



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

**# 18-1013**

**BOC Meeting Date**  
 12/19/2018

**Requesting Agency**  
 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 - Fulton Public Library, 16ITB102199B-TR, Library Non-book Materials (CD's, DVD's and Spoken Words Audio Materials) in the amount of \$327,773.92 with Baker & Taylor, Inc. (Charlotte, NC) to provide CD's, DVD's and spoken word audio materials. This action exercises the second of two renewal options. No renewal options remain. Effective Dates: January 1, 2019 to 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 is to provide Music CD's, DVD's and Spoken Word materials for all library locations. The vendor is to provide inventory that is sufficient to meet library's request for non-book materials in all formats.

Community Impact: Allows all residents of the County access to check-out library non-book materials.

Department Recommendation: Approval of recommended vendor

Project Implications: None

Community Issues/Concerns: No community issues or concerns

Department Issues/Concerns: None

<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)

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes)

<b>CURRENT CONTRACT HISTORY</b>	<b>BOC ITEM</b>	<b>DATE</b>	<b>DOLLAR AMOUNT</b>
Original Award Amount	16-1189	12/21/2016	\$467,149.25
Renewal No. 1	17-1044	12/20/2017	\$327,773.92
<b>Renewal No. 2</b>			\$327,773.92
<b>Total Revised Amount</b>			<b>\$1,122,697.09</b>

**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

**Contract Value:** \$327,773.92  
**Prime Vendor:** Baker & Taylor, Inc.  
**Prime Status:** Non-Minority  
**Location:** Charlotte, NC  
**County:** Mecklenburg County  
**Prime Value:** \$327,773.92 or 100.00%

**Total Contract Value:** \$327,773.92 or 100.00%  
**Total M/FBE Value:** \$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$327,773.92 or 100.00%</b>			
<b>Total M/FBE Values</b>	<b>\$-0-</b>			
<b>Total Prime Value</b>	<b>\$327,773.92 or 100.00%</b>			
<b>Fiscal Impact / Funding Source</b>	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
100-650-6565-1312-Library Books				
<b>Exhibits Attached</b>	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Contract Renewal Form – Baker & Taylor Non-books				
Exhibit 2: Contract Renewal Evaluation – Non-books				
Exhibit 3: Contractor Performance Report – Baker & Taylor Non-books				
<b>Source of Additional Information</b>	<i>Ed Robinson</i>			
Gabriel Morley, Director, Fulton Public Library – 404-730-1972				

<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)

**Procurement**

<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> Ed Robinson	<b>Contact Phone:</b> (404) 692-9153

**Description: Library Non-book Materials (DVD's, CD's and Spoken word)**

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	. \$467,149.25	Amount: .	%. .
Previous Adjustments:	\$327,773.92	Amount: .	%. .
This Request:	\$327,773.92	Amount: \$-0-	. .
<b>TOTAL:</b>	<b>\$1,122,697.09</b>	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 \$: .		

<b>Funding Line 1:</b> 100-650-6565-1312	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> 01/01/2019	<b>End Date:</b> 12/31/2019
<b>Cost Adjustment:</b> .	<b>Renewal/Extension Terms:</b> .

**ROUTING & APPROVALS**  
(Do not edit below this line)

X	Originating Department:	Morley, Gabriel	Date: 11/14/2018
X	County Attorney:	Ringer, Cheryl	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

## Contract Renewal Evaluation Form

<b>Date:</b>	November 7, 2018
<b>Department:</b>	LIBRARY
<b>Contract Number:</b>	16ITB102199B-TR
<b>Contract Title:</b>	Non-book Materials (DVD's, CD's and Spoken words)

**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**

**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:**

**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:**

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**Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name DeKalb County Contact name: Jacqueline Kimbro	11/5/2018
Date of last purchase:	October 24, 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?	DeKalb currently use Midwest Tapes for non-book materials prices are comparable to Baker & / Taylor

**Explanation / Notes:**

Discount varies depending on the item purchased same as with our vendor. Pricing structure very similar to our current contracted vendor Baker & Taylor.

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

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

\$116,725.21

3. **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:	October 26, 2018
Price paid:	\$263.42
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 .

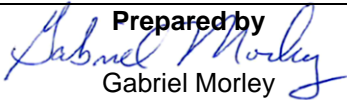
4. Is this a seasonal item or service?  Yes  No

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

6. What would be the impact on your department if this contract was not approved?  
The library branches are unable to provide new materials for their patrons to check-out.

Ed Robinson

November 7, 2018

Prepared by  
  
Gabriel Morley

Date  
November 8, 2018

Department Head

Date

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
3/13/2018	11/5/2018	1/1/2018	12/31/2018
PO Number			PO Date
18SC111839B-BR			3/13/2018
Department	<u>Library</u>		
Bid Number	16ITB102199B-BR		
Service Commodity	Library Books (DVD's CD's and Spoken word)		
Contractor	Baker & Taylor Inc.		

<b>= 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>= 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>= 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>= 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>= 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

Vendor meets specifications outlined in bid document. DVD's, CD's and Spoken words items are processed in accordance to bid requirements. Vendor send via email on a weekly basis spreadsheet that shows status of items ordered. The website for ordering is very easy to navigate, and the knowledgeable technical support staff always available to answer questions.

. 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

Fill rate is well over 90%. Orders placed for DVD's, CD's and spoken word titles are shipped well in advance of time frame specified in bid document. Vendor is always responsive to requested changes in processing requirements.

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

Comments:

0  
1  
2  
3  
4

Vendor respond time is always within 24 to 48 hour window for majority of concerns and/or issued experienced regarding items order or website issues. Problems are usually resolved in a few days .



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1  
 2  
 3  
 4

e always of high quality ( DVD's, CD's and spoken word) cases and artwork meet or exceeds our bid requirements. Receive accurate consolidated invoices via excel spreadsheet on weekly basis. Vendor also email detail spreadsheet of cancellations and backorders. This spreadsheet is very useful tool for tracking expenditures .

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 available to answer questions and address any concerns regarding order status and processing requirements.

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:	Date:
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Department Head Name	Department Head Signature	Date
	<i>Samuel Morley</i>	11/7/2018



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

Fulton County, GA

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT: Atlanta-Fulton Public Library**

**BID/RFP# NUMBER: 16ITB102199-B-TR**

**BID/RFP# TITLE: Library Non-book Materials (CD's, DVD's, and Spoken Work)**

**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: \$327,773.92**

**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: \_\_\_\_\_ ITEM#: \_\_\_\_\_ RM: \_\_\_\_\_**  
**RECESS MEETING REGULAR MEETING**