



Fulton County Board of Commissioners
Agenda Item Summary

18-1010

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, 17ITBC104553B-BR, Lease of High Demand/ Bestselling Books in the amount of \$351,400.00 with Brodart Company, Inc. (Williamsport, PA) to provide high demand / bestselling titles for all library locations. This is the second of two renewal options. No renewal options remain. Effective dates: January 1, 2019 through 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 a book leasing plan that will provide Bestsellers and High Demand titles for all library locations. The vendor is to have sufficient inventory to supply multiple copies of new release titles to meet our patrons' demands.

Community Impact: Allows the library to provide high demand and bestselling titles for patrons' check out at all locations

Department Recommendation: None.

Project Implications: none.

Community Issues/Concerns: None.

Department Issues/Concerns: No issues or concerns.

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)

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	16-1190	12/21/2016	\$351,400.00
Renewal No. 1	17-1046	12/20/2017	\$351,400.00
Renewal No. 2			\$351,400.00
Total revised Amount			\$1,054,200.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$351,400.00
Prime Vendor: Brodart Company Inc.
Prime Status: Non-Minority
Location: Williamsport, PA
County: Lycoming County
Prime Value: \$351,400.00 or 100.00%

Total Contract Value: \$351,400.00 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	\$351,400.00 or 100.00%			
Total M/FBE Values	\$-0-			
Total Prime Value	\$351,400.00 or 100.00%			
Fiscal Impact / Funding Source		<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>		
100-650-6565-1312: General, Library, Library Books - \$351,400.00 Pending Funding 2019 Budget				
Exhibits Attached		<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>		
Exhibit 1: Contract Renewal Agreement Exhibit 2: Contract Renewal Evaluation Form Exhibit 3: Contractor Performance Evaluation				
Source of Additional Information		<i>(Type Name, Title, Agency and Phone)</i>		
Gabriel Morley, Director – Atlanta-Fulton Public 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: . 17ITBC104553B-BR	Submitting Agency: Library	Staff Contact: Ed Robinson	Contact Phone: (404) 692-9153

Description: Book Leasing Plan for Bestsellers and High Demand Titles

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$351,400.00	Amount: .	%. .
Previous Adjustments:	\$351,400.00	Amount: .	%. .
This Request:	\$351,400.00	Amount: \$-0-	. .
TOTAL:	\$1,054,200.00	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: 11/15/2018
.	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
1/1/2018	11/5/2018	5/24/2018	12/31/2018
PO Number			PO Date
18SC113703B-BR			5/24/2018
Department	Library		
Bid Number	17ITBC104553B-BR		
Service Commodity	Library Books - Bestseller Lease Plan		
Contractor	Brodart Company		

= 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

The vendor service and product delivered meets all specifications outlined in bid document. Bestsellers and High Demand titles available via our lease plan agreement has met all requirements and expectations. Vendor's technical expertise and their ability to generate requested reports is a tremendous help in our efforts to ensure we are able to meet patrons' demand for current bestsellers and high demand 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 meets all timeline with regards to delivery of orders from their pre-published list of titles. Bestsellers always arrive in timely manner to ensure we have the title available for patrons' on release date.

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

Comments:

0

1

2

3

4

Vendor provides prompt response to concerns and issues that occurs. Able to troubleshoot and provide solutions to problems within 24 to 48 hours after notification.



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Fulton County, GA

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Atlanta-Fulton Public Library

BID/RFP# NUMBER: 17ITBC104553B-BR

BID/RFP# TITLE: Lease of High Demand/Bestselling Books

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: \$351,400.00

COMPANY'S NAME: Brodart Company Inc.

ADDRESS: : PO Box 3488

CITY: Williamsport

STATE: PA

ZIP: 17701

This Renewal Agreement No. ____ was approved by the Fulton County Board of Commissioners on **BOC DATE:** **BOC NUMBER:**

SIGNATURES: SEE NEXT PAGE

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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

Contract Renewal Evaluation Form

Date:	November 7, 2018
Department:	LIBRARY
Contract Number:	17ITBC104553B-BR
Contract Title:	Lease of High Demand/Bestselling Books

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 Contact name	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid: Comparable to Atlanta-Fulton	
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.
Are they aware of any new vendors? No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:

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

Contacted several library systems was unable to locate one with a book leasing plan. Through our extensive research of the market, we've determined Baker & Taylor only other vendor in the market. We've used Baker & Taylor previously for book leasing services. Our current vendor Brodart Company pricing is comparable to prices offer at Baker & Taylor.

2. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year? \$117,195.30

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: 05/21/2018	\$115,924.80
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:

Click here to enter text.

- 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 is unable to meet patrons' request to check-out Bestsellers and High Demand titles.

Ed Robinson

Prepared by
Gabriel Morley
Gabriel Morley

Department Head

November 7, 2018

Date
November 8, 2018

Date