City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Request to add FY 25 Funds for Midwest Tape, LLC -Amendment 5

Requested Action/Authority:

Recommend approval to increase the award Midwest Tape, LLC (Contract# 41967-22) in the amount of $1,029,000.00 for FY25 library materials. Total revised annual expenditure amount is $3,901,109.14 for a not to exceed expenditure amount of $11,328,612.36. Period of services will remain unchanged through June 30, 2026.

Justification/Explanation:

ESC-0371-22 - Multiple Award Contract. The following suppliers will be amended separately:
Baker & Taylor - Total Annual Expenditure - $6,611,392.00
OverDrive Inc. - Total Annual Expenditure - $2,408,959.22

Legal Contract #:	71967-22	Contract Date:	10/26/2022	Change Order/AMD #:	5	
PO/Release #:	N/A	Bid Date:	07/15/2022	Awarded Supplier:	Midwest Tapes	
Licenses Verified:	N/A	Effective Date:	11/07/2022	Basis of Award:	Highest Evaluated	
Federally Funded:	N/A	No. Invited:	33	Responses Received:	7	Attachments:
Solicitation:	RFP-NONCON ESC-371 - 22			Procurement Contract #:	POA - 71967-22	
Executed By:	Office of General Counsel					

PoP:Base:	3 years	Options:	3, 1-year renewals	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	185102	Acct:	566010	Proj:	000000	Activity:	00000000	$	1,029,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 13,950,460.36	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	PLJX:PUBLIC_LIBRARY_BRANCHES			
Concurrence:	Signed by: E3D417DEFA88482...	Title:	LIBRARY DIRECTOR	10/2/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata 7771B2C9F56442C...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 11/5/2024
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:

Docusign Envelope ID: AFF8738F-A34A-4188-A7B0-1707A74553D3

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.

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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.*

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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: **ESC-0371-22 Library Materials - Baker & Taylor, LLC POA-71966-22, Midwest Tape, LLC POA-71967-22 and OverDrive Inc., POA-71968-22 FY25 Funding Request**

ESC-0371-22 Library Materials- Baker & Taylor, LLC POA-71966-22, Midwest Tape, LLC POA-71967-22 and OverDrive Inc., POA-71968-22 were awarded in the form of a competitively bid contract (Attached).

Jacksonville Public Library respectfully requests to increase supplier's awards with Baker & Taylor, Midwest Tape, and OverDrive in the amount of $3,776,327.61 as listed below. The total revised estimated expenditure not to exceed amount of ESC-0371-22 will be $11,328,612.36.

We request supplier contract be increased according to the funding below:

Baker & Taylor LLC POA-71966-22 Amendment #3
$1,592,848 should be added to account General funds
00111.185102.566010.000000.00000000.00000.0000000
Total expenditure not to exceed $5,018,544

Midwest Tape LLC POA-71967-22 Amendment #5
$1,029,000 should be added to account General funds
00111.185102.566010.000000.00000000.00000.0000000
Total expenditure not to exceed $3,901,109.14

OverDrive Inc. POA-71968-22 Amendment #2
$1,154,479.61 should be added to account General funds
00111.185102.566010.000000.00000000.00000.0000000
Total expenditure not to exceed $2,408,959.22

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.

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