SUBJECT: **GROUND DELIVERY SERVICE FOR THE JACKSONVILLE PUBLIC LIBRARY (REBID)**

BID# SC-0610-14 OPEN DATE: **2014-08-13**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **LIBRARY**

BASIS OF AWARD: **ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED **21** NUMBER RECEIVED **2** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the third and final renewal option with Priority Transport Group, Inc. dba Priority Couriers for the period of October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure amount is $51,000.00, for a total expenditure amount not to exceed $621,000.00.

Funding Source: PLJX011MBBS-03410 - To be executed by formal contract amendment (9509-01) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. 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.

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Mark Merrit, Deputy Director, Jacksonville Public Library**

(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 _____

FORM GB-108, Revised 12/2007

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

Memorandum

Date: August 8, 2017

To: Gregory Pease, Chief of Procurement Mark K. Merritt

From: Mark Merritt, Deputy Director, JPL Administration and Finance

Re: **SC-0610-14 GROUND DELIVERY SERVICE FOR THE JACKSONVILLE PUBLIC LIBRARY- 3rd Renewal**

The Jacksonville Public Library recommends approval to utilize the 3rd, and final, of three (3) one (1) year renewal options with Priority Transport Group to continue providing ground delivery service to the Jacksonville Public Library for the period of October 1, 2017 to September 30, 2018.

The estimated annual expenditure will be $51,000.00, not to exceed $621,000.00 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 Jacksonville Public Library at 630-1632.

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

cc: Caryn Bellavia, Contract Administration Coordinator

PRIORITY COURIERS

"The Smartest Decision For Your Delivery"

August 7, 2017

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, 2017 through September 30, 2018. We understand that this contract is bid # SC-0610-14 . We will maintain the current pricing of $27.00 per Library tote delivery and $32.00 per special run or surplus run.

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

Sincerely,

Steven Lukenbach
President

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/3/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh Pointe Insurance
2850 Isabella Boulevard
Suite 30
Jacksonville Beach FL 32250

CONTACT NAME:
PHONE (A/C, No, Ext): 904-201-1216 FAX (A/C, No): 904-239-3136
E-MAIL ADDRESS: lisa@marsh-pointe.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: AIX Specialty Insurance Company	12833
INSURER B: Chubb Group of Insurance Companies	388
INSURER C: Bridgefield Employers Insurance Company c/o	10701
INSURER D: Westchester Fire Insurance Company	10030
INSURER E: QBE Insurance Ltd	39217
INSURER F: Hanover Insurance Company	22292

INSURED PRIOTRA-01
Priority Delivery, Inc
DBA Priority Couriers
PO Box 16254
Jacksonville FL 32245

COVERAGES CERTIFICATE NUMBER: 13044352 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
F	X COMMERCIAL GENERAL LIABILITY			L1QA43601702	9/30/2016	9/30/2017	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			3FA3CA000013103	8/31/2016	8/31/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
E	UMBRELLA LIAB X OCCUR			MQSX00005168-02	9/30/2016	9/30/2017	EACH OCCURRENCE	$4,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$4,000,000
	DED X RETENTION $0							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			830-42878	8/31/2016	8/31/2017	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
B	Motor Truck Cargo Liability			0868-94-56ECL	8/31/2016	8/31/2017	Limit of Insurance	100,000
B	Crime			8242-8755	9/30/2016	9/30/2017	In Transit	50,000
D	Employment Practices Liability			G27512185003	9/30/2016	9/30/2017	1,000,000 Occ	2,000,000 Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Courier Services

4344 Phillips Highway Jacksonville, FL 32256

CERTIFICATE HOLDER

Jacksonville Public Library
303 N. Laura Street
Jacksonville FL 32202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SUBJECT: GROUND DELIVERY SERVICE FOR THE JACKSONVILLE PUBLIC LIBRARY (REBID)

BID# SC-0610-14 OPEN DATE: 2014-08-13

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: LIBRARY

BASIS OF AWARD: ALL OR NONE TO THEW LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED 21 NUMBER RECEIVED 2 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the second of three (3) renewal options with Priority Transport Group, Inc. dba Priority Couriers for the period of October 1, 2016 through September 30, 2017. Total revised estimated annual expenditure in the amount of $185,000.00, for a not to exceed expenditure amount of $570,000.00.

Funding Source: PLJX011MBBS-03410 - To be executed by formal contract amendment #2 (9509-01) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. 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.

BUYER: ANNETTE BURNEY RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Mark Merritt, Deputy 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 Ø DATE: 7-28-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 7/28/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

FORM GB-108, Revised 12/2007

SUBJECT: GROUND DELIVERY SERVICE FOR THE JACKSONVILLE PUBLIC LIBRARY (REBID)

BID# SC-0610-14 OPEN DATE: 2014-08-13

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: LIBRARY

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED 21 NUMBER RECEIVED 2 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the first of three (3) renewal options with Priority Transport Group, Inc. dba Priority Couriers for the period of October 1, 2015 through September 30, 2016. Total revised estimated annual expenditure in the amount of $185,000.00, for a not to exceed expenditure amount of $385,000.00.

Funding Source: PLJX011MBBS-03410 - To be executed by formal contract amendment #1 (9509-01) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. 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.

BUYER: _____ RESPECTFULLY SUBMITTED: _____
ANNETTE BURNEY For: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Mark Merritt, Deputy Director, Administration and Finance, 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 _____ DATE: 08/06/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 8/06/15

MF APPROVED ✓ DISAPPROVED _____

OTHER _____

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

FORM GB-106, Revised 12/2007

SUBJECT: GROUND DELIVERY SERVICE FOR THE JACKSONVILLE PUBLIC LIBRARY (REBID)

BID# SC-0610-14 OPEN DATE: 8/13/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: LIBRARY

BASIS OF AWARD: ALL-OR-NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED 21 NUMBER RECEIVED 2 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the lowest responsive, responsible bidder, Priority Transport Group for ground delivery service for the Jacksonville Public Library. Period of service is from October 1, 2014 through September 30, 2015, with three (3) one (1) year renewal options in the not to exceed expenditure of $200,000.00.

Funding for this award to be encumbered by account PLJX011MBBS-03410 to be executed by formal contract through Office of General Counsel.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2014. 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.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet

BUYER: KATHERINE NASWORTHY RESPECTFULLY SUBMITTED: GREGORY PLEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: BARBARA A. B. GUBBIN, DIRECTOR, JACKSONVILLE PUBLIC LIBRARY

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE 09/04/14

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 9/9/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007