**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID #: SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY: PUBLIC LIBRARY**

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

**NUMBER OF BIDS INVITED: 3** **NUMBER RECEIVED: 4** **OTHER 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to ratify the period of service from February 28, 2023 through date of award.

Recommend approval to extend award with Priority Transportation Group, Inc., dba Priority Couriers for an additional 21 days from date of award through March 20, 2023, and increase expenditure by $14,053.00. The extension is needed to allow additional time for the new award to be executed via formal contract. Total annual estimated expenditure amount is $312,041.00. Total revised not to exceed expenditure amount is $1,127,429.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter, and Previous Awards

**ANALYST:** _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Tim Rogers, Chief Librarian/Director, Jacksonville Public Library

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**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE
PUBLIC LIBRARY

February 27, 2023

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

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The Jacksonville Pubic Library currently uses Priority Couriers to provide Distribution Services. The current contract (SC-0296-18) is on a 60-day extension which will end on February 27, 2023.

The Jacksonville Public Library would like to request an extension to the current agreement with Priority Couriers for 21 additional days, from February 28, 2023 to March 20, 2023 and increase expenditure by $14,053.00. The extension will ensure the continuation of delivery services while the new agreement is processed.

The total annual estimated expenditure is $312,041.00. Total revised not to exceed expenditure amount is $1,127,429.00

The funding source is: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order.

Attachments: Vendor's Extension Agreement Email
Original Award
First Renewal
Second Renewal
First Extension – 90 Days
Second Extension – 60 Days

## Sullivan, Michael

**From:** Steve Lukenbach <stevel@thepriorityicompany.com>
**Sent:** Thursday, February 23, 2023 12:24 PM
**To:** Sullivan, Michael
**Subject:** contract extension

**EXTERNAL EMAIL:** This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Per our conversation this morning, the new contract has not been signed by the mayor yet so we agree to extend the previous contract for another 3 weeks. The contract number we are extending is SC-0296-18.

Sincerely,

Steven Lukenbach
President-Priority Couriers

**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID #: SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY: PUBLIC LIBRARY**

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

**NUMBER OF BIDS INVITED: 3** **NUMBER RECEIVED: 4** **OTHER 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to extend award with Priority Transportation Group, Inc., dba Priority Couriers for an additional 60 days from December 29, 2022 through February 27, 2023, and increase expenditure by $33,600.00. The extension is needed to allow additional time for the new bid to be awarded and the contract executed.

Total annual estimated expenditure amount is $297,988.00. Total revised not to exceed expenditure amount is $1,113,376.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter, and Previous Awards

**ANALYST:** _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Tim Rogers, Chief Librarian/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

**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID #: SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY:** PUBLIC LIBRARY

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

**NUMBER OF BIDS INVITED:** 3 **NUMBER RECEIVED:** 4 **OTHER** 1

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

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

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter, and Previous Awards

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

**CONCURRENCE BY:** Leslie Jones, Director, Jacksonville Public Library

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**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/22/2022

Teresa R Eichner _____ OTHER: _____

_____ _____

_____ _____

**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED ✓ DISAPPROVED _____

OTHER _____

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

**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID # SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY: PUBLIC LIBRARY**

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

**NUMBER OF BIDS INVITED: 3** **NUMBER RECEIVED: 4** **OTHER 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to increase the award with Priority Transportation Group, Inc (contract# 8A03557-22), in the amount $17,388 00 Total revised annual expenditure amount is $214,388 00. Total revised estimated annual expenditure amount is $1 029 776 00

Funding Source 00111 185102 534100 000000 00000000 00000.0000000 – To be encumbered by purchase order

Attachments Recommendation Memo and Previous Awards

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

**CONCURRENCE BY:** Leslie Jones, Director, Jacksonville Public Library

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE 9/15/2022

Teresa R Eiberger _____ OTHER _____

Lynda D. Reed _____

Jim R. McCoy _____

**ACTION OF AWARDING AUTHORITY** DATE 9/15/22

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
~~For: Mayor Lenny Curry~~
Under Authority of:
Executive Order No 2019-02

**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID #: SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY:** PUBLIC LIBRARY

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

**NUMBER OF BIDS INVITED:** 3 **NUMBER RECEIVED** 4 **OTHER** 1

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

Funding Source: 00111.185102.534100.000000.00000000 00000 0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

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

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

**CONCURRENCE BY:** Chuck McNeil, Assistant Director, Jacksonville Public Library

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/9/2021

Teresa R. Echols _____ OTHER _____

_____ _____

_____ _____

**ACTION OF AWARDING AUTHORITY** DATE 9-10-21

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18 OPEN DATE: 2017-11-01

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 NUMBER RECEIVED: 4 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Priority Transportation Group, Inc. by $197,000.00 for the third year of the three (3) year renewal period ending September 30, 2021. Total revised estimated annual expenditure amount is $598,000.00, for a total expenditure amount not to exceed $815,388.00.

Funding Source: 00111.185102.534100.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo and Previous Awards

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

CONCURRENCE BY: Chuck McNeil, Assistant Director, Jacksonville Public Library

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE 10/22/2020

Jessica R. Eichen OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/23/20

APPROVED BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID #: SC-0296-18

OPEN DATE: 2017-11-01

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT –FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC LIBRARY

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

NUMBER OF BIDS INVITED: 3 NUMBER RECEIVED: 4 OTHER 1

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

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

Attachments: Recommendation Memo and Previous Award

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chuck McNeil, Assistant Director, Jacksonville Public Library

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 11-14-19

Teresa R Eidson _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 11/14/19

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID #: SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT –FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY:** PUBLIC LIBRARY

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

**NUMBER OF BIDS INVITED:** 3 **NUMBER RECEIVED:** 4 **OTHER** 1

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to utilize the first of two (2) renewal options with Priority Transportation Group, Inc. Period of service is from October 1, 2018 through September 30, 2021. Total revised estimated annual expenditure amount is $204,000.00, for a total expenditure amount not to exceed $421,388.00.

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

Attachments: Recommendation Memo, Vendor Letter and Previous Award

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

**CONCURRENCE BY:** Chuck McNeil, Assistant Director, Jacksonville Public Library

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/06/18

_____ _____ OTHER: _____

_____ _____

_____ _____

**ACTION OF AWARDING AUTHORITY** DATE 9/06/18

APPROVED _____ DISAPPROVED _____

OTHER _____

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

**SUBJECT: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY**

**BID #: SC-0296-18** **OPEN DATE: 2017-11-01**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT –FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH TWO (2) THREE (3) YEAR RENEWAL OPTIONS

**AGENCY: PUBLIC LIBRARY**

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

**NUMBER OF BIDS INVITED: 3** **NUMBER RECEIVED: 4** **OTHER 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to reject Unify, Inc., dba Global Equipment & Services, for not providing the requested information per the minimum qualifications section IV of the bid specifications, specifically for items 1, 3-11 and 13; Reject SFS Holding, LLC dba Specialty Freight & Courier due to company not meeting stated minimum qualifications section IV specifically on item 13 with number of trucks being used.

Recommend approval of award to the next lowest responsive, responsible bidder, Priority Transportation Group, Inc for Distribution Services for Jacksonville Public Library. Period of service is from date of award, through September 30, 2018, with two (2) three (3) year renewal options. Total estimated annual expenditure amount not to exceed $217,388.00 to include the price for 800 special requests within the year.

Funding will be encumbered by various accounts and processed by individual Purchase Orders.

Attachments: Recommendation Memo, Tabulation, Vendors Rejection Confirmation, Terms and Conditions, Scope of Work

**ANALYST:** MARILYN LAIDLER **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY: Mark F. Merritt, Library Deputy Director, Jacksonville Public Library**

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 12/21/17

OTHER: _____

**ACTION OF AWARDING AUTHORITY** DATE 12/21/17

APPROVED _____ DISAPPROVED _____

OTHER _____

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