4

SUBJECT: Library Materials

BID #: ESC-0371-22 **OPEN DATE:** 7/15/2022

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from completion of award with three (3) one (1) year renewal options.

AGENCY: Jacksonville Public Library

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 33 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Baker and Taylor in the amount of $1,512,848.00 for library materials. Total estimated expenditure not to exceed $3,377,024.00.

Primary Suppliers:
Books: Baker and Taylor: $1,832,848.00
Audio & Visual and Digital Materials: Midwest Tape: $1,444,176.00

Secondary Suppliers:
Audio & Visual Materials: Baker and Taylor, TBD
Digital Materials: Overdrive, $100,000.00

Funding for this award to be executed by formal contract through the Office of General Counsel and encumbered by the following accounts: 00111.185102.566010.000000.00000000.0000.0000000 – $3,277,024.00; 1408.185101.549006.010009.00000000.00000.0000000 - $100,000.00

Attachments: Recommendation Memo, Previous Awards

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 CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

Memorandum

To: Dustin Freeman,
Chief of Procurement Division

From: Stephanie Miller, SM
Senior Manager of Library Collections

CC: Tim Rogers
Library Director

Gretchen Mitchell
Deputy Director for Support Services

Leslie Jones
Assistant Director Finance & Administrative Services

Date: November 28, 2022

Re: **ESC-0371-22 Library Materials- Baker & Taylor, Inc. POA 71966-22 increase/PO651498-23 change order**

ESC-0371-22 Library Materials- Baker & Taylor, Inc., POA 71966-22 was awarded to Baker & Taylor, Inc. in the form of a competitively bid contract (Attached). Jacksonville Public Library respectfully requests the supplier's contract be modified to reflect the funding additions below.

Baker & Taylor, Inc.:

We request for Baker & Taylor, Inc., that POA 71966-22 funding be increased.
Funding of $1,512,848.00 should be added to PO 651498-23 to the cost center/account number:
General funds- 00111.185102.566010.000000.00000000.00000.0000000.

If you have questions or need additional information regarding this request, please contact Stephanie Miller, Senior Manager of Library Collections at 255-6185.

Thank you for your consideration.

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SUBJECT: Library Materials

BID #: ESC-0371-22 **OPEN DATE:** 7/15/2022

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from completion of award with three (3) one (1) year renewal options.

AGENCY: Jacksonville Public Library

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 33 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Midwest Tape, LLC in the amount of $1,296,994.61 for library materials. Total estimated expenditure amount $1,864,176.00.

Funding Source: 00111.185102.566010.000000.00000000.00000.0000000 - 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 CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 12/8/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/9/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Library Materials

BID #: ESC-0371-22 **OPEN DATE:** 7/15/2022

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from completion of award with three (3) one (1) year renewal options.

AGENCY: Jacksonville Public Library

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 33 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of bid rejection for Multicultural Books and Video for failure to meet the minimum requirements. Recommended approval to move forward with award to the top ranked primary and secondary suppliers as outlined below. Period of services is three (3) years from date of contract execution with three (3) one year renewal options. Total estimated expenditure amount is $567,181.39.

Primary Suppliers:
Books: Baker and Taylor $320,000.00
Audio & Visual and Digital Materials: Midwest Tape, $147,181.39

Secondary Suppliers:
Audio & Visual Materials: Baker and Taylor, TBD
Digital Materials: Overdrive, $100,000.00

Funding for this award to be executed by formal contract through the Office of General Counsel and encumbered by the following accounts: 00111.185102.566010.000000.00000000.0000.0000000 – $367,181.39; 1408 185101.549006.010009.00000000.00000.0000000 - $200,000.00

Attachments: Recommendation Memo, Tabulation and Scores, Rejection Letter, Evaluation Criteria and Scope of Work

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

CONCURRENCE BY: Stephanie Miller, Senior Manager, Jacksonville Public Library

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

MEMBERS APPROVING ____ MEMBERS DISAPPROVING ____ DATE: ____

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 7-29-22

APPROVED ✓ DISAPPROVED ____

OTHER ____

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