no more restrictive than CA2048.

C. Waiver of Subrogation. All required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the City of Jacksonville its respective members, officers, officials, employees and agents

D. Carrier Qualifications. The above insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes or a company that is declared as an approved Surplus Lines carrier under Chapter 626 Florida Statutes. Such insurance shall be written by an insurer with an A.M. Best Rating of A- VII or better.

E. Contractor Insurance Primary. The insurance provided by Contractor shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by the City of Jacksonville and their respective members, officers, officials, employees, and agents

F. Deductible or Self-Insured Retention Provisions. All deductibles and self-insured retentions associated with coverages required for compliance with this Agreement shall remain the sole and exclusive responsibility of the named insured Contractor . Under no circumstances will the City of Jacksonville its respective members, officers, officials, employees, and agents be responsible for paying any deductible or self-insured retention related to this Contract.

G. Agreement Insurance Additional Remedy. Compliance with the insurance requirements of this Agreement shall not limit the liability of the Contractor or its subcontractors, employees, or agents to the City of Jacksonville its respective members, officers, officials, employees, and agents and shall be in addition to and not in lieu of any other remedy available under this Agreement or otherwise.

H. Waiver/Estoppel. Neither approval by City of Jacksonville nor its failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide insurance as required under this Contract.

I. Notice. The Contractor shall provide an endorsement issued by the insurer to provide the City of Jacksonville thirty (30) days prior written notice of any change in the above insurance coverage limits or cancellation, including through expiration or non-renewal. If such endorsement is not provided, the Contractor, shall provide said thirty (30) days written notice of any change in the above coverages or limits, or of coverages being suspended, voided, cancelled, including through expiration or non-renewal.

J. Survival. Anything to the contrary notwithstanding, the liabilities of the Contractor under this

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

Agreement shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage.

K. Additional Insurance. Depending upon the nature of any aspect of any project and its accompanying exposures and liabilities, the City of Jacksonville may reasonably require additional insurance coverages in amounts responsive to those liabilities, which may or may not require that the City of Jacksonville and its respective members, officers, officials, employees and agents also be named as an additional insured.

L. Special Provision: Prior to executing this Agreement, Contractor shall present this Agreement and insurance requirements to its Insurance Agent Affirming: 1) that the agent has personally reviewed the insurance requirements of the Agreement Documents, and (2) that the agent is capable (has proper market access) to provide the coverages and limits of liability required on behalf of Contract.

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

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 to increase the award with Priority Transportation Group, Inc., DBA Priority Couriers in the amount of $243,572.00 for FY24 distribution services for Jacksonville Public Library. Total revised expenditure amount not to exceed $487,144.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - 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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/12/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 10/12/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Contract Purchase Agreement POA-70172-23 Change Order 1

Agreement	POA-70172-23
Agreement Date	03-MAR-2023
Change Order	1
Change Order Date	17-OCT-2023
Revision	1
Agreement Amount	487,144.00 USD
Solicitation Number	SC-0264-23

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
26-Feb-2023	25-Feb-2025		Corey Sidlo CSidlo@coj.net	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Contract Purchase Agreement POA-70172-23 Change Order 1

Agreement	**POA-70172-23**
Agreement Date	**03-MAR-2023**
Change Order	**1**
Change Order Date	**17-OCT-2023**
Revision	**1**
Agreement Amount	**487,144.00 USD**
Solicitation Number	**SC-0264-23**

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
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Start Date	End Date		Confirm To	
26-Feb-2023	**25-Feb-2025**		**Corey Sidlo** **CSidlo@coj.net**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

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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:
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Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - 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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/12/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 10/12/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: DE5A54D7-58C2-4E01-AEF6-A32A51EF9935

JACKSONVILLE
PUBLIC LIBRARY

Start Here. Go Anywhere.

DATE: September 20, 2023

TO: Dustin Freeman, Chief of Procurement

FROM: Stephanie Miller, Senior Manager of the Library Collection SM

SUBJECT: Increase award/Change Order request for Priority POA 70172-23
00111.185102.534100.000000.00000000.0000000

SC-0264-23 was awarded to Priority Transportation Group, Inc., DBA Priority Couriers for distribution services to the Jacksonville Public Library. The Library requests an increase to POA 70172-23 in the amount of $243,572, bringing to total amount of the award to $487,144. This will be the amendment #1 for the contract.

The addition of these funds will allow the Library to continue providing delivery service and provide library materials to customers.

CC: Leslie Jones, Assistant Director – Library Finance
Gretchen Mitchell, Deputy Director – Support Services
Tim Rogers, Chief Librarian/Library Director

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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: _____ COREY SIDLO **RESPECTFULLY SUBMITTED** _____ 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 3 MEMBERS DISAPPROVING 0 DATE: 12/15/2022

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 12/15/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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