Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Distribution Services for Jacksonville Public Library

Requested Action and Justification:

Recommend approval to increase the award with Priority Transportation Group, Inc., DBA Priority Couriers in the amount of $243,572.00 for Distribution Services at the Jacksonville Public Library and extend the period of service through September 30, 2027, to support FY27 needs. The total revised not to exceed amount is $1,217,860.00.

Supplier:	Priority Transportation Group, Inc.	**Basis of Award:**	LPTA	**BID Opening Date:**	11/30/2022

POA #:	70172-23	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0264 23	**Contract #:**	70172-23	**Contract ADM #:**	6
Term:	2 years	**Options:**	2 - 2,year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	185102	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$ 243,572.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 1,217,860.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PLJX:PUBLIC LIBRARY BRANCHES			
Concurrence:	Signed by: Mallen-Kelly, Jennifer 54F6E42FE4EF4B1...	**Title:**	ASSISTANT DIRECTOR FOR LIBRARY FINANCE AND BUDGET	7/2/2026
Concurrence:	Signed by: Miller, Stephanie 5F2BAACC51D1491...	**Title:**	SENIOR MANAGER FOR LIBRARY COLLECTION	7/2/2026
Concurrence:		**Title:**	LIBRARY DIRECTOR	7/2/2026
Concurrence:	E3D417DEFA88482...	**Title:**		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata E5139E2BE81E477...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 7/7/2026
Name:	Barnett, Renata	**Name:**	Dustin L. Freeman 4812CA1D431247A...

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

FIFTH AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
PRIORITY TRANSPORTATION GROUP d/b/a PRIORITY DELIVERY, INC.
FOR
DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

THIS FIFTH AMENDMENT to Contract for distribution services for the Jacksonville Public Library (hereinafter the "Services") is made and entered into this 20th day of February, 2026, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida, for and on behalf of the **JACKSONVILLE PUBLIC LIBRARY** (hereinafter the "Owner" or the "City"), and **PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.**, a Florida profit corporation with principal office at 4344 Philips Highway, Jacksonville, Florida 32207 (hereinafter the "Contractor").

WHEREAS, on February 27, 2023, City and Contractor made and entered into City of Jacksonville Contract No. 70172-23 (the "Contract"); and

WHEREAS, said Contract has been amended four times previously; and

WHEREAS, said Contract should be amended further by exercising the second of two (2) one-year renewal options, thereby extending the period of service from February 27, 2026, through February 26, 2027, with no renewal option remaining, with all other provisions, terms, and conditions of said Contract remaining unchanged; and

WHEREAS, the Jacksonville Procurement Awards Committee authorized such changes to the Contract in an Award dated January 15, 2026.

NOW THEREFORE, in consideration of the premises and mutual covenants contained below and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. **Incorporation of Recitals**. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. **Amendment**. Section 5 of said Contract is amended by exercising the second of two (2) one-year renewal options, thereby extending the period of service from February 27, 2026,

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

through February 26, 2027, with no renewal option remaining, and as amended shall read as follows:

"5. The term of this Contract shall commence on the Effective Date and shall continue in full force and effect for four (4) years through February 26, 2027, with no renewal option remaining."

3. **Maximum Indebtedness**. The maximum indebtedness of this Contract shall remain an amount not to exceed the sum of NINE HUNDRED SEVENTY-FOUR THOUSAND, TWO HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS ($974,288.00).

4. **Counterparts**. This Fifth Amendment may be executed electronically and in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. .

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally; signatures on following page.]

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

IN WITNESS WHEREOF, the parties hereto have duly executed this Fifth Amendment in duplicate the day and year first above written.

ATTEST:

By James R. McCain
James R. McCain Jr
Corporation Secretary

CITY OF JACKSONVILLE

By Kelli O'Leary
Donna Deegan, Mayor

Kelli O'Leary
Deputy Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-04

OWNER

WITNESS:

Chas Flowers
Signature

Chas Flowers
Type/Print Name

CEO
Title

PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.

Steven Lukenbach
Signature

Steven Lukenbach
Type/Print Name

President
Title

CONTRACTOR

Form Approved:

Assistant General Counsel

GC-#1732533-v1-Priority_Transportation_70172-23_Amd_5_Renewal_#2.docx

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount
N/A for this amendment.	$0.00

Total Maximum Indebtedness: $974,288.00 (no change)

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase order(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the *Jacksonville Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the financial obligations in the foregoing Contract; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract and it is subject to future appropriations. Actual encumbrance[s] shall be made by subsequent purchase order[s], as specified in said Contract.

Anna Brosdu

Director of Finance
City Contract #70172-23, Amendment 5

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Docusign Envelope ID: 7E406B47-E0D7-45DA-A1CE-A1BBE438C42E

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Distribution Services for the Jacksonville Public Library

Requested Action and Justification:

Recommend approval to utilize the second (2) and final renewal option with Priority Transportation Group, Inc., DBA Priority Couriers for JPL Material Distribution Services for the Jacksonville Public Library. Period of service will be from date of executed contract through February 26, 2027, with no change to the not to exceed amount of $974,288.00.

**To be executed by formal contract amendment through the Office of General Counsel.

Supplier:	Priority Transportation Group, Inc.	**Basis of Award:**	LPTA	**BID Opening Date:**	11/30/2022

POA #:	70172-23	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0264 23	**Contract #:**	70172-23	**Contract ADM #:**	4
Term:	2 years	**Options:**	2,1 Year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	185102	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 974,288.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PLJX:PUBLIC LIBRARY BRANCHES			
Concurrence:	Signed by: Angline-Bellle, Jennifer	**Title:**	ASSISTANT DIRECTOR FOR LIBRARY FINANCE AND BUDGET	12/29/2025
Concurrence:	Signed by: Miller, Stephanie	**Title:**	SENIOR MANAGER FOR LIBRARY COLLECTION	12/29/2025
Concurrence:	Signed by: [illegible]	**Title:**	LIBRARY DIRECTOR	12/29/2025
Concurrence:	Signed by:	**Title:**		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata	**Chief of Procurement:**	Signed by: Dustin Freeman	1/13/2026
Name:	Barnett, Renata	**Name:**	Dustin L. Freeman	

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by: Kelli O'Leary
Date:	1/15/2026	**Date:**	1/15/2026

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Contract Purchase Agreement POA-70172-23 Change Order 9

Agreement	**POA-70172-23**
Agreement Date	**03-MAR-2023**
Change Order	**9**
Change Order Date	**15-JAN-2026**
Revision	**7**
Agreement Amount	**974,288.00 USD**
Solicitation Number	**SC-0264-23**

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
26-Feb-2023	**25-Feb-2027**		**Renata Barnett** **rbarnett@coj.net**Phone **904-2558843**	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Docusign Envelope ID: 03F74598-18B0-4AB9-AB9F-219A811D9547

JACKSONVILLE
PUBLIC LIBRARY

Start Here. Go Anywhere.

DATE: June 9, 2026

TO: Dustin Freeman, Chief of Procurement

FROM: Stephanie Miller, Senior Manager of the Library Collection

SUBJECT: FY26 Award amendment request for Priority Transportation Group, Inc., DBA Priority Couriers for SC-0264-23/POA 70172-23 JPL Distribution Services

---

Jacksonville Public Library is requesting the Procurement Division grant an award amendment to Priority Transportation Group, Inc., DBA Priority Couriers for SC-0264-23/POA 7072-23 for JPL Materials Distribution Services to the Jacksonville Public Library.

Award amendment request is not to exceed $243,572 00 for a total award amended amount not to exceed $1,217,860 00

Funding Source: 00111.185102.534100.000000.00000000.0000000

CC: Rebekah Mitchell, Deputy Chief Librarian for Support Services, Jacksonville Public Library
Jen Malice-Kelly, Assistant Director for Finance & Budget, Jacksonville Public Library

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

JACKSONVILLE PUBLIC LIBRARY

Start Here. Go Anywhere.

DATE: June 18, 2025

TO: Dustin Freeman, Chief of Procurement

FROM: Stephanie Miller, Senior Manager of the Library Collection

SUBJECT: FY26 Award amendment request for Priority Transportation Group, Inc., DBA Priority Couriers for SC-0264-23/POA 70172-23 JPL Distribution Services

---

Jacksonville Public Library is requesting the Procurement Division grant an award amendment to Priority Transportation Group, Inc., DBA Priority Couriers for SC-0264-23/POA 7072-23 for JPL Materials Distribution Services to the Jacksonville Public Library.

Award amendment request is not to exceed $243,572.00 for a total award amended amount not to exceed $974,288.00.

Funding Source: 00111.185102.534100.000000.00000000.0000000

Attachments: Supplier Renewal Letter

CC: Rebekah Mitchell, Deputy Chief Librarian for Support Services, Jacksonville Public Library
Jen Malice-Kelly, Assistant Director for Finance & Budget, Jacksonville Public Library

Contract Purchase Agreement POA-70172-23 Change Order 9

Agreement	**POA-70172-23**
Agreement Date	**03-MAR-2023**
Change Order	**9**
Change Order Date	**09-JUN-2026**
Revision	**7**
Agreement Amount	**974,288.00 USD**
Solicitation Number	**SC-0264-23**

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
26-Feb-2023	**25-Feb-2027**		**Renata Barnett** **rbarnett@coj.net**Phone **904-2558843**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Distribution Services for the Jacksonville Public Library

Requested Action and Justification:

Recommend approval to utilize the second (2) and final renewal option with Priority Transportation Group, Inc., DBA Priority Couriers for JPL Material Distribution Services for the Jacksonville Public Library. Period of service will be from date of executed contract through February 26, 2027, with no change to the not to exceed amount of $974,288.00.

**To be executed by formal contract amendment through the Office of General Counsel.

Supplier:	Priority Transportation Group, Inc.	**Basis of Award:**	LPTA	**BID Opening Date:**	11/30/2022

POA #:	70172-23	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0264 23	**Contract #:**	70172-23	**Contract ADM #:**	4
Term:	2 years	**Options:**	2,1 Year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	185102	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$ 0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 974,288.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PLJX:PUBLIC LIBRARY BRANCHES			
Concurrence:	Signed by: Mallon, Kelly, Jennifer 541FE42FE4EF4B1...	**Title:**	ASSISTANT DIRECTOR FOR LIBRARY FINANCE AND BUDGET	12/29/2025
Concurrence:	Signed by: Miller, Stephanie 5F2C4ACC51D1481...	**Title:**	SENIOR MANAGER FOR LIBRARY COLLECTION	12/29/2025
Concurrence:	E3D417DEFA88482...	**Title:**	LIBRARY DIRECTOR	12/29/2025
Concurrence:		**Title:**		

Initial MJ

Procurement Analyst/Buyer:	Signed by: Barnett, Renata E5139E2DE91E477...	**Chief of Procurement:**	Signed by: Dustin Freeman B19F1D917362458... 1/13/2026
Name:	Barnett, Renata	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by: kelli O'Leary 92A2898FE95E4AC...
Date:	1/15/2026	**Date:**	1/15/2026

Signed by:

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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JACKSONVILLE
PUBLIC LIBRARY

Tim Rogers
Library Director

December 18, 2025

Priority Transportation Group, Inc.
DBA Priority Couriers
Attention: Steve Lukenbach
4344 Philips Hwy
Jacksonville, FL 32207

Re: City of Jacksonville/Priority Transportation Group, Inc. contract #70172-23 for Distribution Services exercise of second renewal option.

Mr. Lukenbach,

This letter is to inform Priority Transportation Group, Inc that Jacksonville Public Library is requesting to extend our contract (70172-23) for Distribution Services until February 26, 2027 under the same terms and conditions that existed in the contract referenced and based on exercising the second renewal option listed in that contract.

If Priority agrees to the extension of the contract with the City of Jacksonville, would you please return to us a letter of committal stating this? You can email this letter to me at sstokes@coj.net.

Once Priority's letter of agreement to the extension is in hand, we will proceed with a request to extend contract 70172-23.

I look forward to your reply. Thank you.

Sincerely,

SMiller

Stephanie Miller
Senior Manager of the Library Collection
Jacksonville Public Library

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

FOURTH AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
PRIORITY TRANSPORTATION GROUP d/b/a PRIORITY DELIVERY, INC.
FOR
MATERIAL DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

THIS FOURTH AMENDMENT to Contract for material distribution services for the Jacksonville Public Library (the "Services") is made and entered into this 15th day of August, 2025, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter the "Owner" or the "City"), and **PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.**, a Florida profit corporation with principal office at 4344 Philips Highway, Jacksonville, Florida 32207 (hereinafter the "Contractor").

WHERERAS, on February 27, 2023, City and Contractor made and entered into City of Jacksonville Contract No. 70172-23 (the "Contract"); and

WHEREAS, said Contract has been amended three times previously; and

WHEREAS, said Contract should be amended further by providing additional funding in the amount of $243,572.00, thereby increasing the maximum indebtedness by $243,572.00 to a new total maximum indebtedness not to exceed $974,288.00, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the of the premises and mutual covenants contained below and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties have agreed to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 2 of said Contract is amended by providing additional funding in the amount of $243,572.00, thereby increasing the maximum indebtedness by $243,572.00 to a new total maximum indebtedness not to exceed $974,288.00, and as amended shall read as follows:

"2. Contractor will at its own cost and expense do the work required to be done and furnish the materials required to be furnished on said Project in accordance

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

with plans and specifications prepared by the Procurement Division, Bid Number SC-0264-23, bid date November 30, 2022, designated as *Distribution Services for Jacksonville Public Library*, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total base bid amount not to exceed NINE HUNDRED SEVENTY-FOUR THOUSAND TWO HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS ($974,288.00), at and for the prices and on the terms contained in the Contract Documents."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract, as previously amended, shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally. Signature page follows immediately.]

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment in duplicate the day and year first above written.

ATTEST:

By _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By _____
Donna Deegan, Mayor

OWNER
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

WITNESS:

_____
Signature

_____
Type/Print Name

_____
Title

PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.

_____
Signature

Steven Lukenbach
Type/Print Name

President
Title

CONTRACTOR

Encumbrance & funding information is found on the next page.

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount
00111.185102.534100.000000.00000000.00000.0000000	$243,572.00

TOTAL MAXIMUM INDEBTEDNESS: $974,288.00.00

The above-stated amount is the maximum fixed monetary amount of the foregoing Contract. In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Contract.

for Anna Brosche
Director of Finance
City Contract No. 70172-23, 4th Amendment

Form Approved:

James R. McCain Jr.
Assistant General Counsel

Contract Purchase Agreement POA-70172-23 Change Order 8

Agreement	**POA-70172-23**
Agreement Date	**03-MAR-2023**
Change Order	**8**
Change Order Date	**22-SEP-2025**
Revision	**6**
Agreement Amount	**974,288.00 USD**
Solicitation Number	**SC-0264-23**

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
26-Feb-2023	**25-Feb-2026**		**Renata Barnett** **rbarnett@coj.net**Phone **904-2558843**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

PRIORITY COURIERS

"The Smartest Decision For Your Delivery"

December 22, 2025

Ms. Stephanie Miller
Senior Manager of the Library Collection
City of Jacksonville-Jacksonville Public Library
Jacksonville, FL 32202

Dear Ms. Miller:

Priority Couriers would like to renew the delivery contract we have with the City of Jacksonville and the Jacksonville Public Library for the current period through February 26, 2027. We understand that this contract is #70172-23. We will keep the same terms and conditions of the contract through February 26,2027.

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

Jacksonville Public Library Standard Requisition Form

Use this form for all purchases under $65,000. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance. If this is a Single Source request, you must provide a written justification with written quote/proposal that a purchase can be made only from one justifiable source without competition and submitted to the Library Director for approval before submitting to Finance for processing.

Requested By: Stephanie Miller Date: 12/18/2025 Phone: 904-255-6185

Requesting Division: Support Services Specify Branch/ Other: Distribution

☐ Regular Purchase Order ☐ City Credit Card Purchase ☐ Check Request

☐ Single Source ☐ Request Foundation Card ☐ Foundation Purchase Order

Library Director Signature ☑ Other: contract renewal

Amount: $ 0.00 Funding Source: 00111 185102 - Main Library & Branches

Cost not to Exceed: $ Grant/Project Name/

(P-Card Only) Supplier Name: Priority Transportation Group, Inc (#20874)

Account: 534100 - Contractural Services

#:

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications**:

exercise contract #70172-23 2nd renewal option to extend contract through February 26, 2027

☐ Vendor in attached quote/estimate is Registered in 1Cloud.

☐ **Justification Letter Attached**. Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Requestor Stephanie Miller Signature Stephanie Miller Digitally signed by Stephanie Miller Date: 2025.12.18 10:35:44 -05'00' Date: 12/18/2025

Division Dir. Rebekah Mitchell Signature RebekahM Digitally signed by RebekahM Date: 2025.12.18 10:41:27 -05'00' Date: 12/18/2025

Library Finance Jen Malice-Kelly Signature JMalice Digitally signed by JMalice Date: 2025.12.23 08:58:27 -05'00' Date: 12/18/2025

Finance Use

Only

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
PRIORITY TRANSPORTATION GROUP d/b/a PRIORITY DELIVERY, INC.
FOR
DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

THIS CONTRACT for distribution services for the Jacksonville Public Library (hereinafter the "Services") is made and entered into this 27 day of February, 2023 (hereinafter the "Effective Date"), by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter the "Owner" or the "City"), and **PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.**, a Florida profit corporation with principal office at 4344 Philips Highway, Jacksonville, Florida 32207 (hereinafter the "Contractor").

WITNESSETH, that for the consideration and under the provisions hereinafter stated and referred to moving from each to the other of said parties respectively, it is mutually understood and agreed as follows:

1. Contractor is the lowest responsive and responsible bidder for furnishing, not by way of limitation, all labor, materials, and equipment and performing all operations necessary for providing monthly distribution services for the Jacksonville Public Library, including but not limited to the collection and delivery of library materials in totes and boxes, the collection and delivery of recyclable materials, the collection and delivery of empty totes and cardboard boxes, and the delivery of materials to and from the Highlands Branch and Oceanway lockers, as well as an estimated 200 special deliveries per year at a cost of $37.00 per special delivery, all in accordance with plans, drawings, and specifications. Contractor has been awarded this Contract for the Services pursuant to award made December 15, 2022.

2. Contractor will at its own cost and expense do the work required to be done and furnish the materials required to be furnished on said Project in accordance with plans and specifications prepared by the Procurement Division, Bid Number SC-0264-23, bid date November 30, 2022, designated as *Distribution Services for Jacksonville Public Library*, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award

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therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total base bid amount not to exceed TWO HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED SEVENTY-TWO AND 00/100 DOLLARS ($243,572.00), at and for the prices and on the terms contained in the Contract Documents.

3. On Contractor's faithful performance of this Contract, the Owner will pay the Contractor in accordance with the terms and on the conditions stated in the Contract Documents.

4. Notwithstanding any provision to the contrary in this Contract or in the Contract Documents, the Owner has the absolute right to terminate this Contract without cause for convenience by giving the Contractor thirty (30) days' advance written notice of the date of termination. Such notice shall be delivered by Certified United States Mail, return receipt requested, or by any other delivery method with evidence of receipt to the Contractor's representative who signed this Contract at the address specified in the Contract Documents.

5. The term of this Contract shall commence on the Execution Date and shall continue in full force and effect for two (2) years through February 26, 2025, with two (2) one-year renewal options.

6. This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract in duplicate the day and year first above written.

ATTEST:

By _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By _____
Lenny Curry, Mayor

OWNER

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

WITNESS:

Denise Humphrey
Signature

Type/Print Name

Billing Director
Title

PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.

Steven Max Lukenbach
Signature

Steven Max Lukenbach
Type/Print Name

President
Title

CONTRACTOR

Encumbrance & funding information is found on the next page.

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ENCUMBRANCE & FUNDING INFORMATION:

Account No.: 44102.153004.565050.010352.00000000.00000.0000000

Amount: $236,172.00 (Annual Cost for Monday to Friday regular deliveries)
Amount: $7,400.00 (Estimated 200 special deliveries at $37.00 per delivery)

TOTAL: $243,572.00

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.

Director of Finance
City Contract No. 70172-23

Form Approved

James R McCaig
Assistant General Counsel

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

INDEMNIFICATION

Contractor and its subcontractors (the "Indemnifying Party") shall hold harmless, indemnify, and defend the City of Jacksonville and their respective members, officers, officials, employees and agents (collectively the "**Indemnified Parties**") from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness, or intentionally wrongful conduct on the part of the Indemnifying Party that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Party's performance of the **Agreement**, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this **Agreement** contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the **Agreement**; and

3. Intellectual Property Liability, to the extent this **Agreement** contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services provided under this **Agreement** (the "**Service(s)**"), any product generated by the Services, or any part of the Services as contemplated in this **Agreement**, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Party shall, immediately, make every reasonable effort to secure within sixty (60) days, for the Indemnified Parties, a license, authorizing the continued use of the Service or product. If the Indemnifying Party fails to secure such a license for the Indemnified Parties, then the Indemnifying Party shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to the City, so that the Service or product is non-infringing.

If an Indemnified Party exercises its right under this **Agreement**, the Indemnified Party will (1) provide reasonable notice to the Indemnifying Party of the applicable claim or liability, and (2) allow Indemnifying Party, at its own expense, to participate in the litigation of such claim or liability to protect its interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by, any insurance provided pursuant to the Agreement or otherwise. Such terms of indemnity shall survive the expiration or termination of the Agreement.**

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

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INSURANCE REQUIREMENTS

Without limiting its liability under this Contract, Contractor shall at all times during the term of this Contract procure prior to commencement of work and maintain at its sole expense during the life of this Contract (and Contractor shall require its, subcontractors, laborers, materialmen and suppliers to provide, as applicable), insurance of the types and limits not less than amounts stated below:

Insurance Coverages

Schedule	Limits
Worker's Compensation	Florida Statutory Coverage
Employer's Liability	$ 100,000 Each Accident
	$ 500,000 Disease Policy Limit
	$ 100,000 Each Employee/Disease

This insurance shall cover the Contractor (and, to the extent they are not otherwise insured, its subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act, USL&H and Jones, and any other applicable federal or state law.

Commercial General Liability	$2,000,000	General Aggregate
	$2,000,000	Products & Comp. Ops. Agg.
	$1,000,000	Personal/Advertising Injury
	$1,000,000	Each Occurrence
	$ 50,000	Fire Damage
	$ 5,000	Medical Expenses

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those reasonably required by the City's Office of Insurance and Risk Management. An Excess Liability policy or Umbrella policy can be used to satisfy the above limits.

Automobile Liability $1,000,000 Combined Single Limit
(Coverage for all automobiles, owned, hired or non-owned used in performance of the Contract)

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Business Auto Coverage Form (ISO Form CA0001) as filed for use in the State of Florida without any restrictive endorsements other than those which are required by the State of Florida, or equivalent manuscript form, must be attached to the policy equivalent endorsement as filed with ISO (i.e., mandatory endorsement).

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Additional Insurance Provisions

A. Certificates of Insurance. Contractor shall deliver to the City of Jacksonville Certificates of Insurance that shows the corresponding City Contract, Bid Number or PO if applicable in the Description, Additional Insured, Waivers of Subrogation and statement as provided below. The certificates of insurance shall be insurance certificate shall be made available upon request of the City of Jacksonville.

B. Additional Insured: All insurance except Worker's Compensation, Crime shall be endorsed to name the City of Jacksonville and their respective members, officers, officials, employees, and agents as Additional Insured. Additional Insured for General Liability shall be in a form no more restrictive than CG2010 and, if products and completed operations is required, CG2037, Automobile Liability in a form no more restrictive than CA2048.

C. Waiver of Subrogation. All required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the City of Jacksonville its respective members, officers, officials, employees and agents

D. Carrier Qualifications. The above insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes or a company that is declared as an approved Surplus Lines carrier under Chapter 626 Florida Statutes. Such insurance shall be written by an insurer with an A.M. Best Rating of A- VII or better.

E. Contractor Insurance Primary. The insurance provided by Contractor shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by the City of Jacksonville and their respective members, officers, officials, employees, and agents

F. Deductible or Self-Insured Retention Provisions. All deductibles and self-insured retentions associated with coverages required for compliance with this Agreement shall remain the sole and exclusive responsibility of the named insured Contractor. Under no circumstances will the City of Jacksonville its respective members, officers, officials, employees, and agents be responsible for paying any deductible or self-insured retention related to this Contract.

G. Agreement Insurance Additional Remedy. Compliance with the insurance requirements of this Agreement shall not limit the liability of the Contractor or its subcontractors, employees, or agents to the City of Jacksonville its respective members, officers, officials, employees, and agents and shall be in addition to and not in lieu of any other remedy available under this Agreement or otherwise.

H. Waiver/Estoppel. Neither approval by City of Jacksonville nor its failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide insurance as required under this Contract.

I. Notice. The Contractor shall provide an endorsement issued by the insurer to provide the City of Jacksonville thirty (30) days prior written notice of any change in the above insurance coverage limits or cancellation, including through expiration or non-renewal. If such endorsement is not provided, the Contractor, shall provide said thirty (30) days written notice of any change in the above coverages or limits, or of coverages being suspended, voided, cancelled, including through expiration or non-renewal.

J. Survival. Anything to the contrary notwithstanding, the liabilities of the Contractor under this

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Agreement shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage.

K. Additional Insurance. Depending upon the nature of any aspect of any project and its accompanying exposures and liabilities, the City of Jacksonville may reasonably require additional insurance coverages in amounts responsive to those liabilities, which may or may not require that the City of Jacksonville and its respective members, officers, officials, employees and agents also be named as an additional insured.

L. Special Provision: Prior to executing this Agreement, Contractor shall present this Agreement and insurance requirements to its Insurance Agent Affirming: 1) that the agent has personally reviewed the insurance requirements of the Agreement Documents, and (2) that the agent is capable (has proper market access) to provide the coverages and limits of liability required on behalf of Contract.

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Contract Purchase Agreement POA-70172-23

Agreement	POA-70172-23
Agreement Date	28-DEC-2022
Revision	0
Agreement Amount	243,572.00 USD
Solicitation Number	SC-0264-23

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Priority Transportation Group Inc
DBA Priority Couriers
4344 Phillips Highway
JACKSONVILLE, FL 32207

Notes POA created to start process to created contract via OGC.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
			Corey Sidlo CSidlo@coj.net	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0264-23 **OPEN DATE: 2022-11-30**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF EXECUTED CONTRACT, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED: 1** **OTHER 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to lowest responsive, responsible bidder, Priority Transportation Group, Inc, DBA Priority Couriers, for Distribution Services for Jacksonville Public Library. Period of service is two (2) years from date of executed contract, with two (2) one (1) year renewal options. Total estimated initial expenditure amount not to exceed $243,572.00 to include an estimated 200 special deliveries per year at a cost of $37 per special delivery.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms and Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
COREY SIDLO
DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tim Rogers, Chief Librarian/Library 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: 12/15/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 12/15/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

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JACKSONVILLE
PUBLIC LIBRARY

December 9, 2022

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Tim Rogers, Chief Librarian/Library Director

CC: Leslie Jones, Assistant Director for Finance & Administrative Services
Michael Sullivan, Process Improvement Manager

RE: SC-0264-23: Distribution Services for Jacksonville Public Library

---

The Jacksonville Public Library is requesting approval of award to the lowest responsive bidder, Priority Transportation Group. Inc. The Library would like to choose the price option for Monday-Friday service with one business day delivery. Period of service is for two years from the date of the award, with two (2) one (1) year renewal options. The total annual cost will be $236,172 plus $37 per special delivery. The Library estimates 200 special deliveries per year for a total annual not-to-exceed cost of $243,572.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000

BID TABULATION

Title:	DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY	**Priority Couriers**
Bid No.:	SC-0264-23	
Opening Date:	November 30, 2022	
Analyst:	Corey Sidlo	
No. Invited:	(23) **No. Received:** (1) **Other:** (0)	
Recorded By:		

Price Option: Monday - Friday service with one business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$16,317.00	$195,804.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$888.00	$10,656.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$888.00	$10,656.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$888.00	$10,656.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$700.00	$8,400.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$236,172.00**	

Price Option: Monday - Friday service with two business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$16,000.00	$192,000.00

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2	**Service #2** Collection and delivery of boxed library materials	Monthly	$870.00	$10,440.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$870.00	$10,440.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$870.00	$10,440.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$698.00	$8,376.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$231,696.00**	
	Price Option: Monday - Saturday service with one business day delivery			
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$19,425.00	$233,100.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$888.00	$10,656.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$888.00	$10,656.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$888.00	$10,656.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$840.00	$10,080.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$275,148.00**	

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Price Option: Monday - Saturday service with two business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$19,000.00	$228,000.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$870.00	$10,440.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$870.00	$10,440.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$870.00	$10,440.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$838.00	$10,056.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$269,376.00**	
		Terms:	X	
		Delivery:	X	
		Signed Bid Form:	X	
		Bid Proposal Form:	X	
		Conflict of Interest Certificate:	X	
		Addendum (2):	X	

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Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

TERMS AND CONDITIONS

DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

1. SCOPE

The City of Jacksonville Public Library, of the City of Jacksonville is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for Distribution Services for Jacksonville Public Library as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is two years from date of award, with (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. PRE-BID CONFERENCE

There is not a pre-bid meeting scheduled for this bid.

5. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

7. DELIVERY

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

8. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

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9. PRICES

The Markup or Discount Submitted by the vendor must include all profits, pumping fees, split load fees, etc. Taxes are not to be included in the submitted price.

10. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

11. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

12. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

13. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate.

14. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

15. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

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SPECIFICATIONS

I. Purpose

The Jacksonville Public Library (JPL) is soliciting bids from qualified respondents for providing a comprehensive distribution system that will meet the day-to-day needs of the library for a flat fee with additional services or requests being provided at a set rate. Persons interested in submitting a response to this Bid Invitation ("Proposal") should carefully review for instructions on how to respond and for the applicable contractual terms. Issuance of this proposal does not constitute a commitment for service(s). The basis of award will be through the City of Jacksonville Procurement Division bid process utilizing the City's General Governmental Award Committee.

II. Scope

The Jacksonville Public Library provides service to a Main Library, twenty (20) branches, and one (1) satellite location (lockers) in Duval County Florida (locations listed in Appendix A) that routinely receive distribution services. The efficient scheduling and streamlining of the five basic services currently received on a daily basis for a flat monthly fee is the goal of this RFP.

Bids should include:

Flat rate pick-up price for special distribution requests

Flat fee price options for each of the five basic services for the following operating schedules:

- Monday-Friday service with one business day delivery
- Monday-Friday service with two business days delivery
- Monday-Saturday Service with one business day delivery
- Monday-Saturday Service with two business days delivery

A. Five basic required services:

1. **Basic Service 1:** The collection and delivery of library materials in totes provided by JPL among the Main Library, twenty (20) branches with an average of twenty-two (22) totes per branch daily. Service days are subject to change based on operational needs.

2. **Basic Service 2:** The collection and delivery of boxed library materials from all branches to a single point of drop-off at the University Park Branch with an average of 20 boxes per branch daily.

3. **Basic Service 3:** The collection and delivery of recyclable material (books in 50-gallon recycle bins or laundry bins) from each of the Main Library and twenty (20) branches to a designated recycle center; (see Appendix A).

4. **Basic Service 4:** The collection and delivery of empty totes and collapsed cardboard boxes, as needed, to all branches to maintain individual branch operating levels. The awarded bidder is expected to rebalance empty totes among library locations following the allocations in Appendix B. Cardboard boxes will be delivered from the University Park Branch to other branches as requested by JPL.

5. **Basic Service 5:** The delivery of materials from the Highlands Branch to the Oceanway Express lockers. Schedule to be determined by the price option selected (Mon-Fri or Mon – Sat). Materials are to be loaded into the lockers for library customer pick-up. Materials not picked up by library customers will be removed from the lockers by the delivery service and returned to the Highlands

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Branch. Materials will also be removed from a book drop at the Oceanway Express lockers and returned to the Highlands Branch. The volume of materials is typically less than 50 books/items per trip. JPL will provide procedures on how the lockers operate.

B. Transportation of materials using the following standards (subject to change):

1. The Orbis "Round Trip" totes measure 21.75"x15"x10". These totes are packed, at a weight not to exceed 65 pounds, sealed and labeled by staff. Boxes need to be collected each day and delivered to the location on the label without error. Depending on the price option selected by the Library, material will be delivered within one or two business days from pick-up to delivery.

2. Items for the Friends' bookstore at the University Park Branch are packed, labeled ("book sale"), and sealed in boxes by the Main Library and branches. These boxes are cardboard, currently measure 19.5" x 14.5" x 10.5" or 19.5" x 14.5 "x 7.5" and, when filled, will not exceed 65 pounds. They need to be collected daily and delivered to the University Park Branch without error and within two business days from pick-up to delivery. Bidder may palletize book sale boxes to facilitate delivery to the University Park Branch.

3. Each location, except University Park Branch, maintains one or more 50-gallon recycle bins for the purpose of disposing of books that cannot be used due to poor condition. Once full, the recycle bin is ready for pick-up and delivery to the designated recycle location. Upon removal of the filled recycle bin, the empty bin will be returned by the next business day to ensure the location maintains the proper number of bins for the purpose of recycling materials at all times. Whether only partially full, all recycle bins must be emptied at least once a month. The University Park Branch uses laundry bins for disposing of books. The laundry bins are to be handled the same as the 50-gallon recycle bins.

4. Each branch relies on the use of totes, cardboard boxes, and recycle bins. The supply levels of each category are maintained to a level that the Main Library and branches can operate uninterrupted.

   - Excess empty grey totes must be collected daily and redistributed to locations based on the chart in Appendix B. All empty red totes must be collected daily and returned to the University Park Branch.

   - Collapsed cardboard boxes are taped in groups of ten and labeled by staff at the Support Services Department located at the University Park Branch. Prepared boxes are placed with other materials ready for pick up. The boxes must be collected daily and delivered to the location noted on the label.

   - Recycle bins – Removed for emptying when full and returned to the location on the next business day. Whether only partially full, all recycle bins must be emptied at least once a month.

C. In addition, to the five basic services performed on a day-to-day basis, JPL occasionally requests to have an item(s) that does not fit in a tote or box transferred to another branch, to the City's surplus, or another location specified by JPL. These requests would not be included in the monthly flat fee but would be based on a flat rate pick-up fee. These requests will be coordinated with a JPL representative, and scheduled with efficiency and economy in mind.

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l. Special trip rates shall consist of a separate pickup at each location and delivery to a secondary location; standard locations are listed in Appendix A. At any time during this Contract, the City may provide an additional/alternate location for recycling or surplus deliveries.

III. Minimum Qualifications

A Bidder who is lacking the basic qualifications will not be considered for the awarding of this bid, regardless of the cost. The determination by the City concerning the Bidder qualification shall be final. The bid will be awarded to one responsible Bidder, qualified in experience and in a financial position to do the work specified herein. In order to facilitate prompt award of the bid, the Bidder must submit with their proposal the following:

l. Proof of performing ground delivery services for a minimum of thirty-six (36) months consecutively.

2. A list of contracts held for the previous thirty-six (36) months, which include name, address, telephone number and dollar amount.

3. A copy of the company's business and occupational license.

4. At least three (3) verifiable references showing proof of having satisfactorily performed this type of service for other large agencies.

5. A list of staff members involved in providing delivery services in this bid, which includes their titles and/or positions held.

6. Must provide proof of an operating office within Duval County, at a properly zoned business address with an active phone number and email.

7. Copies of, or any information, regarding any lawsuits or other pending litigation, contract cancellation, and staff injuries for the past three (3) years.

8. Full descriptions of the vehicles and size of the fleet to be used in performance of this Contract. Description to include at a minimum the number of vehicles to be used in performance of contract, age, brand, type, and size. Inspection of vehicles, personnel files and organizational structure may be called for at any time, at the discretion of the City prior to the award of bid and during the performance of this Contract including renewal periods.

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IV. Additional Requirements

The successful Bidder shall observe the following additional requirements:

1. The Bidder will provide competent, qualified employees. JPL has the right to insist in writing that any member of the Bidder's staff be changed if he/she is not performing satisfactorily.
2. Bidder must furnish drivers who are qualified and properly licensed under all current applicable City, State or Federal requirements. Current documentation may be requested prior to/or after award of Bid as seen fit by the City and JPL.
3. A letter of intent from an insurance company authorized to do business in the State of Florida stating its willingness to insure the Bidder pursuant to the terms and conditions of this invitation to bid.
4. Provide service to all locations listed in Appendix A.
5. Meet as needed, but at a minimum of monthly, with a designated JPL representative at a mutually agreed upon place and time to discuss operational procedures.
6. Manage and coordinate with JPL, and receive approval from JPL, on all matters undertaken in the performance of the contract with special attention to those matters that impact routes, operations, billing, and contract compliance.
7. Provide JPL with the operational plan and delivery routes the Bidder will be using. Allow JPL staff to inspect any warehouses the Bidder may use in the delivery or transfer of materials.
8. Box trucks will be of adequate size for the purpose of fulfilling the requirements outlined in the scope and will be maintained in good repair and safe condition. All vehicles used must be free from leaks of oil, hydraulic fluid or other substances that present a safety issue, environmental impact, or otherwise may damage the driveways and loading areas of the libraries.
9. Box trucks will be fully enclosed and provide protection from the elements for the items being transported.
10. All totes will be picked-up and delivered at a designated location within each building as listed in Appendix A. While loading and unloading, all vehicles will be turned off. No idling will be permitted while loading or unloading.
11. Ensure that all totes remain clearly addressed and closed. Totes and Booksale boxes will not be opened and repacked without express written permission of JPL.
12. Ensure that totes and/or boxes are stacked no more than five (5) high.
13. Provide service on a per stop basis, regardless of the number of items/totes being picked-up and delivered at each stop.
14. Organize delivery to provide the most expedient and efficient delivery, i.e., if a tote is picked up from a location and the assigned location is on that driver's route, then it will be expected that these totes will be delivered the same day. Copies of the proposed routes shall be provided and approved by JPL.
15. Ensure that deliveries and pick-ups occur between 7:30am and 4pm on designated service days.

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16. Organize deliveries to occur at approximately the same time each day, within a 60-minute window.

17. Accommodate JPL's written request for suspension or restoration of service to a branch or location within 24 hours of the request.

18. Stop service on designated City holidays and during City-mandated business closures. A list of holidays will be provided at the beginning of the Contract and each calendar year. A current list of holidays is provided in appendix C.

19. Provide a designated contact person(s) for the resolution of questions pertaining to service, invoicing, payment and contract compliance.

20. Manage an agreed upon schedule of deliveries and provide a mechanism for handling schedule changes and missed deliveries.

21. Maintain detailed records of routes and deliveries to include, but not be limited to, location(s), materials delivered, and time of delivery. This record will be used in the arbitration of missed stops and damaged items.

22. Provide written notice for the refusal or failure to deliver any tote or book sale box to a designated JPL representative.

23. Be responsible for any and all loss or damage to JPL property by theft, accident, or any means while performing delivery services. JPL property shall be considered to be in the Bidder's custody from the time it is released to the Bidder until the property is accepted by JPL personnel. The Contractor shall replace or reimburse JPL in full for repair of buildings, library materials, furniture, and other JPL property that is damaged or lost while performing delivery services.

24. Conduct of the Bidder and Bidder's staff must be professional while on City/JPL premises. JPL has the right to insist in writing that any member of the Bidder's staff be changed if he/she is not acting in a professional manner.

25. All drivers will wear company logo attire with a visible photo ID at all times during deliveries. Drivers that fail to adhere to this requirement may not be permitted entrance to JPL branches and/or locations.

26. For materials not in totes, JPL will use the City's *Transfer or Disposal of Personal Property or Surplus Material* form (TDF Form). The form will be attached by library staff to materials being transferred or surplused. Upon completing delivery of the transfer or surplus materials, the pink copy of the TDF Form must be provided to the JPL Facilities Department, Ground Floor, 303 N. Laura St. Jacksonville, FL 32202 within 7 business days of delivery to the Surplus Yard.

27. Notify JPL Facilities office by email JPLSurplus@coj.net when transferred and/or surplus items are picked up and delivered.

The successful Bidder will be expected to provide service as outlined in the terms of the bid, as well as the implied terms, as necessary to the performance of the contract expectations outlined in bid documents.

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VII. Transition Plan

There is to be no absence of services at any of the facilities during the transition period from the current service provider to the services provided under the new Contract. The successful Bidder's proposal shall include a schedule detailing how and when all sites will be transitioned to the successful Bidder within 30 calendar days after the award of the Contract.

VIII. Default and Termination

In the event that:

The awarded Bidder shall fail to keep and adhere to the standards set forth in this bid and said failure continues for a period of seven (7) days after the delivery of a written notice to the Bidder of said defaults; or

The awarded Bidder's overall performance is less than acceptable; or

The awarded Bidder's occupational business license or insurance coverage shall terminate for any reason; or

The awarded Bidder becomes insolvent or takes benefit of any present or future statute of insolvency, or makes a general assignment for the benefit of creditors, or files a voluntary petition of bankruptcy or reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy Laws, or under any other law or statute of the United States and/or and State/Commonwealth thereof; or

Any assignment/reassignment by the awarded Bidder of this Contract or any Contractors'/Bidders' rights, responsibilities or obligations hereunder;

Then, in its discretion, the City and JPL being served by this Contract will have the right to terminate this Contract by reason or default of contract. Said termination to be effective seven (7) days after written notice of said termination is given to the awarded Bidder. The City and JPL reserves the right to specify the termination date if in its best interest, which will be outlined in the written notice of termination. All compensation will end with the termination date. Notwithstanding anything else herein contained, the City and JPL reserves the right to terminate this Contract in whole or in part, at any time, at its convenience by giving the awarded Bidder a 60-day written notice.

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Appendix A

Jacksonville Public Library Branch Locations

Main Library	303 N. Laura St. Jacksonville, FL 32202
Argyle Library	7973 Old Middleburg Road S. Jacksonville, FL 32222
Beaches Library	600 3rd St., Neptune Beach, FL 32266
Bradham Brooks	1755 Edgewood Ave. W., Jacksonville, FL 32208
Brentwood Library	3725 Pearl St, Jacksonville, FL 32206
Brown Eastside	1390 Harrison St, Jacksonville, FL 32206
Dallas Graham	2304 Myrtle Ave. N, Jacksonville, FL 32209
Highlands Regional	1826 Dunn Ave, Jacksonville, FL 32218
Mandarin Branch	3330 Kori Rd, Jacksonville, FL 32257
Maxville Branch	8375 Maxville Blvd, Jacksonville, FL 32234
Murray Hill Branch	918 Edgewood Ave. S, Jacksonville, FL 32205
Pablo Creek Regional	13295 Beach Blvd, Jacksonville, FL 32246
Regency Square Branch	9900 Regency Square Branch Blvd, Jacksonville, FL 32225
San Marco Branch	1513 LaSalle St, Jacksonville, FL 32207
South Mandarin Branch	12125 San Jose Blvd, Jacksonville, FL, 32223
Southeast Regional	10599 Deerwood Park Blvd, Jacksonville, FL 32256
University Park Branch	3435 University Blvd. N, Jacksonville, FL 32277
Charles Webb Branch	6887 103rd St, Jacksonville, FL 32210
West Branch	1425 Chaffee Rd. S, Jacksonville, FL 32221
Westbrook Branch	2809 Commonwealth Ave, Jacksonville, FL 32254
Willowbranch Branch	2875 Park St, Jacksonville, FL 32205
Oceanway Community Center	12215 Sago Ave. N. Jacksonville, Fl. 32218
Recycle Location	1580 W Beaver St, Jacksonville FL 32209
Surplus Location	Surplus Yard, 1096 McDuff Ave. S. Jacksonville FL

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Appendix B

Library Location	Region	Number of Grey Totes to be Maintained at each Location	Number of 50 Gallon Recycle Bins to be Maintained at each Location
Argyle	West	30	1
Beaches	East	30	2
Bradham-Brooks	North	25	1
Brentwood	North	25	1
Brown-Eastside	North	18	1
Dallas-Graham	North	18	1
Highlands	North	30	2
Main	Main	30	2
Mandarin	South	35	2
Maxville	West	20	1
Murray Hill	West	25	1
Pablo Creek	East	30	2
Regency	East	20	2
San Marco	South	20	1
South Mandarin	South	50	2
Southeast	South	50	2
University Park	East	26	0
UPK-SST	East	0	0
Webb	West	30	2
West	West	30	2
Westbrook	North	18	1
Willowbranch	South	30	1
		590	30

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Appendix C

Jacksonville Public Library
Holiday & Closing Schedule (Staff Version)
January 1, 2022—January 1, 2023

2022 Holidays	Observed by COJ	Observed by JPL	Schedule
New Year's	Fri, Dec 31, 2021	Fri, Dec 31, 2021 Sat, Jan 1 Sun, Jan 2	Closed Common day off* Common day off
MLK Day	Mon, Jan 17	Mon, Jan 17	Closed
President's Day	Mon, Feb 21	Mon, Feb 21	Closed
Easter Sunday		Sun, Apr 17	Closed
Memorial Day	Mon, May 30	Sun, May 29 Mon, May 30	Closed
Juneteenth	Mon, Jun 20	Mon, Jun 20	Closed
Independence Day	Mon, Jul 4	Sun, Jul 3 Mon, Jul 4	Closed
Labor Day	Mon, Sep 5	Sun, Sep 4 Mon, Sep 5	Closed
Veterans Day	Fri, Nov 11	Fri, Nov 11	Closed
Thanksgiving / Day After Thanksgiving	Thu, Nov 24 Fri, Nov 25	Wed, Nov 23 Thu, Nov 24 Fri, Nov 25	All units close at 6:00pm Closed Closed
Christmas Eve / Christmas	Fri, Dec 23 Mon, Dec 26	Fri, Dec 23 Sat, Dec 24 Sun, Dec 25 Mon, Dec 26	Closed Common day off Common day off Closed
New Year's	Mon, Jan 2	Sun, Jan 1, 2023 Mon, Jan 2, 2023	Common day off Closed

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Appendix D

Schedule of Regular Open Hours
Jacksonville Public Library

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main	9-6	9-6	9-6[1]	9-6	9-6	9-6	closed
Highlands	10-9	10-9	10-9	10-9	10-6	10-6	closed
Pablo Creek	10-9	10-9	10-9	10-9	10-6	10-6	closed
Southeast	10-9	10-9	10-9	10-9	10-6	10-6	closed
Webb-Wesconnett	10-9	10-9	10-9	10-9	10-6	10-6	closed
Argyle	12-8	12-8	10-6	10-6	10-6	10-6	closed
Beaches	12-8	12-8	10-6	10-6	10-6	10-6	closed
Bill Brinton Murray Hill	12-8	12-8	10-6	10-6	10-6	10-6	closed
Bradham-Brooks	12-8	12-8	10-6	10-6	10-6	10-6	closed
Brentwood	12-8	12-8	10-6	10-6	10-6	10-6	closed
Brown Eastside	12-8	12-8	10-6	10-6	10-6	10-6	closed
Dallas Graham	12-8	12-8	10-6	10-6	10-6	10-6	closed
Mandarin	12-8	12-8	10-6	10-6	10-6	10-6	closed
Maxville	12-8	12-8	10-6	10-6	10-6	10-6	closed
Regency Square	12-8	12-8	10-6	10-6	10-6	10-6	closed

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San Marco	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
South Mandarin	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
University Park	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
West	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
Westbrook	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
Willow Branch	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**

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SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0264-23 **OPEN DATE: 2022-11-30**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF EXECUTED CONTRACT, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED: 1** **OTHER 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to lowest responsive, responsible bidder, Priority Transportation Group, Inc, DBA Priority Couriers, for Distribution Services for Jacksonville Public Library. Period of service is two (2) years from date of executed contract, with two (2) one (1) year renewal options. Total estimated initial expenditure amount not to exceed $243,572.00 to include an estimated 200 special deliveries per year at a cost of $37 per special delivery.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms and Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
COREY SIDLO
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tim Rogers, Chief Librarian/Library 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: 12/15/2022

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 12/15/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0264-23 **OPEN DATE: 2022-11-30**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF EXECUTED CONTRACT, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED: 1** **OTHER 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Priority Transportation Group, Inc., DBA Priority Couriers in the amount of $243,572.00 for FY24 distribution services for Jacksonville Public Library. Total revised expenditure amount not to exceed $487,144.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

ATTACHMENTS: Recommendation Memo, Previous Award

ANALYST: _____ COREY SIDLO **RESPECTFULLY SUBMITTED** _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Stephanie Miller, Senior Manager, 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: 10/12/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 10/12/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Distribution Services - SC-0264-23

Requested Action/Authority:

Recommend approval to increase the award with Priority Transportation Group, Inc. dba Priority Couriers by $243,572.00 for courier services. Period of service effective through December 19, 2025, with two, 1-year renewals remaining. Total revised expenditure amount not to exceed $730,716.00.

Justification/Explanation:

SC-0264-23/POA-70172-23 For FY25 distribution services for Jacksonville Public Library. Period service, terms and conditions will remain unchanged.

Legal Contract #:	70172-23	Contract Date:	12/19/2023	Change Order/AMD #:	2	
PO/Release #:	N/A	Bid Date:	11/30/2022	Awarded Supplier:	Priority Transporation Group	
Licenses Verified:	N/A	Effective Date:	10/24/2024	Basis of Award:	LPTA	
Federally Funded:	N/A	No. Invited:	23	Responses Received:	1	Attachments:
Solicitation:	ITB - SC-0264 - 23			Procurement Contract #:	POA - 70172-23	
Executed By:	Office of General Counsel					

PoP:Base:	2 years	Options:	2, 1-year renewal options	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	185102	Acct:	534100	Proj:	000000	Activity:	00000000	$	243,572.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 730,716.00	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	PLJX:PUBLIC_LIBRARY_BRANCHES			
Concurrence:	Signed by	Title:	LIBRARY DIRECTOR	10/8/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by Barnett, Renata	Chief of Procurement:	Signed by Robert Warembourg for Dustin Freeman 10/22/2024
Name:	Barnett, Renata	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	3
Members Who Disapprove:	0
Other Action:	N/A

Date: 10/24/2024

Part 3: Final Awarding Authority Action

Action: Approved

Date: 10/24/2024

Signature: Signed by Kelli O'Leary

Signed by

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Distribution Services for Jacksonville Public Library

Requested Action and Justification:

Recommend approval to increase the award with Priority Transportation Group, Inc., DBA Priority Couriers in the amount of $243,572.00 for JPL Material Distribution Services at the Jacksonville Public Library. The total revised not to exceed amount is $974,288.00.

Supplier:	Priority Transportation Group, Inc.,	**Basis of Award:**	LPTA	**BID Opening Date:**	11/30/2022

POA #:	70172-23	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0264 23	**Contract #:**	70172-23	**Contract Amd #:**	4
Term:	2 years	**Options:**	2 - 1, year	**Options Used:**	1

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	185102	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$ 243,572.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 974,288.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PUX:PUBLIC_LIBRARY_BRANCHES			
Concurrence:	Mullen-Kelly, Jennifer	**Title:**	ASSISTANT DIRECTOR FOR LIBRARY FINANCE AND BUDGET	6/24/2025
Concurrence:	Stephanie Miller	**Title:**	SENIOR MANAGER FOR LIBRARY COLLECTION	6/24/2025
Concurrence:		**Title:**	LIBRARY DIRECTOR	6/24/2025
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Barnett, Renata	**Chief of Procurement:**	Robert Wanenburg, for Dustin Freeman 7/1/2025
Name:	Barnett, Renata	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Karen Bowling
Date:	7/3/2025	**Date:**	7/4/2025

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No. 2023-02

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Docusign Envelope ID: 03F74598-18B0-4AB9-AB9F-219A811D9547

Docusign Envelope ID: 7E406B47-E0D7-45DA-A1CE-A1BBE438C42E

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Distribution Services for the Jacksonville Public Library

Requested Action and Justification:

Recommend approval to utilize the second (2) and final renewal option with Priority Transportation Group, Inc , DBA Prior ty Couriers for JPL Material Distribution Services for the Jacksonville Public Library Period of service will be from date of executed contract through February 26, 2027, with no change to the not to exceed amount of $974,288.00.

**To be executed by formal contract amendment through the Office of General Counsel

Supplier:	Priority Transportation Group, Inc	**Basis of Award:**	LPTA	**BID Opening Date:**	11/30/2022

POA #:	70172 23	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0264 23	**Contract #:**	70172-23	**Contract ADM #:**	4
Term:	2 years	**Options:**	2,1 Year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	185102	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 974,288.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PLIX PUBLIC LIBRARY BRANCHES			
Concurrence:		**Title:**	ASSISTANT DIRECTOR FOR LIBRARY FINANCE AND BUDGET	12/29/2025
Concurrence:		**Title:**	SENIOR MANAGER FOR LIBRARY COLLECTION	12/29/2025
Concurrence:		**Title:**	LIBRARY DIRECTOR	12/29/2025
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Barnett, Renata	**Chief of Procurement:**	1/13/2026
Name:	Barnett, Renata	**Name:**	Dustin L Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by
Date:	1/15/2026	**Date:**	1/15/2026

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PRIORITY COURIERS

"The Smartest Decision For Your Delivery"

December 22, 2025

Ms. Stephanie Miller
Senior Manager of the Library Collection
City of Jacksonville-Jacksonville Public Library
Jacksonville, FL 32202

Dear Ms. Miller:

Priority Couriers would like to renew the delivery contract we have with the City of Jacksonville and the Jacksonville Public Library for the current period through February 26, 2027. We understand that this contract is #70172-23. We will keep the same terms and conditions of the contract through February 26,2027.

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

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Jacksonville Public Library Standard Requisition Form $65,000 and Over

Use this form for all purchases $65,000 and over. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance. If this is a Single Source request, you must provide a written justification with written quote/proposal that a purchase can be made only from one justifiable source without competition and submitted to the Library Director for approval before submitting to Finance for processing.

Requested By: Stephanie Miller Date: 06/09/2026 Phone: 904-255-6185

Requesting Division: Support Services Specify Branch/Other: Distribution

☐ Regular Purchase Order ☑ Other:

☐ Single Source Library Director Signature

Amount: $ 243,572.00

Cost not to Exceed: $ Funding Source: 00111 185102 - Main Library & Branches

(P-Card Only) Grant/Project Name/

Account: 534100 - Contractural Services Supplier Name: Priority Transportation Group (#20874)

#:

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications**:

contract 70172-23: contract amendment # 6 and contract purchase release for FY 27 funds

☑ Vendor in attached quote/estimate is Registered in 1Cloud.

☐ **Justification Letter Attached**. Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Requestor Stephanie Miller Signature Stephanie Miller Digitally signed by Stephanie Miller Date: 2026.06.09 09:15:37 -04'00' Date: 06/09/2026

Division Dir. Rebekah Mitchell Signature RebekahM Digitally signed by RebekahM Date: 2026.06.18 10:44:04 -04'00' Date: 06/09/2026

Library Finance Jen Malice-Kelly Signature [signature] Date: 06/09/2026

Finance Use

Only

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

JACKSONVILLE
PUBLIC LIBRARY

Start Here. Go Anywhere.

DATE: June 9, 2026

TO: Dustin Freeman, Chief of Procurement

FROM: Stephanie Miller, Senior Manager of the Library Collections

SUBJECT: FY26 Award amendment request for Priority Transportation Group, Inc., DBA Priority Couriers for SC-0264-23/POA 70172-23 JPL Distribution Services

---

Jacksonville Public Library is requesting the Procurement Division grant an award amendment to Priority Transportation Group, Inc., DBA Priority Couriers for SC-0264-23/POA 7072-23 for JPL Materials Distribution Services to the Jacksonville Public Library.

Award amendment request is not to exceed $243,572.00 for a total award amended amount not to exceed $1,217,860.00.

Funding Source: 00111.185102.534100.000000.00000000.0000000

CC: Rebekah Mitchell, Deputy Chief Librarian for Support Services, Jacksonville Public Library
Jen Malice-Kelly, Assistant Director for Finance & Budget, Jacksonville Public Library

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

FIFTH AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
PRIORITY TRANSPORTATION GROUP d/b/a PRIORITY DELIVERY, INC.
FOR
DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

THIS FIFTH AMENDMENT to Contract for distribution services for the Jacksonville Public Library (hereinafter the "Services") is made and entered into this 20th day of February, 2026, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida, for and on behalf of the **JACKSONVILLE PUBLIC LIBRARY** (hereinafter the "Owner" or the "City"), and **PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.**, a Florida profit corporation with principal office at 4344 Philips Highway, Jacksonville, Florida 32207 (hereinafter the "Contractor").

WHEREAS, on February 27, 2023, City and Contractor made and entered into City of Jacksonville Contract No. 70172-23 (the "Contract"); and

WHEREAS, said Contract has been amended four times previously; and

WHEREAS, said Contract should be amended further by exercising the second of two (2) one-year renewal options, thereby extending the period of service from February 27, 2026, through February 26, 2027, with no renewal option remaining, with all other provisions, terms, and conditions of said Contract remaining unchanged; and

WHEREAS, the Jacksonville Procurement Awards Committee authorized such changes to the Contract in an Award dated January 15, 2026.

NOW THEREFORE, in consideration of the premises and mutual covenants contained below and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. **Incorporation of Recitals**. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. **Amendment**. Section 5 of said Contract is amended by exercising the second of two (2) one-year renewal options, thereby extending the period of service from February 27, 2026,

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

through February 26, 2027, with no renewal option remaining, and as amended shall read as follows:

"5. The term of this Contract shall commence on the Effective Date and shall continue in full force and effect for four (4) years through February 26, 2027, with no renewal option remaining."

3. **Maximum Indebtedness**. The maximum indebtedness of this Contract shall remain an amount not to exceed the sum of NINE HUNDRED SEVENTY-FOUR THOUSAND, TWO HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS ($974,288.00).

4. **Counterparts**. This Fifth Amendment may be executed electronically and in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. .

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally; signatures on following page.]

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IN WITNESS WHEREOF, the parties hereto have duly executed this Fifth Amendment in duplicate the day and year first above written.

ATTEST:

By James R. McCain Jr.
James R. McCain Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By
Donna Deegan, Mayor

Kelli O'Leary
Deputy Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-04

OWNER

WITNESS:

Signature

Chris Flowers
Type/Print Name

CEO
Title

PRIORITY TRANSPORTATION GROUP, INC. d/b/a PRIORITY DELIVERY, INC.

Signature

Steven Lukenbach
Type/Print Name

President
Title

CONTRACTOR

Form Approved:

Assistant General Counsel

GC-#1732533-v1-Priority_Transportation_70172-23_Amd_5_Renewal_#2.docx

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Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount
N/A for this amendment.	$0.00

Total Maximum Indebtedness: $974,288.00 (no change)

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase order(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the *Jacksonville Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the financial obligations in the foregoing Contract; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract and it is subject to future appropriations. Actual encumbrance[s] shall be made by subsequent purchase order[s], as specified in said Contract.

Anna Broyles

Director of Finance
City Contract #70172-23, Amendment 5

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Distribution Services for the Jacksonville Public Library

Requested Action and Justification:

Recommend approval to utilize the second (2) and final renewal option with Priority Transportation Group, Inc., DBA Priority Couriers for JPL Material Distribution Services for the Jacksonville Public Library. Period of service will be from date of executed contract through February 26, 2027, with no change to the not to exceed amount of $974,288.00.

**To be executed by formal contract amendment through the Office of General Counsel.

Supplier:	Priority Transportation Group, Inc.	**Basis of Award:**	LPTA	**BID Opening Date:**	11/30/2022

POA #:	70172-23	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0264 23	**Contract #:**	70172-23	**Contract ADM #:**	4
Term:	2 years	**Options:**	2,1 Year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	185102	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 974,288.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PLIX PUBLIC LIBRARY BRANCHES			
Concurrence:		**Title:**	ASSISTANT DIRECTOR FOR LIBRARY FINANCE AND BUDGET	12/29/2025
Concurrence:		**Title:**	SENIOR MANAGER FOR LIBRARY COLLECTION	12/29/2025
Concurrence:		**Title:**	LIBRARY DIRECTOR	12/29/2025
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Barnett, Renata	**Chief of Procurement:**		1/13/2026
Name:	Barnett, Renata	**Name:**	Dustin L. Freeman	

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by
Date:	1/15/2026	**Date:**	1/15/2026

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Contract Purchase Agreement POA-70172-23 Change Order 9

Agreement	POA-70172-23
Agreement Date	03-MAR-2023
Change Order	9
Change Order Date	15-JAN-2026
Revision	7
Agreement Amount	974,288.00 USD
Solicitation Number	SC-0264-23

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
26-Feb-2023	25-Feb-2027		Renata Barnett rbarnett@coj.netPhone 904-2558843	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

Contract Purchase Agreement POA-70172-23 Change Order 9

Agreement	POA-70172-23
Agreement Date	03-MAR-2023
Change Order	9
Change Order Date	09-JUN-2026
Revision	7
Agreement Amount	974,288.00 USD
Solicitation Number	SC-0264-23

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Priority Transportation Group Inc
DBA Priority Couriers
4344 Philips Highway
JACKSONVILLE, FL 32207

Notes CO to increase by $243,572.00. New total is $487,144.00.

Contract attached.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20874	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
26-Feb-2023	**25-Feb-2027**		**Renata Barnett** **rbarnett@coj.net**Phone **904-2558843**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0264-23 **OPEN DATE: 2022-11-30**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF EXECUTED CONTRACT, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED: 1** **OTHER 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to lowest responsive, responsible bidder, Priority Transportation Group, Inc, DBA Priority Couriers, for Distribution Services for Jacksonville Public Library. Period of service is two (2) years from date of executed contract, with two (2) one (1) year renewal options. Total estimated initial expenditure amount not to exceed $243,572.00 to include an estimated 200 special deliveries per year at a cost of $37 per special delivery.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms and Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
COREY SIDLO
DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tim Rogers, Chief Librarian/Library 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: 12/15/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 12/15/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

Docusign Envelope ID: F0B13F50-6A23-45C2-9A44-E3ED8D6E4E71

JACKSONVILLE
PUBLIC LIBRARY

December 9, 2022

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Tim Rogers, Chief Librarian/Library Director

CC: Leslie Jones, Assistant Director for Finance & Administrative Services
Michael Sullivan, Process Improvement Manager

RE: SC-0264-23: Distribution Services for Jacksonville Public Library

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The Jacksonville Public Library is requesting approval of award to the lowest responsive bidder, Priority Transportation Group. Inc. The Library would like to choose the price option for Monday-Friday service with one business day delivery. Period of service is for two years from the date of the award, with two (2) one (1) year renewal options. The total annual cost will be $236,172 plus $37 per special delivery. The Library estimates 200 special deliveries per year for a total annual not-to-exceed cost of $243,572.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000

BID TABULATION

Title:	DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY	**Priority Couriers**
Bid No.:	SC-0264-23	
Opening Date:	November 30, 2022	
Analyst:	Corey Sidlo	
No. Invited:	(23) **No. Received:** (1) **Other:** (0)	
Recorded By:		

Price Option: Monday - Friday service with one business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$16,317.00	$195,804.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$888.00	$10,656.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$888.00	$10,656.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$888.00	$10,656.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$700.00	$8,400.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$236,172.00**	

Price Option: Monday - Friday service with two business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$16,000.00	$192,000.00

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2	**Service #2** Collection and delivery of boxed library materials	Monthly	$870.00	$10,440.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$870.00	$10,440.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$870.00	$10,440.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$698.00	$8,376.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$231,696.00**	
	Price Option: Monday - Saturday service with one business day delivery			
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$19,425.00	$233,100.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$888.00	$10,656.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$888.00	$10,656.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$888.00	$10,656.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$840.00	$10,080.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$275,148.00**	

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Price Option: Monday - Saturday service with two business day delivery

Item #	Description	Unit of Measure	Unit Price	Extended Price
1	**Service #1** Collection and delivery of library materials in totes	Monthly	$19,000.00	$228,000.00
2	**Service #2** Collection and delivery of boxed library materials	Monthly	$870.00	$10,440.00
3	**Service #3** Collection and delivery of recyclable materials	Monthly	$870.00	$10,440.00
4	**Service #4** Collection and delivery of empty totes and cardboard boxes	Monthly	$870.00	$10,440.00
5	**Service #5** Delivery of materials to and from the Highlands Branch and Oceanway lockers	Monthly	$838.00	$10,056.00
6	**Special Distritubion Request**	Each Occurance	$37.00	Each Occurance
		Total Bid (Items 1 - 6):	**$269,376.00**	
		Terms:	X	
		Delivery:	X	
		Signed Bid Form:	X	
		Bid Proposal Form:	X	
		Conflict of Interest Certificate:	X	
		Addendum (2):	X	

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TERMS AND CONDITIONS

DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

1. SCOPE

The City of Jacksonville Public Library, of the City of Jacksonville is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for Distribution Services for Jacksonville Public Library as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is two years from date of award, with (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. PRE-BID CONFERENCE

There is not a pre-bid meeting scheduled for this bid.

5. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

7. DELIVERY

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

8. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

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9. PRICES

The Markup or Discount Submitted by the vendor must include all profits, pumping fees, split load fees, etc. Taxes are not to be included in the submitted price.

10. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

11. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

12. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

13. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate.

14. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

15. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

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SPECIFICATIONS

I. Purpose

The Jacksonville Public Library (JPL) is soliciting bids from qualified respondents for providing a comprehensive distribution system that will meet the day-to-day needs of the library for a flat fee with additional services or requests being provided at a set rate. Persons interested in submitting a response to this Bid Invitation ("Proposal") should carefully review for instructions on how to respond and for the applicable contractual terms. Issuance of this proposal does not constitute a commitment for service(s). The basis of award will be through the City of Jacksonville Procurement Division bid process utilizing the City's General Governmental Award Committee.

II. Scope

The Jacksonville Public Library provides service to a Main Library, twenty (20) branches, and one (1) satellite location (lockers) in Duval County Florida (locations listed in Appendix A) that routinely receive distribution services. The efficient scheduling and streamlining of the five basic services currently received on a daily basis for a flat monthly fee is the goal of this RFP.

Bids should include:

Flat rate pick-up price for special distribution requests

Flat fee price options for each of the five basic services for the following operating schedules:

- Monday-Friday service with one business day delivery
- Monday-Friday service with two business days delivery
- Monday-Saturday Service with one business day delivery
- Monday-Saturday Service with two business days delivery

A. Five basic required services:

1. **Basic Service 1:** The collection and delivery of library materials in totes provided by JPL among the Main Library, twenty (20) branches with an average of twenty-two (22) totes per branch daily. Service days are subject to change based on operational needs.

2. **Basic Service 2:** The collection and delivery of boxed library materials from all branches to a single point of drop-off at the University Park Branch with an average of 20 boxes per branch daily.

3. **Basic Service 3:** The collection and delivery of recyclable material (books in 50-gallon recycle bins or laundry bins) from each of the Main Library and twenty (20) branches to a designated recycle center; (see Appendix A).

4. **Basic Service 4:** The collection and delivery of empty totes and collapsed cardboard boxes, as needed, to all branches to maintain individual branch operating levels. The awarded bidder is expected to rebalance empty totes among library locations following the allocations in Appendix B. Cardboard boxes will be delivered from the University Park Branch to other branches as requested by JPL.

5. **Basic Service 5:** The delivery of materials from the Highlands Branch to the Oceanway Express lockers. Schedule to be determined by the price option selected (Mon-Fri or Mon – Sat). Materials are to be loaded into the lockers for library customer pick-up. Materials not picked up by library customers will be removed from the lockers by the delivery service and returned to the Highlands

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Branch. Materials will also be removed from a book drop at the Oceanway Express lockers and returned to the Highlands Branch. The volume of materials is typically less than 50 books/items per trip. JPL will provide procedures on how the lockers operate.

B. Transportation of materials using the following standards (subject to change):

1. The Orbis "Round Trip" totes measure 21.75"x15"x10". These totes are packed, at a weight not to exceed 65 pounds, sealed and labeled by staff. Boxes need to be collected each day and delivered to the location on the label without error. Depending on the price option selected by the Library, material will be delivered within one or two business days from pick-up to delivery.

2. Items for the Friends' bookstore at the University Park Branch are packed, labeled ("book sale"), and sealed in boxes by the Main Library and branches. These boxes are cardboard, currently measure 19.5" x 14.5" x 10.5" or 19.5" x 14.5 "x 7.5" and, when filled, will not exceed 65 pounds. They need to be collected daily and delivered to the University Park Branch without error and within two business days from pick-up to delivery. Bidder may palletize book sale boxes to facilitate delivery to the University Park Branch.

3. Each location, except University Park Branch, maintains one or more 50-gallon recycle bins for the purpose of disposing of books that cannot be used due to poor condition. Once full, the recycle bin is ready for pick-up and delivery to the designated recycle location. Upon removal of the filled recycle bin, the empty bin will be returned by the next business day to ensure the location maintains the proper number of bins for the purpose of recycling materials at all times. Whether only partially full, all recycle bins must be emptied at least once a month. The University Park Branch uses laundry bins for disposing of books. The laundry bins are to be handled the same as the 50-gallon recycle bins.

4. Each branch relies on the use of totes, cardboard boxes, and recycle bins. The supply levels of each category are maintained to a level that the Main Library and branches can operate uninterrupted.

   - Excess empty grey totes must be collected daily and redistributed to locations based on the chart in Appendix B. All empty red totes must be collected daily and returned to the University Park Branch.

   - Collapsed cardboard boxes are taped in groups of ten and labeled by staff at the Support Services Department located at the University Park Branch. Prepared boxes are placed with other materials ready for pick up. The boxes must be collected daily and delivered to the location noted on the label.

   - Recycle bins – Removed for emptying when full and returned to the location on the next business day. Whether only partially full, all recycle bins must be emptied at least once a month.

C. In addition, to the five basic services performed on a day-to-day basis, JPL occasionally requests to have an item(s) that does not fit in a tote or box transferred to another branch, to the City's surplus, or another location specified by JPL. These requests would not be included in the monthly flat fee but would be based on a flat rate pick-up fee. These requests will be coordinated with a JPL representative, and scheduled with efficiency and economy in mind.

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l. Special trip rates shall consist of a separate pickup at each location and delivery to a secondary location; standard locations are listed in Appendix A. At any time during this Contract, the City may provide an additional/alternate location for recycling or surplus deliveries.

III. Minimum Qualifications

A Bidder who is lacking the basic qualifications will not be considered for the awarding of this bid, regardless of the cost. The determination by the City concerning the Bidder qualification shall be final. The bid will be awarded to one responsible Bidder, qualified in experience and in a financial position to do the work specified herein. In order to facilitate prompt award of the bid, the Bidder must submit with their proposal the following:

l. Proof of performing ground delivery services for a minimum of thirty-six (36) months consecutively.

2. A list of contracts held for the previous thirty-six (36) months, which include name, address, telephone number and dollar amount.

3. A copy of the company's business and occupational license.

4. At least three (3) verifiable references showing proof of having satisfactorily performed this type of service for other large agencies.

5. A list of staff members involved in providing delivery services in this bid, which includes their titles and/or positions held.

6. Must provide proof of an operating office within Duval County, at a properly zoned business address with an active phone number and email.

7. Copies of, or any information, regarding any lawsuits or other pending litigation, contract cancellation, and staff injuries for the past three (3) years.

8. Full descriptions of the vehicles and size of the fleet to be used in performance of this Contract. Description to include at a minimum the number of vehicles to be used in performance of contract, age, brand, type, and size. Inspection of vehicles, personnel files and organizational structure may be called for at any time, at the discretion of the City prior to the award of bid and during the performance of this Contract including renewal periods.

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IV. Additional Requirements

The successful Bidder shall observe the following additional requirements:

1. The Bidder will provide competent, qualified employees. JPL has the right to insist in writing that any member of the Bidder's staff be changed if he/she is not performing satisfactorily.
2. Bidder must furnish drivers who are qualified and properly licensed under all current applicable City, State or Federal requirements. Current documentation may be requested prior to/or after award of Bid as seen fit by the City and JPL.
3. A letter of intent from an insurance company authorized to do business in the State of Florida stating its willingness to insure the Bidder pursuant to the terms and conditions of this invitation to bid.
4. Provide service to all locations listed in Appendix A.
5. Meet as needed, but at a minimum of monthly, with a designated JPL representative at a mutually agreed upon place and time to discuss operational procedures.
6. Manage and coordinate with JPL, and receive approval from JPL, on all matters undertaken in the performance of the contract with special attention to those matters that impact routes, operations, billing, and contract compliance.
7. Provide JPL with the operational plan and delivery routes the Bidder will be using. Allow JPL staff to inspect any warehouses the Bidder may use in the delivery or transfer of materials.
8. Box trucks will be of adequate size for the purpose of fulfilling the requirements outlined in the scope and will be maintained in good repair and safe condition. All vehicles used must be free from leaks of oil, hydraulic fluid or other substances that present a safety issue, environmental impact, or otherwise may damage the driveways and loading areas of the libraries.
9. Box trucks will be fully enclosed and provide protection from the elements for the items being transported.
10. All totes will be picked-up and delivered at a designated location within each building as listed in Appendix A. While loading and unloading, all vehicles will be turned off. No idling will be permitted while loading or unloading.
11. Ensure that all totes remain clearly addressed and closed. Totes and Booksale boxes will not be opened and repacked without express written permission of JPL.
12. Ensure that totes and/or boxes are stacked no more than five (5) high.
13. Provide service on a per stop basis, regardless of the number of items/totes being picked-up and delivered at each stop.
14. Organize delivery to provide the most expedient and efficient delivery, i.e., if a tote is picked up from a location and the assigned location is on that driver's route, then it will be expected that these totes will be delivered the same day. Copies of the proposed routes shall be provided and approved by JPL.
15. Ensure that deliveries and pick-ups occur between 7:30am and 4pm on designated service days.

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16. Organize deliveries to occur at approximately the same time each day, within a 60-minute window.

17. Accommodate JPL's written request for suspension or restoration of service to a branch or location within 24 hours of the request.

18. Stop service on designated City holidays and during City-mandated business closures. A list of holidays will be provided at the beginning of the Contract and each calendar year. A current list of holidays is provided in appendix C.

19. Provide a designated contact person(s) for the resolution of questions pertaining to service, invoicing, payment and contract compliance.

20. Manage an agreed upon schedule of deliveries and provide a mechanism for handling schedule changes and missed deliveries.

21. Maintain detailed records of routes and deliveries to include, but not be limited to, location(s), materials delivered, and time of delivery. This record will be used in the arbitration of missed stops and damaged items.

22. Provide written notice for the refusal or failure to deliver any tote or book sale box to a designated JPL representative.

23. Be responsible for any and all loss or damage to JPL property by theft, accident, or any means while performing delivery services. JPL property shall be considered to be in the Bidder's custody from the time it is released to the Bidder until the property is accepted by JPL personnel. The Contractor shall replace or reimburse JPL in full for repair of buildings, library materials, furniture, and other JPL property that is damaged or lost while performing delivery services.

24. Conduct of the Bidder and Bidder's staff must be professional while on City/JPL premises. JPL has the right to insist in writing that any member of the Bidder's staff be changed if he/she is not acting in a professional manner.

25. All drivers will wear company logo attire with a visible photo ID at all times during deliveries. Drivers that fail to adhere to this requirement may not be permitted entrance to JPL branches and/or locations.

26. For materials not in totes, JPL will use the City's *Transfer or Disposal of Personal Property or Surplus Material* form (TDF Form). The form will be attached by library staff to materials being transferred or surplused. Upon completing delivery of the transfer or surplus materials, the pink copy of the TDF Form must be provided to the JPL Facilities Department, Ground Floor, 303 N. Laura St. Jacksonville, FL 32202 within 7 business days of delivery to the Surplus Yard.

27. Notify JPL Facilities office by email JPLSurplus@coj.net when transferred and/or surplus items are picked up and delivered.

The successful Bidder will be expected to provide service as outlined in the terms of the bid, as well as the implied terms, as necessary to the performance of the contract expectations outlined in bid documents.

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VII. Transition Plan

There is to be no absence of services at any of the facilities during the transition period from the current service provider to the services provided under the new Contract. The successful Bidder's proposal shall include a schedule detailing how and when all sites will be transitioned to the successful Bidder within 30 calendar days after the award of the Contract.

VIII. Default and Termination

In the event that:

The awarded Bidder shall fail to keep and adhere to the standards set forth in this bid and said failure continues for a period of seven (7) days after the delivery of a written notice to the Bidder of said defaults; or

The awarded Bidder's overall performance is less than acceptable; or

The awarded Bidder's occupational business license or insurance coverage shall terminate for any reason; or

The awarded Bidder becomes insolvent or takes benefit of any present or future statute of insolvency, or makes a general assignment for the benefit of creditors, or files a voluntary petition of bankruptcy or reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy Laws, or under any other law or statute of the United States and/or and State/Commonwealth thereof; or

Any assignment/reassignment by the awarded Bidder of this Contract or any Contractors'/Bidders' rights, responsibilities or obligations hereunder;

Then, in its discretion, the City and JPL being served by this Contract will have the right to terminate this Contract by reason or default of contract. Said termination to be effective seven (7) days after written notice of said termination is given to the awarded Bidder. The City and JPL reserves the right to specify the termination date if in its best interest, which will be outlined in the written notice of termination. All compensation will end with the termination date. Notwithstanding anything else herein contained, the City and JPL reserves the right to terminate this Contract in whole or in part, at any time, at its convenience by giving the awarded Bidder a 60-day written notice.

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Appendix A

Jacksonville Public Library Branch Locations

Main Library	303 N. Laura St. Jacksonville, FL 32202
Argyle Library	7973 Old Middleburg Road S. Jacksonville, FL 32222
Beaches Library	600 3rd St., Neptune Beach, FL 32266
Bradham Brooks	1755 Edgewood Ave. W., Jacksonville, FL 32208
Brentwood Library	3725 Pearl St, Jacksonville, FL 32206
Brown Eastside	1390 Harrison St, Jacksonville, FL 32206
Dallas Graham	2304 Myrtle Ave. N, Jacksonville, FL 32209
Highlands Regional	1826 Dunn Ave, Jacksonville, FL 32218
Mandarin Branch	3330 Kori Rd, Jacksonville, FL 32257
Maxville Branch	8375 Maxville Blvd, Jacksonville, FL 32234
Murray Hill Branch	918 Edgewood Ave. S, Jacksonville, FL 32205
Pablo Creek Regional	13295 Beach Blvd, Jacksonville, FL 32246
Regency Square Branch	9900 Regency Square Branch Blvd, Jacksonville, FL 32225
San Marco Branch	1513 LaSalle St, Jacksonville, FL 32207
South Mandarin Branch	12125 San Jose Blvd, Jacksonville, FL, 32223
Southeast Regional	10599 Deerwood Park Blvd, Jacksonville, FL 32256
University Park Branch	3435 University Blvd. N, Jacksonville, FL 32277
Charles Webb Branch	6887 103rd St, Jacksonville, FL 32210
West Branch	1425 Chaffee Rd. S, Jacksonville, FL 32221
Westbrook Branch	2809 Commonwealth Ave, Jacksonville, FL 32254
Willowbranch Branch	2875 Park St, Jacksonville, FL 32205
Oceanway Community Center	12215 Sago Ave. N. Jacksonville, Fl. 32218
Recycle Location	1580 W Beaver St, Jacksonville FL 32209
Surplus Location	Surplus Yard, 1096 McDuff Ave. S. Jacksonville FL

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Appendix B

Library Location	Region	Number of Grey Totes to be Maintained at each Location	Number of 50 Gallon Recycle Bins to be Maintained at each Location
Argyle	West	30	1
Beaches	East	30	2
Bradham-Brooks	North	25	1
Brentwood	North	25	1
Brown-Eastside	North	18	1
Dallas-Graham	North	18	1
Highlands	North	30	2
Main	Main	30	2
Mandarin	South	35	2
Maxville	West	20	1
Murray Hill	West	25	1
Pablo Creek	East	30	2
Regency	East	20	2
San Marco	South	20	1
South Mandarin	South	50	2
Southeast	South	50	2
University Park	East	26	0
UPK-SST	East	0	0
Webb	West	30	2
West	West	30	2
Westbrook	North	18	1
Willowbranch	South	30	1
		590	30

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Appendix C

Jacksonville Public Library
Holiday & Closing Schedule (Staff Version)
January 1, 2022—January 1, 2023

2022 Holidays	Observed by COJ	Observed by JPL	Schedule
New Year's	Fri, Dec 31, 2021	Fri, Dec 31, 2021 Sat, Jan 1 Sun, Jan 2	Closed Common day off* Common day off
MLK Day	Mon, Jan 17	Mon, Jan 17	Closed
President's Day	Mon, Feb 21	Mon, Feb 21	Closed
Easter Sunday		Sun, Apr 17	Closed
Memorial Day	Mon, May 30	Sun, May 29 Mon, May 30	Closed
Juneteenth	Mon, Jun 20	Mon, Jun 20	Closed
Independence Day	Mon, Jul 4	Sun, Jul 3 Mon, Jul 4	Closed
Labor Day	Mon, Sep 5	Sun, Sep 4 Mon, Sep 5	Closed
Veterans Day	Fri, Nov 11	Fri, Nov 11	Closed
Thanksgiving / Day After Thanksgiving	Thu, Nov 24 Fri, Nov 25	Wed, Nov 23 Thu, Nov 24 Fri, Nov 25	All units close at 6:00pm Closed Closed
Christmas Eve / Christmas	Fri, Dec 23 Mon, Dec 26	Fri, Dec 23 Sat, Dec 24 Sun, Dec 25 Mon, Dec 26	Closed Common day off Common day off Closed
New Year's	Mon, Jan 2	Sun, Jan 1, 2023 Mon, Jan 2, 2023	Common day off Closed

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Appendix D

Schedule of Regular Open Hours
Jacksonville Public Library

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main	9-6	9-6	9-6[1]	9-6	9-6	9-6	closed
Highlands	10-9	10-9	10-9	10-9	10-6	10-6	closed
Pablo Creek	10-9	10-9	10-9	10-9	10-6	10-6	closed
Southeast	10-9	10-9	10-9	10-9	10-6	10-6	closed
Webb-Wesconnett	10-9	10-9	10-9	10-9	10-6	10-6	closed
Argyle	12-8	12-8	10-6	10-6	10-6	10-6	closed
Beaches	12-8	12-8	10-6	10-6	10-6	10-6	closed
Bill Brinton Murray Hill	12-8	12-8	10-6	10-6	10-6	10-6	closed
Bradham-Brooks	12-8	12-8	10-6	10-6	10-6	10-6	closed
Brentwood	12-8	12-8	10-6	10-6	10-6	10-6	closed
Brown Eastside	12-8	12-8	10-6	10-6	10-6	10-6	closed
Dallas Graham	12-8	12-8	10-6	10-6	10-6	10-6	closed
Mandarin	12-8	12-8	10-6	10-6	10-6	10-6	closed
Maxville	12-8	12-8	10-6	10-6	10-6	10-6	closed
Regency Square	12-8	12-8	10-6	10-6	10-6	10-6	closed

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San Marco	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
South Mandarin	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
University Park	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
West	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
Westbrook	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**
Willow Branch	**12-8**	**12-8**	**10-6**	**10-6**	**10-6**	**10-6**	**closed**

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