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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 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: _____ **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 _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

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: _____ **RESPECTFULLY SUBMITTED** _____
COREY SIDLO
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