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**

MARILYN LAIDLER

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE
PUBLIC LIBRARY

Jennifer Giltrop
Interim Director

December 13, 2017

Memorandum

To: Greg Pease, Chief, Procurement Division, City of Jacksonville Mark F. Merritt

From: Mark F. Merritt, Library Deputy Director, Jacksonville Public Library

CC: Jennifer Giltrop, Interim Library Director, Jacksonville Public Library

Date: December 13, 2017

Re: **Award Recommendation On BID SC-0296-18 for the Distribution Services For Jacksonville Public Library**

I have reviewed the submitted bid documents concerning BID SC-0296-18 for the **Distribution Services for Jacksonville Public Library** and make the following recommendation:

- Unify, INC; DBA Global Equipment & Services was the lowest cost provider, however, they did not answer the Minimum Qualifications section IV of the bid, including items 1-11 and 13.
- SFS Holdings, LLC, DBA Special Freight & Courier, is the next lowest cost bidder, however, in their bid package, in answering the Minimum Qualifications Section IV, on item 13, they stated that they own 10 trucks and plan on servicing this bid with 2 of those trucks. Considering that all JPL locations are to be serviced Monday-Friday, from 9am to 1pm, I feel that 2 trucks is inadequate for the task required and thus SFS Holdings is disqualified.
- Priority Distribution Group, LLC, is the next lowest bidder and meets all the requirements listed in the bid document.
- Main Ocean Port Services was the highest cost bidder and I do not recommend moving forward with that bid.

Therefore, I am recommending that Priority Distribution Group, LLC be awarded BID SC-0296-18 and be encumbered though a Master Blanket Order for the term of the bid.

BID TABULATION SHEET

TITLE: DISTRIBUTION SERVICES FOR JACKSONVILLE PUBLIC LIBRARY

BID NO.: SC-0296-18

OPEN DATE: NOVEMBER 1, 2017 @ 2:00 P.M.

BUYER: MARILYN LAIDLER, ANALYST

No. Invited: (3) No. Received (4) No Bids: (1)

ITEM	DESCRIPTION	MAIN OCEAN PORT SERVICES		UNIFY, INC DBD GLOBAL EQUIPMENT & SERVICES		PRIORITY TRANSPORTATON GROUP, INC.		SFS HOLDINGS, LLC DBA SPECIALTY FREIGHT & COURIER	
		UNIT PRICE (monthly)	EXT TOTAL (annual price)	UNIT PRICE (monthly)	EXT TOTAL (annual price)	UNIT PRICE (monthly)	EXT TOTAL (annual price)	UNIT PRICE (monthly)	EXT TOTAL (annual price)
1	MONTHLY DISTRIBUTION SERVICE	$ 16,535.55	$ 198,426.56	$ 9,509.50	$ 114,114.00	$ 15,849.00	$ 190,188.00	$ 14,833.33	$ 177,999.96
2	SPECIAL DISTRIBUTION REQUEST	$ 16.50	EACH OCCURRENCE	$ 100.00	EACH OCCURRENCE	$ 34.00	EACH OCCURRENCE	$ 50.00	EACH OCCURRENCE
	TERMS:	NET 0% DISCOUNT 0 DAYS		NET 30		NOT LISTED		N/A	
	DELIVERY:	2 BUSINESS DAYS		NOT LISTED		NOT LISTED		2 BUSINESS DAYS	
	CONFLICT OF INTEREST:	YES		YES		YES		YES	
	ADDENDUM S(1)	YES		YES		YES		YES	

Estimated Cost Sheet for Prospective Distribution Bid SC-0296-18

Vendor	Monthly Rate	Special Rate per Carry	Extended Annual Costs	Total Cost Including 700 Specials	Total Cost Including 800 Specials	Total Cost Including 900 Specials
Main Ocean Port Services	$16,535.55	$16.50	$198,426.60	$209,976.60	$211,626.60	$213,276.60
Priority Transporation Group, LLC	$15,849.00	$34.00	$190,188.00	$213,988.00	$217,388.00	$220,788.00
SFS Holdings, LLC, DBA Special Freight & Coruier	$14,833.33	$50.00	$177,999.96	$212,999.96	$217,999.96	$222,999.96
Unify, INC DBA Global Equipment & Services	$9,509.50	$16.50	$114,114.00	$125,664.00	$127,314.00	$128,964.00

Prepared 12/6, 2017 by MFM

Laidler, Marilyn

From: Merritt, Mark
Sent: Wednesday, December 13, 2017 3:01 PM
To: Laidler, Marilyn
Cc: Bellavia, Caryn; Giltrop, Jennifer; Albury, Raymond; Mitchell, Gretchen
Subject: RE: JPL Recommendation for BID to SC-0296-18

The total annual cost would be $217,388 – this would be including 800 specials within a year.

If you need me to add that to the document, I can!

Mark F. Merritt
Deputy Director, Administration and Finance
Jacksonville Public Library
Main Library
303 Laura Street North
Jacksonville, FL 32202
O: (904) 630-1171
E: mmerritt@coj.net
www.jaxpubliclibrary.org

'Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.'

Jacksonville Public Library is proud to be Florida Library Association's Library of the Year

ONE CITY ONE JACKSONVILLE!

From: Laidler, Marilyn
Sent: Wednesday, December 13, 2017 2:57 PM
To: Merritt, Mark
Cc: Bellavia, Caryn; Giltrop, Jennifer; Albury, Raymond; Mitchell, Gretchen
Subject: RE: JPL Recommendation for BID to SC-0296-18

Mark,
You did not put a price on your recommendation letter are you asking for the amount they provided in their bid?

Laidler, Marilyn

From: Laidler, Marilyn
Sent: Friday, December 15, 2017 9:16 AM
To: Walker Allen (walkera@specialtyfreight.com)
Cc: Laidler, Marilyn
Subject: Bid Rejection Letter- SC-0296-18 Distribution Services for Jacksonville Public Library
Attachments: SFS HOLDING REJECTION LTR.pdf

Hello,
Please find the bid rejection letter for the above referenced project and this email and letter will serve as your notification of receipt.

Thanks

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

CITY OF JACKSONVILLE

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ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

NOTIFICATION OF RECOMMENDED BID REJECTION

December 15, 2017

SFS Holding, LLC
DBA Specialty Freight & Courier
P O Box 551110
Jacksonville, FL 32255

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

REASON FOR RECOMMENDED REJECTION:

SFS Holding, LLC, dba Specialty Freight & Couriers being rejected due to company stated per the minimum qualifications section IV of the bid specifications, specifically on item 13, they have a fleet of 10 trucks and plan on servicing this bid with only 2 of those trucks with the 21 Library locations that are to be serviced Monday – Friday, from 9am to 1pm, 2 trucks are inadequate for this bid and SFS is deemed disqualified.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION/RECISSION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **12/21/17** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Kardis

Laidler, Marilyn

From: Laidler, Marilyn
Sent: Friday, December 15, 2017 9:18 AM
To: Mark Tulloch (sales@a1services.co)
Cc: Laidler, Marilyn
Subject: Bid Rejection Letter- SC-0296-18 Distribution Services for Jacksonville Public Library
Attachments: UNIFY INC DBA GLOBAL REJECTION LETTER.pdf

Hello,
Please find the bid rejection letter for the above referenced project and this email and letter will serve as your notification of receipt.

Thanks

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

CITY OF JACKSONVILLE

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ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

NOTIFICATION OF RECOMMENDED BID REJECTION

December 15, 2017

Unify, Inc.,
DBA Global Equipment & Services
4600 Touchton Road E, Building 100
Jacksonville, FL 32246

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

REASON FOR RECOMMENDED REJECTION:

Unify, Inc., dba Global Equipment & Services, is being rejected due to company did not provided the requested information per the minimum qualifications section IV of the bid specifications, specifically items 1, 3-11 and 13.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION/RECISSION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **12/21/17** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Kadlr

TERMS AND CONDITIONS

1. SCOPE

The **Jacksonville Public Library** of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 **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. **ALL** awards are subject to the availability of funds.

3. MINIMUM QUALIFICATIONS

Refer to Section IV of the Specifications

4. TERM OF AGREEMENT

The term of this agreement will be from Date of Award, thru September 30, 2018, with two (2), three (3) 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.

5. PRE-BID CONFERENCE

N/A

6. 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).

7. 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.

All quantities listed are an estimated average and will likely fluctuate. This fluctuation should be accounted for in the pricing.

8. DELIVERY

Services provided shall be as stated in the bid specifications.

SPECIFICATIONS

I. Purpose

The Jacksonville Public Library 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.

The issuance of this Bid Invitation does not constitute a commitment for service(s). The basis of award will be through the bid process utilizing the City of Jacksonville's General Governmental Award Committee.

II. Scope

The Jacksonville Public Library (JPL) provides service to twenty-one branches in Duval County (locations listed in Appendix A) Florida that routinely receive distribution services Monday - Friday for daily operations. The efficient scheduling and streamlining of the four basic services currently received on a daily basis for a flat monthly fee is the goal of this RFP.

A. The four basic services that need to be provided Monday – Friday are:

1. Distribution of library materials among the twenty-one branches and one satellite location in totes provided by JPL with an average of twenty-five totes per branch daily.
2. The collection and delivery of boxed books from all branches to a single branch point of drop-off at the University Park Branch with averages varying from zero to twenty.
3. The collection of recyclable material (books in 50 gallon recycle bins) from each of the branches then dropped off at a recycle center, current recycle provider information provided in Appendix A.
4. The delivery of empty plastic totes and cardboard boxes (collapsible) to all the branches to maintain individual branch operating levels.

B. Jacksonville Public Library currently transports materials using the following standards that are subject to change:

1. Grey and red totes that measure 21.75"x15"x10". These totes are packed at a weight not to exceed 65 pounds, sealed and labeled by staff and are ready for pick-up every morning with materials requested by other branches. They need to be collected each morning and delivered to the requesting branch without error and as little delay as possible but no more than two business days from pick-up to delivery.

2. When books are removed from the system by the branches they are packed, labeled and sealed in boxed by each of the branches for Booksale. These boxes are cardboard and currently measure 19.5"x14.5"x10.5" or 19.5" x 14.5"x7.5"and need to be collected each morning and delivered to the requesting branch without error and as little delay as possible but no more than two business days from pick-up to delivery.

3. Each branch maintains a 50 gallon recycle bin 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 recycle location, location provided in Appendix A. Upon removal of the filled recycle bin an empty bin should be left in its place to ensure the branch maintains a bin for the purpose of recycling materials at all times.

4. Each branch relies on the use of grey totes, red totes, cardboard boxes, and recycle bins. The supply levels of each category needs to be maintained to a level that the branch, and the system, can operate uninterruptedly.

C. In addition to the four routine services performed on a day-to-day basis the library occasionally requests to have an item(s) that does not fit in a tote transferred to another branch or to the City's surplus lot. 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 JPL's Contract Administrator, or other JPL representative, and scheduled with efficiency and economy in mind.

1. Special trip rates shall consist of a separate pickup at each location and delivery to a secondary location; 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. Audit Right and Retention of Records

The City shall have the right to audit the books, records and accounts of the Bidder that are related to this project. The awarded Bidder shall keep such books, records and accounts as may be necessary in order to record complete and correct entries to the project.

The awarded Bidder shall preserve and make available, at a reasonable times for examination and audit by the City, all financial records, supporting documents, statistical records and any other documents pertinent to this agreement for the required retention period of the Florida Public Record Act, FLA. STAT. § 119, if applicable, or if not applicable for a minimum of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period, or three (3) years, whichever is longer, the books, records and accounts shall be retained until a resolution of the audit findings. If the Florida Public Records Act is determined by the City to be applicable to the awarded Bidder's records, the awarded Bidder shall comply with all requirements thereof; however, no confidentiality or nondisclosure requirement of either federal or state law shall be violated by the awarded Bidder. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for the City's disallowance and recovery of payment upon such entry.

IV. 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 only to one responsible vendor, 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:

1. Proof of performing ground delivery services for a minimum of thirty-six (36) months consecutively prior to the bid open date.

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. Satisfactory evidence of organizational training of the drivers including fill-in drivers.
7. An established Federal Employee Identification Number and list the number on the Bid Form in the appropriate area.
8. Evidence of liability insurance and Workers Compensation coverage.
9. The successful bidder must have an operating office within Duval County prior to commencement of Contract.
10. Properly zoned businesses address and maintain an active local phone number and email. This information must be submitted at the time of the bid opening to be considered.
11. The Bidder must furnish copies of, or any information, regarding any lawsuits or other pending litigation, contract cancellation, and staff injuries for the past three (3) years.
12. All proposals must contain 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.
13. All Bidders are to provide full descriptions of the vehicles and size of their 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.

V. Employee Qualifications

Successful Bidder must furnish licensed 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.

VI. Additional Requirements

The successful bidder shall observe the following additional requirements:

1. In order to improve upon any problems that may arise in performance of this Contract, the awarded Bidder will meet as needed, but at a minimum of monthly, with JPL staff at a place and time designated by JPL to discuss operational procedures.

2. 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 and operations.

3. Box trucks will be the minimum size acceptable vehicle used for the purpose of fulfilling the requirements outlined in bid.

4. All totes will be picked-up and delivered at a designated location within each building as listed in Appendix A.