

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 58-039N – Library Materials

This recommendation is to approve the Invitation to Bid (ITB) - 58-039N – Library Materials for the contract term April 25, 2018 through May 31, 2020. The ITB was released to increase the pool of Vendors providing products and services being used in the library and will act as a supplement to the Piggyback of Florida Department of Management Services, Reference No. 55101500-ACS-17-1 and Reference No. 81111902-ACS-17-1, which started on August 7, 2017.

The District's libraries serve the students, staff, and families in the entire school community. The library collection provides materials and resources that support the educational goals of the school and the District. School library collections include curriculum materials and resources, as well as recreational materials, in a variety of formats, print, and digital.

Procurement Method

The solicitation ran from March 5, 2018 through April 6, 2018. There were five hundred, and ninety-seven (597) vendors notified, forty-six (46) vendors downloaded the ITB, and sixteen (16) bids were received before bid opening. The ITB was separated into three (3) categories and includes print, non-print, and related ancillary services. All bids received are being recommended for the award and include multiple Vendors that have serviced the District for many years. Upon approval of this item, the total numbers of Vendors awarded will be forty-five (45).

The total contract award amount for this solicitation is \$4,100,000. The spending authority was approved by the School Board at the September 6, 2017, RSBM item EE-14. There is no additional request for spending authority for this item.