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 amend the award with Priority Transportation Group, Inc. to change the second renewal period from three (3) years to one (1) year. Recommend approval to utilize the second and final renewal option with Priority Transportation Group, Inc. Period of service is from October 1, 2021 through September 30, 2022. Total revised estimated annual expenditure amount is $197,000.00, for a total expenditure amount not to exceed $1,012,388.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

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

August 26, 2021

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Michael T. Sullivan
Process Improvement Manager

THRU: Chuck McNeil, Asst. Director
Finance

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

The Jacksonville Public Library recommends approval to utilize the second of two three (3) year renewal options, amending the second renewal period from (3) three years to one (1) year, with Priority Transportation Group, Inc. to continue providing ground delivery service to the Jacksonville Public Library for the period of October 1, 2021 to September 30, 2022.

The recommendation to amend the second renewal period from (3) three years to one (1) year results from concerns related to accidents with damage to City of Jacksonville, Public Library property on January 14, 2021 at the South Mandarin Library Branch and February 21, 2021 at the Pablo Creek Regional Branch. Priority Transportation Group, Inc. has agreed to the change in the renewal period from three (3) years to one (1) year.

The estimated annual expenditure will be $197,000 with a not to exceed amount of $1,012,388. The funding source is: 00111.185102.534100.000000.00000000.00000.0000000

Your assistance in concurring with this recommendation would be appreciated. If you have questions or need additional information regarding this request, I can be reached at 255-6117 or by email at michaels@coj.net.

Attachments: Vendors Agreement Letter
Original Award Letter
First Renewal
Award Increase

cc: Gretchen Mitchell, Deputy Director
Support Services

PRIORITY COURIERS

"The Smartest Decision For Your Delivery"

July 6, 2021

Mr. Michael Sullivan
Manager Process Improvement
City of Jacksonville-Jacksonville Public Library
Jacksonville, FL 32202

Dear Mr. Sullivan:

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, 2021 through September 30, 2022. We understand that this contract is bid # SC-0296-18 . The current contract states that it will be a 3 year renewal but the JPL has requested a change to a 1 year renewal. We agree with the change to a 1 year renewal and 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 increase the award with Priority Transportation Group, Inc. by $197,000.00 for the third year of the three (3) year renewal period ending September 30, 2021. Total revised estimated annual expenditure amount is $598,000.00, for a total expenditure amount not to exceed $815,388.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo and Previous Awards

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant 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: 10/22/2020

Teresa R. Eichen _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 10/23/20

MR APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

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: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant 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: 9/06/18

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 9/06/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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