



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Chief Purchasing Agent
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: November 14, 2025

PROJECT: #25RFP1507250B-EC, Shelf-Ready Books for Adults, Teens and Children and Lease Books for Adults

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Fulton County Library System.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Ingram Library Services LLC
2. Lady Bellissima LLC DBA 3 Kool Kings

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by **Ingram Library Services LLC.**, is the recommended vendor for the award of #25RFP1507250B-EC, Shelf-Ready Books for Adults, Teens and Children and Lease Books for Adults with a final score of **87.17%**.

Evaluation Committee Recommendation Letter

Date: November 14, 2025


#25RFP1507250B-EC Shelf-Ready Books for Adults, Teens and Children and Lease Books for Adults

Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

Signed by:



1C9641CD0A29463...
Virginia Collier

Librarian, Principal

Signed by:



5C8988A18E414C8...
Charmaine Johnson

Librarian, Senior

Signed by:



25681D83E6CD4B7...
Carolyn Bean

Librarian

Evaluation Committee Recommendation Letter
Date: November 14, 2025
#25RFP1507250B-EC Shelf-Ready Books for Adults, Teens and Children and Lease Books for Adults
Page | 3

EVALUATION CRITERIA	WEIGHT	Ingram Library Services LLC	Lady Bellissima LLC DBA 3 Kool Kings		
Project Development Approach	30.00%	27.50%	5.00%		
Availability of Data Analytics Tool	15.00%	15.00%	1.25%		
Qualification of Key Personnel	10.00%	10.00%	0.83%		
Relevant Project Experience/Past Performance	15.00%	12.50%	2.50%		
Availability of Personnel	10.00%	9.17%	1.67%		
Local Preference	5.00%	0.00%	0.00%		
Service Disabled Veterans Preference	2.00%	0.00%	0.00%		
Cost Proposal	13.00%	13.00%	6.50%		
TOTAL SCORE:	100.00%	87.17%	17.75%		

Certificate Of Completion

Envelope Id: 261D3BD0-7FE8-4581-9761-D490B74DA43B	Status: Completed
Subject: EVALUATION COMMITTEE RECOMMENDATION LETTER-Ingram	
Parcel ID:	
Employee Name:	
Source Envelope:	
Document Pages: 3	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Elsa D. Castro
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	141 Pryor Street
	Purchasing & Contract Compliance, Suite 1168
	Atlanta, GA 30303
	elsa.castro@fultoncountyga.gov
	IP Address: 172.56.68.99

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11/14/2025 12:12:55 PM	elsa.castro@fultoncountyga.gov	
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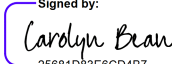
Signer Events

Signer Events	Signature	Timestamp
Virginia Collier		Sent: 11/14/2025 12:15:15 PM
Virginia.Collier@fultoncountyga.gov		Viewed: 11/14/2025 12:42:18 PM
Virginia Collier		Signed: 11/14/2025 12:42:56 PM
Library		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 12.247.68.34	

Electronic Record and Signature Disclosure:
Accepted: 11/14/2025 12:42:18 PM
ID: 191ce6a4-d3e4-4384-b87f-2bbd1a1a1772

Charmaine Johnson		Sent: 11/14/2025 12:42:57 PM
Charmaine.Johnson@fultoncountyga.gov		Viewed: 11/14/2025 12:48:23 PM
Librarian Senior		Signed: 11/14/2025 12:49:30 PM
Fulton County Library System		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 12.247.68.34	

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Accepted: 11/14/2025 12:48:23 PM
ID: 8a95a46f-4149-423f-bbe9-62ae1da76d92

Carolyn Bean		Sent: 11/14/2025 12:49:32 PM
Carolyn.Bean@fultoncountyga.gov		Viewed: 11/14/2025 1:34:48 PM
Security Level: Email, Account Authentication (None)		Signed: 11/14/2025 1:36:45 PM
	Signature Adoption: Pre-selected Style	
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Electronic Record and Signature Disclosure:
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ID: eba78b3a-56ed-4c2b-92f0-ba84aee23c27

In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/14/2025 12:15:15 PM
Certified Delivered	Security Checked	11/14/2025 1:34:48 PM
Signing Complete	Security Checked	11/14/2025 1:36:45 PM
Completed	Security Checked	11/14/2025 1:36:45 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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