

INTEROFFICE MEMORANDUM



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

From: Gayle Holloman, Director of Libraries

DATE: June 26th, 2024

Subject: Recommendation Award – Bid #24ITB1288009B-PS
Newspapers, Magazine and Serials Subscriptions

RECOMMENDATION: The Fulton County Library System is requesting approval to award **Ebsco Inc.** for Newspapers, Magazines and Serial Subscriptions in the amount not to exceed \$252,145.90. These items are to be provided on an as needed basis. Effective Upon BOC approval through December 31, 2024, with two renewal options.

DISCUSSION: The recommendation of the award was based on bidders' prices and delivery time frame and availability of commodities provided during the bid process. Per Fulton County policy we are to award the low cost bidder which is WT Cox. We are making the recommendation to exclude WT Cox due to the fact that the vendor did not submit the most updated bid which included a 3rd addendum. The bidnet spreadsheet provided by this company reflected quantities that were significantly lower than the amount requested on the 3rd addendum. The alteration of the spreadsheet resulted in the vendor providing an overall dollar amount which was significantly lower than Ebsco. Both vendors were no longer being graded on the same scale as the quantities on the spreadsheet directly impacts the overall price of the bid. By not having the same quantities, WT Cox was able to reduce the overall bid amount which caused a wide discrepancy of pricing between both vendors. This alteration also proved that the vendor is not able to provide the suggested quantities listed on the bidnet excel sheet. The department received and evaluated two (2) bid responses in which one vendor (WT Cox) was the lowest bidder with an overall bid amount of \$56,183.49. Ebsco's bid came in at an overall amount of \$252,145.90.

WT Cox is the lowest bidder based but did not supply the necessary documentation to prove that they are able to provide the titles and quantities desired.

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

Recommended Bidder	Base Bid Amount	Award Authority
Ebsco Information Services, LLC	\$252,145.90.	N/A

Authorized Signature: _____

DocuSigned by:

Gayle Holloman

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(By Director/Deputy Director)

Date: _____

07/01/2024

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