



Fulton County Board of Commissioners
Agenda Item Summary

19-1159

BOC Meeting Date
 12/18/2019

Requesting Agency
 Library

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contract – Library, 18ITB110227B-BR Newspapers, magazines & Serial Subscriptions in the amount of \$168,868.93 with EBSCO Information Services (Birmingham, AL) to provide newspaper, magazine and periodical subscription services for all library locations. This action exercises the second of two renewal options. No renewal options remain. Effective dates: January 1, 2020 to December 31, 2020.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

Is this item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are culturally and recreationally enriched

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: The vendor is to manage subscription services for requested newspapers, magazines and periodical titles for all library locations. The vendor is responsible for ensuring timely delivery of each publication from publisher to library locations.

Community Impact: Provides library patrons access to local, national, and international newspapers and magazines.

Department Recommendation: Recommends approval.

Project Implications: None

Community Issues/Concerns: None

Department Issues/Concerns: None

| Agency Director Approval | | County Manager's Approval |
|---|-------------------------|---------------------------|
| Typed Name and Title Felicia Strong-Whitaker, Director | Phone (404) 612-5800 | |
| Signature | Date | |

Revised 03/12/09 (Previous versions are obsolete)

History of BOC Agenda Item:

| CURRENT CONTRACT HISTORY | BOC ITEM | DATE | DOLLAR AMOUNT |
|--------------------------|----------|------|---------------------|
| Original Award Amount | | | \$168,868.93 |
| Renewal No.1 | | | \$168,868.93 |
| Renewal No.2 | | | \$168,868.93 |
| Total Revised Amount | | | \$506,606.79 |

| | |
|--|--|
| Contract & Compliance Information | <i>(Provide Contractor and Subcontractor details.)</i> |
|--|--|

Contract Value: \$168,868.93
Prime Vendor: EBSCO Information Services
Prime Status: Non-Minority
Location: Birmingham, AL
County: Jefferson County
Prime Value: \$168,868.93 or 100.00%

Total Contract Value: \$168,868.93 or 100.00%
Total M/FBE Value: \$0.00

| Solicitation Information | NON-MFBE | MBE | FBE | TOTAL |
|---------------------------------|-----------------|------------|------------|--------------|
| No. Bid Notices Sent: | | | | |
| No. Bids Received: | | | | |

| | |
|-----------------------------|-----------------------------|
| Total Contract Value | \$168,868.93 or 100% |
| Total M/FBE Values | -0- |
| Total Prime Value | \$168,868.93 or 100% |

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-650-6565-1312: General, Library, Books - \$168,868.93
 Pending FY2020 Budget Approval

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Contract Renewal Agreement
 Exhibit 2: Contractor Performance Report
 Exhibit 3: Contract Renewal Evaluation Form

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Gabriel Morley, Executive Director, Fulton Public Library

| Agency Director Approval | | County Manager's Approval |
|--|--------------------------------|----------------------------------|
| Typed Name and Title Felicia Strong-Whitaker, Director | Phone (404) 612-5800 | |
| Signature | Date | |

| | | | |
|---|--------------------------------------|--|-----------------------------|
| Procurement | | | |
| Contract Attached: No | | Previous Contracts: Yes | |
| Solicitation Number: 18ITB110227B-BR | Submitting Agency: Library | Staff Contact: Gabriel Morley | Contact Phone: |
| Description: Newspaper, Magazines & Serial Subscriptions | | | |
| FINANCIAL SUMMARY | | | |
| Total Contract Value: | | MBE/FBE Participation: | |
| Original Approved Amount: | \$168,868.93 | Amount: | % |
| Previous Adjustments: | \$168,868.93 | Amount: | % |
| This Request: | \$168,868.93 | Amount: | % |
| TOTAL: | \$506,606.79 | Amount: | % |
| Grant Information Summary: | | | |
| Amount Requested: | . | <input type="checkbox"/> | Cash |
| Match Required: | . | <input type="checkbox"/> | In-Kind |
| Start Date: | . | <input type="checkbox"/> | Approval to Award |
| End Date: | . | <input type="checkbox"/> | Apply & Accept |
| Match Account \$: | . | | |
| Funding Line 1: 100-650-6565-1312 | Funding Line 2: | Funding Line 3: . | Funding Line 4: . |
| KEY CONTRACT TERMS | | | |
| Start Date: 1/1/2020 | | End Date: 12/31/2020 | |
| Cost Adjustment: | | Renewal/Extension Terms: No renewal options remain | |
| ROUTING & APPROVALS (Do not edit below this line) | | | |
| X | Originating Department: | Morley, Gabriel | Date: 12/11/2019 |
| X | County Attorney: | Martinez, Dominique | Date: 12/12/2019 |
| X | Purchasing/Contract Compliance: | Strong-Whitaker, Felicia | Date: 12/12/2019 |
| | Finance/Budget Analyst/Grants Admin: | Freeman, Ashley | Date: 12/12/2019 |
| | Grants Management: | | Date: |
| X | County Manager: | Anderson, Dick | Date: 12/12/2019 |



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Fulton Public Library System

BID/RFP# NUMBER: 18ITB110227B-BR

BID/RFP# TITLE: 18ITB110227B-BR Newspapers, Magazines & Serial Subscriptions

ORIGINAL APPROVAL DATE: April 11, 2018

RENEWAL PERIOD: FROM: 1/1/2020 THROUGH 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$168,868.93

COMPANY'S NAME: EBSCO Information Services

ADDRESS: P.O. Box 2543

CITY: Birmingham

STATE: AL

ZIP: 35202

This Renewal Agreement No. ____ was approved by the Fulton County Board of Commissioners on BOC DATE: BOC NUMBER:

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# 18ITB110227B-BR
(Person signing must have signature authority for the company/corporation)

NAME: _____ **(Print)**
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ **DATE:** _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ **COUNTY:** _____

SEAL (Affix) **MY COMMISSION EXPIRES:** _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS **DATE:** _____

ATTEST:

TONYA R. GRIER
INTERIM CLERK TO THE COMMISSION **DATE:** _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Gabriel Morley **(Print)**

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

| | |
|--|--|
| ITEM#: _____ RCS: _____ RECESS MEETING | ITEM#: _____ RM: _____ REGULAR MEETING |
|--|--|

Contract Renewal Evaluation Form

| | |
|-------------------------|--|
| Date: | November 7, 2018 |
| Department: | LIBRARY |
| Contract Number: | 18ITB110227B-BR |
| Contract Title: | Library Books (Newspapers, Magazines, and Periodicals Subscriptions) |

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

The library is purchasing more materials in electronic formats (e-Books and electronic databases

Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

Internet search of pricing for same product or service: Not an appropriate source of information for this contract. Vendors do not list prices and services on the internet.

Date of search: [Click here to enter a date.](#)

Price found: [Click here to enter text.](#)

Different features / Conditions: [Click here to enter text.](#)

Percent difference between internet price and renewal price: [Click here to enter text.](#)

Explanation / Notes:

Market Survey of other jurisdictions:

| | |
|--|---|
| Date contacted: | Click here to enter a date. |
| Jurisdiction Name DeKalb County Contact name: Jacqueline Kimbro | 11/5/2018 |
| Date of last purchase: | October 24, 2018 |
| Price paid: Comparable to Atlanta-Fulton | |
| Inflation rate: | Click here to enter text. |
| Adjusted price: | N/A |
| Percent difference between past purchase price and renewal price: | Click here to enter text. |
| Are they aware of any new vendors? No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Are they aware of a reduction in pricing in this industry? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| How does pricing compare to Fulton County's award contract? | DeKalb use same vendor EBSCO and receives similar pricing |

Explanation / Notes:

Their discount received varies based on EBSCO's pricing from the publishers, which is same as our library system.

Other (Describe in detail the analysis conducted and the outcome):

2. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

\$89,837.00

3. Does the renewal option include an adjustment for inflation? Yes No
(Information can be obtained from CPI index)

Was it part of the initial contract? Yes No

| | |
|------------------------|---|
| Date of last purchase: | July 19, 2018 |
| Price paid: | 24,063.74 |
| Inflation rate: | Click here to enter text. |
| Adjusted price: | Click here to enter text. |

Adjusted price:

[Click here to enter text.](#)

Percent difference between past purchase price and renewal price:

[Click here to enter text.](#)

Explanation / Notes:

No difference, discount % offered by vendor off the list price is unchanged .

- 4. Is this a seasonal item or service? Yes No

- 5. Has an analysis been conducted to determine if this service can be performed in-house? Yes
 No If yes, attach the analysis.

- 6. What would be the impact on your department if this contract was not approved?
Library branches are unable to provide newspapers and magazines for their patrons.

Ed Robinson

November 7, 2018

Prepared by

Date

Gabriel Morley
Gabriel Morley

November 8, 2018

Department Head

Date

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

| | | | |
|---------------------|--|-----------------------|---------------------|
| Report Period Start | Report Period End | Contract Period Start | Contract Period End |
| 4/19/2018 | 11/5/2018 | 4/19/2018 | 12/31/2018 |
| PO Number | | | PO Date |
| 18SC110227B-BR | | | 4/19/2018 |
| Department | <u>Library</u> | | |
| Bid Number | 18ITB110227B-BR | | |
| Service Commodity | Library Books (Newspapers, Magazines, and Periodical Subscriptions) | | |
| Contractor | EBSCO Inc. | | |

| | |
|---------------------------|---|
| 0 = Unsatisfactory | <i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i> |
| 1 = Poor | <i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i> |
| 2 = Satisfactory | <i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i> |
| 3 = Good | <i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i> |
| 4 = Excellent | <i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i> |

Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

0
 1
 2
 3
 4

Subscriptions for newspapers, periodicals and magazines delivered to library branch locations in accordance to specification as outlined in bid document. Vendor's technical support and online automated claim service provides quick resolution to missing undelivered subscription titles.

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

0
 1
 2
 3
 4

Vendor representatives always respond in timely manner. New subscription delivery dates begins on time and cancellation end date requested terminates as instructed by library staff. Missing items claims filed are handled immediately.

Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

0
 1
 2
 3
 4

Vendor representatives and customer service unit respond to our request for delivery address changes, and revised or expanded subscription quantities as outlined in the bid specifications.

- 0
- 1
- 2
- 3
- 4

Comments:

Subscription services management, and the delivery and claims for missing titles meets all specifications. Invoices are accurate and received in timely manner. Vendor notify AFPL of price increase in timely manner. This advance notification of price increase help the library stay within budgeted amount.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- 0
- 1
- 2
- 3
- 4

Comments:

Key personnel assigned to our account have considerable experience in the management of Public Library subscription services. Claims filed for missing or undelivered titles handled within 24 to 48 hours and the replacement issue are delivered in a timely manner.

Overall Performance Rating: 4.0

Would you select/recommend this vendor again?

Check box for Yes. Leave Blank for No)

- Yes
- No

Rating completed by:

ed.robison

| Department Head Name | Department Head Signature | Date |
|----------------------|---------------------------|-----------|
| | | 11/6/2018 |
| | | |