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 extend the award with Priority Transportation Group, Inc., dba Priority Couriers for an additional 90 days, and to increase the expenditure by $50,000.00. The Public Library is requesting this extension to ensure the continuation of delivery services while the service is being rebid.

The revised period of service is October 1, 2022 through December 29, 2022. Total annual expenditure amount is $264,388.00. Total revised not to exceed expenditure amount is $1,079,776.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter, and Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Leslie Jones, 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 25, 2022

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Michael T. Sullivan, Process Improvement Manager MS
Jacksonville Public Library

THROUGH: Leslie Jones, Asst. Director LJ
Finance and Administrative Services

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

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The Jacksonville Pubic Library currently uses Priority Couriers to provide Distribution Services. The current contract (SC-0296-18) with Priority Couriers will end on September 30, 2022, with no additional renewal options available.

The Jacksonville Public Library would like to request an Administrative Award to extend the current agreement with Priority Couriers for 90 additional days, from October 1 to December 29, 2022. The extension will ensure the continuation of delivery services while the service is being rebid.

The estimated expenditure for the 90-day extension is $50,000. The funding source is:
00111.185102.534100.000000.00000000.00000.0000000

If you have questions or need additional information regarding this request, please contact Michael Sullivan, Process Improvement Manager 255-6117.

Attachments: Vendor's Extension Agreement Letter
Original Award
First Renewal
Second Renewal

cc: Gretchen Mitchell, Deputy Director
Support Services

PRIORITY COURIERS

"The Smartest Decision For Your Delivery"

August 2, 2022

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

Dear Mr. Sullivan:

Priority Couriers would like to extend the delivery contract SC-0296-18 for the period from October 1, 2022 to December 29, 2022 with the Jacksonville Public Library. 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. (contract# 8A03557-22), in the amount $17,388.00. Total revised annual expenditure amount is $214,388.00. Total revised estimated annual expenditure amount is $1,029,776.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED:** _____
JACLYN STAMOS GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Leslie Jones, 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 3 MEMBERS DISAPPROVING 0 DATE: 9/15/2022

Teresa R. Eiland _____ OTHER: _____

Lyle Ed Reed _____

J. R. McCarty _____

ACTION OF AWARDING AUTHORITY DATE 9/15/22

APPROVED ✓ 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 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: _____ 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: 9/9/2021

Teresa R. Eichner _____ OTHER _____

Michael Reed _____

Hugh W. _____

ACTION OF AWARDING AUTHORITY DATE 9-10-21

APPROVED ✓ 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 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

Jerryon R. Eichner OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/23/20

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 increase the award with Priority Transportation Group, Inc. by $197,000.00 for the second year of a three (3) year renewal period ending September 30, 2021. Total revised estimated annual expenditure amount is $401,000.00, for a total expenditure amount not to exceed $618,388.00.

Funding Source: PLJX011MBBS-03410 – To be encumbered by purchase orders

Attachments: Recommendation Memo 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: 11-14-19

Teresa R Eichner _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 11/14/19

APPROVED ✓ _____ 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 $421,386.00.

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 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

(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

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