



Fulton County Board of Commissioners
Agenda Item Summary

19-1158

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 extend existing contract – Library, Bid # 16ITBC104551B-BR Shelf-Ready Adult, Teens and Children Books in the total amount of \$1,533,820.00 with (A) Baker & Taylor, Inc. (Charlotte, NC) in the amount of \$1,069,027.00 and (B) Brodart Company, Inc., (Williamsport, PA) in the amount of \$464,793.00 to provide adult, teens and children's books for library patrons for an additional 12 month period. Effective dates: January 1, 2020 through December 31, 2020.

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

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

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(s) will provide shelf-ready processed books for adults, Young Adults and Juveniles for all library locations.

Community Impact: Allows the library to provide new materials for patrons' to check-out.

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

History of BOC Agenda Item:

| CURRENT CONTRACT HISTORY | BOC ITEM | DATE | DOLLAR AMOUNT |
|--------------------------|----------|------------|-----------------------|
| Original Award Amount | 16-1188 | 12/21/2016 | \$1,533,820.00 |
| Renewal No.1 | 17-1045 | 12/20/2017 | \$1,533,820.00 |
| Renewal No.2 | 18-1012 | 12/19/2018 | \$1,533,820.00 |
| Extension No.1 | | | \$1,533,820.00 |
| Total Revised Amount | | | \$6,135,280.00 |

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

Total Contract Value: \$1,533,820.00 or 100.00%

(A)

Contract Value: \$1,069,027.00
Prime Vendor: Baker & Taylor, LLC
Prime Status: Non-Minority
Location: Charlotte, NC
County: Mecklenburg County
Prime Value: \$1,069,027.00 or 100.00%

Total Contract Value: \$1,069,027.00 or 100.00%

Total M/FBE Value: \$-0-

(B)

Contract Value: \$464,793.00
Prime Vendor: Brodart Company Inc.
Prime Status: Non-Minority
Location: Williamsport, PA
County: Lycoming County
Contract Value: \$464,793.00 or 100.00%

Total Contract Value: \$464,793.00 or 100.00%

Total M/FBE Value: \$-0-

Grand Total Contract Value: \$1,533,820.00 or 100.00%

Grand Total M/FBE Value: \$-0-

| | | | | |
|--|-------------------------------|------------|------------|--------------|
| Solicitation Information | NON-MFBE | MBE | FBE | TOTAL |
| No. Bid Notices Sent: | | | | |
| No. Bids Received: | | | | |
| | | | | |
| Total Contract Value | \$1,533,820.00 or 100% | | | |
| Total M/FBE Values | -0- | | | |
| Total Prime Value | \$1,533,820.00 or 100% | | | |
| | | | | |
| Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-650-6565-1312: General, Library, Books - \$1,533,820.00 Pending FY2020 Budget Approval | | | | |
| Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Extension Agreement No.1 to Form of Contract Exhibit 2: Contractor Performance Report | | | | |
| Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> 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:**
16ITBC104551B-BR**Submitting Agency:**
Library**Staff Contact:**
Gabriel Morley**Contact Phone:****Description:** Shelf-Ready Adult, Teens and Children Books**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$1,533,820.00
 Previous Adjustments: \$3,067,640.00
 This Request: \$1,533,820.00
 TOTAL: \$6,135,280.00

MBE/FBE Participation:

Amount: %:
 Amount: %:
 Amount: %:
 Amount: %:

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ 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/ 12 month extension for FY2020

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 |

EXTENSION NO. 1 TO FORM OF CONTRACT

Contractor: Baker & Taylor, Inc.

Contract No. 16ITBC104551B-BR(A), Shelf-Ready Adult, Teen and Children's Books

Address: 2550 West Tyvola Road
City, State Charlotte, NC 28217

Telephone:

E-mail:

Contact:

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into a Contract with Baker & Taylor, Inc. to provide Shelf-Ready Adult, Teen and Children's Books, dated December 21, 2016 on behalf of the Fulton Public Library; and

WHEREAS, the County wishes to extend the subject contract, with all terms and conditions unchanged, for an additional 12 month period.

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this Extension was approved by the Fulton County Board of Commissioners on [Insert Board of Commissioners approval date and item number].

NOW, THEREFORE, the County and the Contractor agree as follows:

This Extension No. 1 to Form of Contract is effective as of the ____ day of _____, 2020, between the County and Baker & Taylor, Inc., who agree that all Services specified will be performed by in accordance with this Extension No. 1 to Form of Contract and the Contract Documents for an additional one year period, with the contract ending as of December 31, 2020,.

1. **COMPENSATION:** The services herein shall be performed by Contractor for a total amount not to exceed \$1,069,027.00.
3. **LIABILITY OF COUNTY:** This Extension No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.

4. **EFFECT OF EXTENSION NO. 1 TO FORM OF CONTRACT:** Except as modified by this Extension No.1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

[INTENTIONALLY LEFT BLANK]

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

CONSULTANT:

BAKER & TAYLOR, INC.

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

[Insert name]
[Insert title]

ATTEST:

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission

Secretary/
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

Office of the County Attorney

Notary Public

APPROVED AS TO CONTENT:

County: _____

Gabriel Morley, Executive Director
Fulton Public Library

Commission Expires: _____

(Affix Notary Seal)

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

EXTENSION NO. 1 TO FORM OF CONTRACT

Contractor: Brodart Company, Inc.

Contract No. 16ITBC104551B-BR Shelf-ready Adult, Teen and Children's Books (B)

Address: P. O. Box 3488
City, State Williamsport, PA 17701

Telephone:

E-mail:

Contact:

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into a Contract with Brodart Company, Inc. to provide adult, teen and children's books for library patrons, dated December 21, 2016, on behalf of the Fulton-Public Library; and

WHEREAS, the County wishes to extend the subject contract, with all terms and conditions unchanged, for an additional one year period.

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this Extension was approved by the Fulton County Board of Commissioners on December 18, 2019 Item # 19-XXXX.

NOW, THEREFORE, the County and the Contractor agree as follows:

This Extension No. 1 to Form of Contract is effective as of the ____ day of _____, 2020, between the County and Brodart Company, Inc., who agree that all Services specified will be performed by in accordance with this Extension No. 1 to Form of Contract and the Contract Documents for an additional one year period with the contract ending as of 31st day of December, 2020.

1. **COMPENSATION:** The services herein shall be performed by Contractor for a total amount not to exceed \$464,793.00.
3. **LIABILITY OF COUNTY:** This Extension No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.

4. **EFFECT OF EXTENSION NO. 1 TO FORM OF CONTRACT:** Except as modified by this Extension No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

[INTENTIONALLY LEFT BLANK]

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

CONSULTANT:

BRODART COMPANY, INC.

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

[Insert name]
[Insert title]

ATTEST:

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission

Secretary/
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

Office of the County Attorney

Notary Public

APPROVED AS TO CONTENT:

County: _____

Gabriel Morley, Executive Director
Fulton-Public Library sYSTEM

Commission Expires: _____

(Affix Notary Seal)

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

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

| | | | |
|---------------------|-------------------|-----------------------|---------------------|
| Report Period Start | Report Period End | Contract Period Start | Contract Period End |
| 1/1/2017 | 10/30/2017 | 1/1/2017 | 12/31/2017 |
| PO Number | | | PO Date |
| 17SC105808B-BR | | | 1/19/2017 |
| Department | <u>Library</u> | | |
| Bid Number | 16ITBC104551B-BR | | |
| Service Commodity | Library Books | | |
| Contractor | | | |

| | |
|---------------------------|---|
| 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

We transitioned to a new ordering system in 2017 and the vendor provided assistance and guidance to the library. Vendor met all bid specifications for ordering, cataloging and processing of library materials. Provides a good collection development service that makes the work-flow move quickly and smoothly. The vendor works with you to determine your specific needs.

. 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's turnaround time is well within stated bid requirements for items ordered. Materials are processed in a timely manner. Consults with and respond to queries regarding status of orders very prompt. Investigates problems and accurately resolving them as quickly as possible.

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

Comments:

☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Vendor Project Manager and his team holds regular conference calls with library staff to address any concerns or issues. The team communicates clearly, accurately and to-the-point in a courteous and business-like manner.

19-1158

- ☐ 1
☐ 2
☐ 3
☒ 4

isid to specification, and invoiced amounts are always correct. When issues arise, vendor is very prompt to respond to queries regarding status of orders, cataloging/processing concerns and invoices.

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

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Vendor has dedicated a Project Manager who's assigned to the library's contract. He's always available to address inquiries. Baker & Taylor staff are experienced and focused on satisfying the needs of the Atlanta Fulton Public Library System.

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:

Charmaine Johnson

Department Head Name

Department Head Signature

Date

11/9/2017