



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 19-1157**

**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 #17ITBC104553B-BR Lease of High Demand/Bestselling Books in the amount of \$351,400.00 with Brodart Company, Inc. (Williamsport, PA) to provide high demand/bestselling titles for all library locations 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 is to provide a book leasing plan that will provide Bestsellers and High Demand titles for all library locations. The vendor is to have sufficient inventory to supply multiple copies of new release titles to meet our patrons' demands.

Community Impact: Allows the library to provide high demand and bestselling titles for patrons' check out at all locations.

Department Recommendation: Recommends approval.

Project Implications: None

Community Issues/Concerns: None

Department Issues/Concerns: None

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

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

History of BOC Agenda Item:

<b>CURRENT CONTRACT HISTORY</b>	<b>BOC ITEM</b>	<b>DATE</b>	<b>DOLLAR AMOUNT</b>
Original Award Amount	16-1190	12/21/2016	\$351,400.00
Renewal No.1	17-1046	12/20/2017	\$351,400.00
Renewal No.2	18-1010	12/19/2018	\$351,400.00
<b>Extension No.1</b>			<b>\$351,400.00</b>
Total Revised Amount			\$1,405,600.00

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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**Contract Value:** \$351,400.00  
**Prime Vendor:** Brodart Company Inc.  
**Prime Status:** Non-Minority  
**Location:** Williamsport, PA  
**County:** Lycoming County  
**Prime Value:** \$351,400.00 or 100.00%  
  
**Total Contract Value:** \$351,400.00 or 100.00%  
**Total M/FBE Value:** \$-0-

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				

<b>Total Contract Value</b>	<b>\$351,400.00 or 100%</b>
<b>Total M/FBE Values</b>	<b>-0-</b>
<b>Total Prime Value</b>	<b>\$351,400.00 or 100%</b>

**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 - \$351,400.00  
 Pending FY2020 Budget Approval

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*  
 Exhibit 1: Extension Agreement No.1 to Form of Contract  
 Exhibit 2: Contractor Performance Report

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

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

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

<b>Procurement</b>			
<b>Contract Attached:</b> No		<b>Previous Contracts:</b> Yes	
<b>Solicitation Number:</b> 16ITB102199B-TR	<b>Submitting Agency:</b> Library	<b>Staff Contact:</b> Gabriel Morley	<b>Contact Phone:</b>
<b>Description:</b> Library Non-Book Materials			
<b>FINANCIAL SUMMARY</b>			
<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	\$351,400.00	Amount:	%:
Previous Adjustments:	\$702,800.00	Amount:	%:
This Request:	\$351,400.00	Amount:	%:
<b>TOTAL:</b>	<b>\$1,405,600.00</b>	Amount:	%:
<b>Grant Information Summary:</b>			
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 \$:	.		
<b>Funding Line 1:</b> 100-650-6565-1312	<b>Funding Line 2:</b>	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
<b>KEY CONTRACT TERMS</b>			
<b>Start Date:</b> 1/1/2020	<b>End Date:</b> 12/31/2020		
<b>Cost Adjustment:</b>	<b>Renewal/Extension Terms:</b> No renewal options remain/ 12 month extension for FY2020		
<b>ROUTING &amp; APPROVALS</b> (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: Brodart Company, Inc.

Contract No. 17ITBC104553B-BR Lease of High Demand/Bestselling Books

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

Telephone:

E-mail:

Contact:

**WITNESSETH**

WHEREAS, Fulton County ("County") entered into a Contract with Brodart Company, Inc. to provide high demand/bestselling titles for all library locations, 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, this extension is for a period of one year.

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 \$351,400.00.
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

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2018	11/5/2018	5/24/2018	12/31/2018
PO Number			PO Date
18SC113703B-BR			5/24/2018
Department	<u>Library</u>		
Bid Number	17ITBC104553B-BR		
Service Commodity	Library Books - Bestseller Lease Plan		
Contractor	Brodart Company		

<b>0 = Unsatisfactory</b>	<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>
<b>1 = Poor</b>	<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>
<b>2 = Satisfactory</b>	<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>
<b>3 = Good</b>	<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>
<b>4 = Excellent</b>	<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

The vendor service and product delivered meets all specifications outlined in bid document. Bestsellers and High Demand titles available via our lease plan agreement has met all requirements and expectations. Vendor's technical expertise and their ability to generate requested reports is a tremendous help in our efforts to ensure we are able to meet patrons' demand for current bestsellers and high demand 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 meets all timeline with regards to delivery of orders from their pre-published list of titles. Bestsellers always arrive in timely manner to ensure we have the title available for patrons' on release date.

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

**Comments:**

0  
 1  
 2  
 3  
 4

Vendor provides prompt response to concerns and issues that occurs. Able to troubleshoot and provide solutions to problems within 24 to 48 hours after notification.

- 0
- 1
- 2
- 3
- 4

**Comments:**

Requested titles always arrive in time to meet new release date . Invoices are always accurate. Billing process allows easy tracking of expenditure budgeting purposes.

Vendor has established an easy return process to allow AFPL staff to send back those titles we've decided not to make part of our Permanent Collection.

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

- 0
- 1
- 2
- 3
- 4

**Comments:**

Vendor representatives have several years experience and are very knowledgeable of requirements for public library Book Leasing plans .

Overall Performance Rating: 4.0

Would you select/recommend this vendor again? Check box for Yes. Leave Blank for No <input checked="" type="radio"/> Yes <input type="radio"/> No	Rating completed by:	ed.robinson
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Department Head Name	Department Head Signature	Date
		11/6/2018



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:

CONSULTANT:

**FULTON COUNTY, GEORGIA**

**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

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

ITEM#: _____ RCS: _____ <b>RECESS MEETING</b>	ITEM#: _____ RM: _____ <b>REGULAR MEETING</b>
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