City of Jacksonville, Florida
Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **May 9, 2022**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor for **Library Materials.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

TO: Gregory Pease,
Chief of Procurement Division

FROM: Stephanie Miller, Senior Manager of Library Collections
Jacksonville Public Library (JPL)

SMiller

CC: Leslie Jones, Assistant Director of Finance & Administrative Services (JPL)
Gretchen Mitchell, Deputy Director of Support Services

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Jacksonville Public Library Acquisitions, Cataloging and Processing of Library Materials Request for Proposal

Fund	Center	Account	Project	Activity	Interfund	Future
00111	185102	566010	000000	00000000	00000	0000000
11521	185101	549006	002063	00000000	00000	0000000
11408	185101	549006	010009	00000000	00000	0000000

DATE: April 28, 2022

The Jacksonville Public Library respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Library Acquisitions, Cataloging and Processing of Library Materials Request for Proposals.

Justification

The library seeks services from commercially and technically qualified and experienced vendors for contract(s) to furnish, on an as needed basis, library books, audiovisual materials and digital materials in a variety of formats, including hardcover books, trade paperbacks, mass-market paperbacks, library editions, CDs, DVD's, spoken word audio CDs, international language materials, digital e books, e audio, e music and e video. The Vendor may be responsible for the acquisition, original cataloging, copy cataloging, item linking (online linking of item-level, copy specific information to appropriate bibliographic records), processing and delivery of the materials. The vendor must be able to provide a broad spectrum of library materials in quantities to meet the needs of a large public library system.

The evaluated bid process is the most effective way for Jacksonville Public Library to acquire these materials and services. In order to ensure that our requirements are met as described in Section 4, Description of Services and Deliverables, the evaluated process would be the fairest way to select vendors. It is believed that this contract will provide the best discounts, penalties for non-performance, routine scheduling of deliveries and smoother transitions in fiscal years.

Certification

As required in Section 126.204(a)(1), Ordinance Code, the Jacksonville Public Library certifies the following:

i. For the reasons listed above, the GGAC process is impractical due to the fact that in addition to price, the Contractor must have several other competencies in order to deliver the services.
ii. The objective of the service is
iii. The initial term of agreement will be for three years with the option to renew for up to three (3) one-year renewal options.
iv. The estimated cost of the service is and the funding will come from
v. The proposed services would not duplicate existing services.
vi. The Library is currently purchasing physical library material through the State of Florida Alternate Source Contract No. 55101500-17-1 For Books and Non-Print Library Materials and Related Ancillary Services which is expiring May 31, 2022.
    a. The Library has a contract extension from June 1, 2022 through August 29, 2022.
vii. The Library is currently purchasing digital content through the Overdrive Digital Library Reserve Order Form for Purchase of Downloadable E-books and E-Audio Books Contract No. 603910-20 contract for Overdrive which will expire May 31, 2023.

The method for evaluation will be the using agency's designated CSPEC representative, Stephanie Miller, with assistance from one or more SMEs to help with the review and evaluation of particular portions of the proposals, but Stephanie Miller retains sole responsibility for scoring the proposals. The names and telephone numbers of the SMEs who may be consulted are Jill Haile (255-6036), Lynn Jacobson (255-6025), Heather Bumbalough (255-6023), and Jill Sherrod (255-6022).

Recommendations for awards will be made at the agency level, based on the results from the Evaluation Matrix.

Proposed RFP

The Public Libraries respectfully submits a proposed RFP with the Minimum Requirements to Bid (Section 1.4), the desired Description of Services and Deliverables (Section 4) and the Evaluation Criteria is contained in Attachment B.

Exhibits: Cataloging Policy Manual 2017 (Exhibit A) and Jacksonville Public Library Support Services Physical Processing Manual – 14th Edition (Exhibit B).

It is our desire that this job be awarded in the form of contracts upon selection of the winning vendors to ensure the Library can continue to purchase materials with minimal disruption to service.

Thank- you for considering our request.

CC: Jaclyn Stamos, Purchase Analyst

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

April 11, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator
Sandy Simpson, EBO/JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Library Materials REP**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: Annette Burney
Dinah Mason

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, April 15, 2022 10:50 AM
To:	Ola, Ruben
Cc:	Miller, Stephanie; Haile, Jill; Mitchell, Gretchen; Leslie-Burney, Annette
Subject:	CONCLUDED REVIEW ON RFP for LIBRARY MATERIALS
Attachments:	SCOPE ESC-0371-22 LIBRARY MATERIALS.pdf; RISK REDLINED Library Materials Esc-0371-22.doc

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed the Indemnification & **redlined** Insurance Requirements for **Library Materials Esc-0371-22**

Summary:

- I Removed the Professional Liability & Sexual Molestation as per the scope COJ is soliciting vendors to furnish book, audio & digital material , books etc . With that said there is not justification for Prof. Lia. & SM Lia.

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Library Materials Esc-0371-22

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314

New Cell : 904-489-5495

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From: Ola, Ruben <RubenO@coj.net>
Sent: Thursday, April 07, 2022 2:35 PM
To: Verdejo Magras, Wanda <WVerdejo@coj.net>; RiskReview <RiskReview@coj.net>
Cc: Miller, Stephanie <SStokes@coj.net>; Haile, Jill <JHaile@coj.net>; Mitchell, Gretchen <GMITCH@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Subject: Risk Management Review: RFP for LIBRARY MATERIALS

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for LIBRARY MATERIALS. Should there be question or need additional information, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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