



Fulton County Board of Commissioners
Agenda Item Summary

18-1011

BOC Meeting Date
 12/19/2018

Requesting Agency

Atlanta-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 – Atlanta-Fulton Public Library, 18ITB110227B-BR Newspapers, Magazines & Serial Subscriptions in the amount of \$168,868.93 with EBSCO Information Services (Birmingham, AL) to provide newspaper, magazine and periodical subscription services for all library locations. This action exercises the first of two renewal options. One renewal option remains. 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 manage subscription services for requested newspapers, magazines and periodical titles for all library locations. Vendor responsible for ensuring timely delivery of each publication from publisher to library location.

Community Impact: Provides library patrons access to local, national, and international newspapers and magazines.

Department Recommendation: Recommends approval

Project Implications: None

Community Issues/Concerns: None

Department Issues/Concerns: None

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
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Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

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Continued

Original Award Amount	18-0242	4/11/2018	\$168,868.93
Renewal No. 1			\$168,868.93
Total Revised Amount			\$337,737.86

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$168,868.93
Prime Vendor: EBSCO Information Services
Prime Status: Non-Minority
Location: Birmingham, AL
County: Jefferson County
Prime Value: \$168,868.93 or 100.00%

Total Contract Value: \$168,868.93 or 100.00%
Total M/FBE Value: \$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	\$168,868.93 or 100.00%
Total M/FBE Values	\$-0-
Total Prime Value	\$168,868.93 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-650-6565-1312 : General, Library, Books - \$168,868.93 Pending Approval of 2019 Budget

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Contract Renewal Agreement
 Exhibit 2: Contract Renewal Evaluation
 Exhibit 3: Contractor Performance Evaluation

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Gabriel Morley, Director, Library 404-730-1972

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: No.	Previous Contracts: Yes		
Solicitation Number: 18ITB110227B-BR	Submitting Agency: Library	Staff Contact: Ed Robinson	Contact Phone: (404) 692-9153

Description: Newspapers, Magazines and Periodical subsection services

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$168,868.93	Amount: .	%. .
Previous Adjustments:	.	Amount: .	%. .
This Request:	\$168,868.93	Amount: .\$-0-	. .
TOTAL:	\$337,737.86	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 \$: .		

Funding Line 1: 100-650-6565-1312	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

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

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: 11/14/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/10/2018

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
4/19/2018	11/5/2018	4/19/2018	12/31/2018
PO Number		PO Date	
18SC110227B-BR		4/19/2018	
Department	<u>Library</u>		
Bid Number	18ITB110227B-BR		
Service Commodity	Library Books (Newspapers, Magazines, and Periodical Subscriptions)		
Contractor	EBSCO Inc.		

= Unsatisfactory	<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>
= Poor	<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>
= Satisfactory	<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>
= Good	<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>
= Excellent	<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

Subscriptions for newspapers, periodicals and magazines delivered to library branch locations in accordance to specification as outlined in bid document. Vendor's technical support and online automated claim service provides quick resolution to missing undelivered subscription titles .

. 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

Vendor representatives always respond in timely manner. New subscription delivery dates begins on time and cancellation end date requested terminates as instructed by library staff. Missing items claims filed are handled immediately.

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

Comments:

0
 1
 2
 3
 4

Vendor representatives and customer service unit respond to our request for delivery address changes, and revised or expanded subscription quantities as outlined in the bid specifications.

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1
 2
 3
 4

ices management, and the delivery and claims for missing titles meets all specifications.
 invoices are accurate and received in timely manner. Vendor notify AFPL of price increase in timely manner. This advance notification of price increase help the library stay within budgeted amount.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

0
 1
 2
 3
 4

Comments:
 Key personnel assigned to our account have considerable experience in the management of Public Library subscription services. Claims filed for missing or undelivered titles handled within 24 to 48 hours and the replacement issue are delivered in a timely manner.

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:	
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Department Head Name	Department Head Signature	Date
	<i>Samuel Morley</i>	11/6/2018



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Atlanta-Fulton Public Library

BID/RFP# NUMBER: 18ITB110227B-BR

BID/RFP# TITLE: Newspapers, Magazines & Serial Subscriptions

ORIGINAL APPROVAL DATE: 04/11/2018

RENEWAL PERIOD: FROM: 01/01/2019 THROUGH 12/31/2019

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$168,868.93

COMPANY'S NAME: EBSCO Information Services

ADDRESS: PO Box 2543

CITY: Birmingham

STATE: AL

ZIP: 35202

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: _____
RECESS MEETING

ITEM#: _____ RM: _____
REGULAR MEETING

Contract Renewal Evaluation Form

Date:	November 7, 2018
Department:	LIBRARY
Contract Number:	18ITB110227B-BR
Contract Title:	Library Books (Newspapers, Magazines, and Periodicals Subscriptions)

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 use same vendor EBSCO and receives similar pricing

Explanation / Notes:

Their discount received varies based on EBSCO's pricing from the publishers, which is same as our library system.

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?**

\$89,837.00

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:	July 19, 2018
Price paid:	24,063.74
Inflation rate:	Click here to enter text.
Adjusted price:	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?
Library branches are unable to provide newspapers and magazines for their patrons.

Ed Robinson

November 7, 2018

Prepared by

Date

 Gabriel Morley

November 8, 2018

Department Head

Date