

INTEROFFICE MEMORANDUM



To: Felicia Strong-Whitaker – Director, Purchasing and Contract Compliance

From: Gayle Holloman, Director of Libraries

DATE: May 24th, 2021

Subject: Recommendation Award – Bid # 21ITBC129246B-YJ - Non-book Materials (CD's, DVD's and Spoken Words Audio Materials)

RECOMMENDATION: The Fulton County Library System is requesting approval to recommend low cost bidder for **Non-book Materials (CD's, DVD's and Spoken Words Audio Materials)** for **Fulton County Library Systems** in the amount not to exceed \$88,000. These items are to be provided on an as needed basis. Effective upon BOC approval through December 31, 2021, with two renewal options.

DISCUSSION: The recommendation of the award was based on bidders' prices on a sample size of serials and prints. The vendor with the highest discount resulting in the lowest price per item(s) is selected.

The department received four (4) bid responses. These four vendors were AFCHRON, Baker and Taylor, Ingram Library Services and Midwest Tapes. **Baker and Taylor** is recommended as the lowest responsive and responsible bidder. AFCHRON's bid was the lowest, but the vendor did not submit a response for each category.

EXCEPTIONS: The Library System has read, understands and agrees to all of Baker & Taylor's exceptions submitted with this bid packet. As it pertains to the exceptions for processing, cataloging and the Sirsi System Loader, the Library System would like to move forward with the procurement of this vendor. .

The exceptions listed by Baker and Taylor will not impact ordering or circulation of materials.

Please utilize the following funding line per line item:100-650-6565-1312

Recommended Bidder	Base Bid Amount	Award Authority
Baker and Taylor	\$119,617	\$88,000

Authorized Signature: _____

DocuSigned by:
Gayle H. Holloman
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(By Director/Deputy Director)

Date: 05/25/2021

If you require additional information, contact **Jamar Parker** Financial Systems Manager,
at (404)771-7578.

ATTACHMENT: Bid Tabulation Sheet

cc: Elsa D. Castro, CAPA, Team B, Purchasing & Contract Compliance