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 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: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant 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

Jacksonville Public Library
Finance and Administrative Services
303 Laura Street N.
Jacksonville, Florida 32202

August 23, 2018

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

THRU: Tim Rogers, Director
Jacksonville Public Library

FROM: Chuck McNeil, Assistant Director
Jacksonville Public Library

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

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The Jacksonville Public Library recommends approval to utilize the first of two three (3) year renewal options with Priority Transport Group to continue providing distribution service to the Jacksonville Public Library for the period of October 1, 2018 to September 30, 2021.

The estimated annual expenditure will be $204,000.00, with a not to exceed expenditure in the amount of $421,388.00 to be funded from PLJX011MBBS-03410, funding subject to budget approval.

Your assistance in concurring with this recommendation would be appreciated. If you have questions or need additional information regarding this request, please contact Caryn Bellavia at 630-1632.

Attachments: Vendors Agreement Letter
Copy of Insurance Certificate
Original Award Copy

cc: Gretchen Mitchell, Deputy Director
Caryn Bellavia, Contract Administrator

PRIORITY COURIERS

"The Smartest Decision For Your Delivery"

August 7, 2018

Ms. Caryn Bellavia
Contract Administration Coordinator
City of Jacksonville-Jacksonville Public Library
303 N. Laura Street
Jacksonville, FL 32202

Dear Ms. Bellavia:

Priority Couriers would like to renew the delivery contract we have with the City of Jacksonville and the Jacksonville Public Library for the period October 1, 2018 through September 30, 2021. We understand that this contract is bid # SC-0296-18 . We will maintain the current pricing of a monthly fee of $15849.00 and $34.00 per special run or surplus run.

If you have any questions or comments, please call me anytime at 733-0030.

Sincerely,

Steven Lukenbach
President

Prompt, reliable courteous service available 24 hours a day, 7 days a week.
4344 Philips Highway Jacksonville, FL 32207 (904) 733-0030 Fax (904) 733-0441
NATIONAL WATS 1-800-226-9535

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