



Fulton County Board of Commissioners
Agenda Item Summary

18-1012

BOC Meeting Date
 12/19/2018

Requesting Agency
 Atlanta-Fulton Public Library

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval to renew existing contract – Atlanta-Fulton Public 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. (B) Brodart Company Inc. (Williamsport, PA) in the amount of \$464,793.00 to provide adult, teens and children’s books for library patrons . This action exercises the second of two renewal options, no renewal options remain. Effective dates: January 1, 2019 through December 31, 2019

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(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: Approval of recommended vendors

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: (Has this item previously been before the BOC? Yes)

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			\$1,533,820.00
Total Revised Amount			\$4,601,460.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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(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 30.30%

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-

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)

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

Total Contract Value	\$1,533,820.00 or 100.00%
Total M/FBE Values	\$-0-
Total Prime Value	\$1,533,820.00 or 100.00%

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-Library Books

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Contract Renewal Agreement – Baker & Taylor Adults, Teens and Children’s Books
 Exhibit 2: Contract Renewal Agreement – Brodart Adults, Teens and Children’s Books
 Exhibit 3: Contractor Performance Evaluation – Brodart Company
 Exhibit 5: Contractor Performance Evaluation – Baker & Taylor Inc.

Source of Additional Information *(Ed Robinson , (404) 692-9153)*
 Gabriel Morley, Director – Atlanta-Fulton Public Library – 404-730-1972

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)

Procurement

Contract Attached: No	Previous Contracts: No		
Solicitation Number: .	Submitting Agency: Library	Staff Contact: Ed Robinson	Contact Phone: (404) 692-9153

Description: Shelf-ready Adult, Teens and Children's Books for all Library Locations

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$1,533,820.00	Amount: .	%. .
Previous Adjustments:	\$1,533,820.00	Amount: .	%. .
This Request:	\$1,533,820.00	Amount: \$-0-	. .
TOTAL:	\$4,601,460.00	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: .
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KEY CONTRACT TERMS

Start Date: 01/01/2019	End Date: 12/31/2019
Cost Adjustment:	Renewal/Extension Terms:

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Morley, Gabriel	Date: 11/14/2018
X	County Attorney:	Martinez, Dominique	Date: 12/7/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/7/2018
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 11/15/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/10/2018

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	1/1/2018	12/31/2018
PO Number		PO Date	
18SC111803B-BR		2/21/2018	
Department	<u>Library</u>		
Bid Number	16ITBC104551B-BR		
Service Commodity	Library Books for Adults, Teens and Juveniles		
Contractor	Brodart Company		

= 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>
= 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>
= 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>
= 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>
= 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:

<input type="radio"/> 0	Vendor has met all specifications outlined in bid document. Adult, Juvenile and Teens books are processed in accordance to AFPL requirements . Vendor website for ordering is efficient and very user friendly .
<input type="radio"/> 1	
<input type="radio"/> 2	
<input type="radio"/> 3	
<input checked="" type="radio"/> 4	

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

Comments:

<input type="radio"/> 0	Vendors' fill rate for titles ordered is over 90%. received items are always within specified time line described in bid document. Requested changes per bid document are handled in timely manner.
<input type="radio"/> 1	
<input type="radio"/> 2	
<input type="radio"/> 3	
<input checked="" type="radio"/> 4	

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

Comments:

<input type="radio"/> 0	Vendors' assigned staff for AFPL contract provide prompt responses to our technical, billing or processing inquires to ensure AFPL receipt of requested titles without substantial delays.
<input type="radio"/> 1	
<input type="radio"/> 2	
<input type="radio"/> 3	
<input checked="" type="radio"/> 4	

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accurate detailed invoices and collaborates with staff on weekly basis to ensure items ordered are reflected on billing statement in timely

1
 2
 3
 4

manner

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

0
 1
 2
 3
 4

Comments:
Vendor's key personnel assigned to our contract are knowledgeable, and readily accessible to answer questions and address any concerns regarding order status and processing of titles as outlined in self-ready specifications .

Overall Performance Rating: 4.0

Would you select/recommend this vendor again? Check box for Yes. Leave Blank for No) <input type="radio"/> Yes <input type="radio"/> No	Rating completed by:	ed.robinson
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Department Head Name	Department Head Signature	Date
	<i>Samuel Moody</i>	11/5/2018

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	1/1/2018	12/31/2018
PO Number			PO Date
18SC111802B-BR			2/21/2018
Department	Library		
Bid Number	1ITBC104551B-BR		
Service Commodity	Library books for Adult, Teens and Juvenile		
Contractor	Baker & Taylor Inc.		

= 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>
= 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>
= 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>
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= 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

Vendor has met all specification outlined in bid document. Adult, Juvenile and Teens books are processed in accordance to AFPL requirements .Vendor website provide easy access for ordering and their technical staff always available to provide assistance.

. 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

Items are deliver in accordance to turnaround time per bid document . AFPL requested changes to cataloging specifications are always handled in professional manner .

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

Comments:

0

1

2

3

4

Vendor's project manager for the library contract is always available to answers our questions or inquires concerning vendor website and/or titles ordered.

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be delivered in accordance to terms of agreement . Receive accurate billing in timely manner with details of items ordered . Invoice are

1
 2
 3
 4

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

0
 1
 2
 3
 4

Comments:
Vendor Representative hold weekly conference with AFPL staff to discuss order status and any issues or concerns

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
	<i>Samuel Morley</i>	11/5/2018

Contract Renewal Evaluation Form

Date:	November 7, 2018
Department:	LIBRARY
Contract Number:	16ITBC104551B-BR
Contract Title:	Shelf-ready Adult, Teen and Children Books

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

2. 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: There are only three vendors (Ingram Library, Brodart and Baker & Taylor) with resources (Books and shelf-ready services) that have responded to our solicitation in the past 20 years. We checked with several library systems comparable to AFPL and they use one or a combination of the aforementioned vendors.

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 Public Library Contact name: Jacqueline Kimbro	11/5/2018
Date of last purchase:	November 1, 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?	Currently use Baker & Taylor. Discount on materials similar to Atlanta-Fulton

Explanation / Notes:

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

Requested and received copy of Ingram Library Services standard service and pricing brochures. The cost are comparable to prices from our current contracted vendors (Baker & Taylor and Brodart Company).

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

\$554,830.29

4. **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: November 3, 2018

Price paid: **\$1,683.19**

Inflation rate:

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 .

5. Is this a seasonal item or service? Yes No

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

7. What would be the impact on your department if this contract was not approved?

Library will not have new materials for patrons' to check-out

Ed Robinson

November 7, 2018

Prepared by

Date

Gabriel Morley
Gabriel Morley

November 8, 2018

Department Head

Date



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Atlanta-Fulton Public Library

BID/RFP# NUMBER:16ITBC104551B-BR

BID/RFP# TITLE: Shelf-ready Adult, Teen and Children Books

ORIGINAL APPROVAL DATE : 12/21/2016

RENEWAL PERIOD: FROM: 01/01/2019 **THROUGH** 12/31/2019

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$1,069,027

COMPANY'S NAME: Baker & Taylor Inc.

ADDRESS: 2550 West Tyvola Road

CITY: Charlotte

STATE: NC

ZIP: 28217

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# _____

(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 **DATE: _____**

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE: _____**

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____
RECESS MEETING

ITEM#: _____ RM: _____
REGULAR MEETING



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Atlanta-Fulton Public Library

BID/RFP# NUMBER: 16ITBC104551B-BR

BID/RFP# TITLE: Shelf-ready Adult, Teen and Children Books

ORIGINAL APPROVAL DATE : 12/21/2016

RENEWAL PERIOD: FROM: 01/01/2019 **THROUGH** 12/31/2019

RENEWAL OPTION #: 2 **OF** 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$464,793.00

COMPANY'S NAME: Brodart Company Inc.

ADDRESS: PO Box 3488

CITY: Williamsport

STATE: PA

ZIP: 17701

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# _____

(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 **DATE: _____**

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE: _____**

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____
RECESS MEETING

ITEM#: _____ RM: _____
REGULAR MEETING