

INTEROFFICE MEMORANDUM



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

From: Gayle Holloman, Director of Libraries

DATE: May 20th, 2024

Subject: Recommendation Award - Bid #24ITBC1288213BPS

RECOMMENDATION: The Fulton County Library System is requesting approval to recommend low cost bidder for Non Book Materials (Shelf Ready DVD, Poetry, Spoken Word, CD, Adult and Teens) services at a price not to exceed \$126,700.98. These items are to be provided on an as needed basis. This action will be effective for a one year period based on the date of the purchase order.

DISCUSSION: The recommendation of the award was based on bidders' prices and delivery time frame provided during the bid process. The vendor with the lowest prices and shorter delivery time is selected. The department received and evaluated Two (2) bid responses. **Baker and Taylor** provided the lowest bid price and reasonable delivery time which resulted in the awarding of this service. Please utilize the following funding line per line item:100-650-6565-1312

Recommended Bidder	Base Bid Amount	Award Authority
Baker and Taylor LLC	\$126,700.28	N/A

Authorized Signature: 
 DocuSigned by:
 Gayle Holloman
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 (By Director/Deputy Director) Date: 05/20/2024

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

ATTACHMENT: Bid Tabulation Sheet

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

Phyllis Stewart, Assistant Purchasing Agent

Roderic Terrell, Assistant Purchasing Agent