

**AGENDA ITEM REPORT**

**DATE:** September 19, 2023  
**DEPARTMENT:** Library  
**REQUESTER:** Mindi Simon  
**TITLE:** Award Contract for Delivery Services

**I. MOTION REQUESTED**

A) Award Invitation to Bid No. B230241CMR, Delivery Services for Lee County Library, to Global Courier Services, Inc. for pick-up and delivery services between various Lee County Libraries, Library Administration, and Library Processing Center, on an as-needed basis, for an initial term of three years, as approved in the department's annual adopted budget. Annual amount will be \$160,200, plus fuel surcharges which are not to exceed \$15,000 per fiscal year.

B) Authorize the County Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the County Manager or designee the authority to renew the contract for up to three additional years, and to execute all associated documents, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

**II. ITEM SUMMARY**

Approves an annual contract with Global Courier Services, Inc., which provides delivery services of library materials to Lee County Library locations. The contract amount for FY23-24 is \$160,200. Additional fuel surcharges may apply and will not exceed \$15,000 per fiscal year. The estimated value of the full contract is \$480,600, with added fuel surcharges not to exceed \$45,000. The FY22-23 estimated total expenditures are \$160,947, which includes the fuel surcharge.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

On June 16, 2020, the Board of County Commissioners awarded B180005MRH, Annual—Delivery Services for the Lee County Library System to Global Courier Services, Inc. to provide delivery services for the Lee County Library System. The original term of the contract was from June 23, 2020 through September 30, 2022, with an option to renew for 1 additional 1-year period.

On April 19, 2022, the Board of County Commissioners approved an amendment to the awarded contract, B180005MRH, to increase the monthly pricing, remove the Captiva Memorial Library delivery service location, and add a Fuel Surcharge as provided on the contract's fee schedule.

The Lee County Library System requested Procurement Management to complete a new bid solicitation to replace the current library services contract, which expires on September 30, 2023. On May 9, 2023, Procurement Management advertised B230241CMR—Delivery Services for Lee County Library and on the bidding deadline of June 9, 2023 Procurement received 1 bid. After review of the bid, Procurement recommended that the contract be awarded to Global Courier Services, Inc. as the sole bidder, meeting all bid requirements in the total amount of \$160,200 annually plus fuel surcharges.

B) Policy Issues

On June 16, 2020, the Board of County Commissioners awarded B180005MRH, Annual—Delivery Services for the Lee County Library System to Global Courier Services, Inc. to provide delivery services for the Lee County Library System. The original term of the contract was from June 23, 2020 through September 30, 2022, with an option to renew for 1 additional 1-year period.

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C) BoCC Goals

Delivery services for the Lee County Library System, which makes it possible for us to transfer materials between branches and get items to library customers in a timely manner, is a core piece in our customer service. This supports the Lee County Library System's Annual and Long-Range plans which in turn supports the goals of the Board of County Commissioners.

D) Analysis

Delivery Services for the Lee County Library System are a critical function to help expedite the efficient transmission of library materials between our branches and into the hands of customers. On a daily basis, on average, the library system transports approximately 300 totes of materials between two courier routes to branch locations.

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$160,947
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Library Program: Lee County Library System Project: Library Processing Account Strings: KG5710114800.504211.181	
G)	Fund Type?	Other: Library
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

New contract should be in place October 1, 2023, for delivery services to continue for the Lee County Library System.

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Procurement Annual Contract Comparison - Library Delivery</a>	7/24/2023	Backup Material
<a href="#">Executed Global Courier Contract</a>	8/17/2023	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Library	Tucker, Mary	Approved	9/8/2023 - 12:50 PM
Library	Simon, Mindi	Approved	9/8/2023 - 12:54 PM
Budget Services	Henkel, Anne	Approved	9/8/2023 - 1:51 PM
Budget Services	Winton, Peter	Approved	9/8/2023 - 3:28 PM
County Attorney	Fraser, Andrea	Approved	9/8/2023 - 4:05 PM
County Manager	Codie, Robert	Approved	9/11/2023 - 9:53 AM