

**AGENDA ITEM REPORT**

DATE: June 16, 2020
DEPARTMENT: Library
REQUESTER: Mindi Simon
TITLE: Award Contract for Delivery Services for Library System

I. MOTION REQUESTED

- A) Approve contract under Bid No. B180005MRH, Annual – Delivery Service for Lee County Library System to Global Courier Services, Inc. for the transporting of books, paperwork, and media equipment between library locations on a weekly schedule, on an as needed basis, through September 30, 2022, in the amount of \$121,740 per year.
 B) Authorize the 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 one additional one year period, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

II. ITEM SUMMARY

Authorizes the library services delivery contract with Global Courier Services, Inc., which provides delivery services of all library materials to all system branches. The total amount spent for the prior fiscal year 2018-2019 was \$99,999.96.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

The Lee County Library System requested Procurement Management to complete a new bid solicitation to replace the current library services contract which expired on October 1, 2018. On April 20, 2018, Procurement Management advertised B180005MRH Annual—Delivery Service for Lee County Library System and on the bidding deadline of May 22, 2018, Procurement received 7 bids. After analysis of the bids, Procurement recommended that the contract be awarded to Unify 1 Inc., dba Global Equipment and Services as the lowest responsive bidder meeting all bid requirements in the total amount of \$99,999.96 per year. In early 2020, Global Equipment and Services was terminated as the delivery service. Procurement reviewed the prior bid list and determined that Global Courier Services, Inc. (not related to the previous company) was the next company in line. Global Courier Services, Inc. accepted the contract for delivery services for the Lee County Library System in April 2020. The contracted amount with the new delivery company, Global Courier Services, Inc., is prorated through the end of the year. The current budget of \$100,000 has enough remaining funds to cover the costs of the new delivery service through the end of the year.

B) Policy Issues

Renewal of this contract helps to support customer service to Lee County Library System customers and aligns with Lee County goals to provide good customer service by expediting the delivery of materials to various branches and to our library customers.

C) BoCC Goals

Delivery services of library materials helps to support good customer service for the Lee County Library System—primarily by delivering materials to branches and into the hands of our library customers in a timely manner. This is in line with the Lee County Library System's Annual Plan of Service and also our Long Range Plan, which in turn supports goals of the Board of County Commissioners.

D) Analysis

Delivery services for the Lee County Library System is one of the most critical functions to help expedite the efficient transmission of library materials across our branches and into the hands of our 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:	\$100,000
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: State Aid to Libraries - Library Processing Account Strings: 12120414800.504211.181	

G)	Fund Type?	Other: Library Fund
H)	Comments: The current cost of the contract with the new delivery company, Global Courier Services, Inc., is prorated through the end of the year. The current budget of \$100,000 has enough remaining funds to cover the cost of the new contract for the remainder of the year.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Due to issues with our past courier company, their services were terminated in early 2020. The library system needs to have a delivery service in place to help resume movement of library materials in an efficient manner.

VII. FOLLOW UP

The library system will review the work of Global Courier Services, Inc. to determine if renewal of contract is feasible each year. Current contract will be in place until September 30, 2022, with the option for a one year renewal

ATTACHMENTS:

Description	Upload Date	Type
Library Courier Contract	5/27/2020	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Library	Turner, Nicole	Approved	6/3/2020 - 11:35 AM
Library	Simon, Mindi	Approved	6/3/2020 - 11:40 AM
Budget Services	Henkel, Anne	Approved	6/3/2020 - 4:30 PM
Budget Services	Winton, Peter	Approved	6/4/2020 - 8:34 AM
County Attorney	Swindle, Amanda	Approved	6/5/2020 - 9:31 AM
County Manager	Brady, Christine	Approved	6/9/2020 - 10:16 AM