



Fulton County Board of Commissioners  
**Agenda Item Summary: Item #09-1092**

BOC Meeting Date  
 10/21/09

Requesting Agency  
 Atlanta-Fulton Public Library System

Commission Districts Affected  
 All

*Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval for allowing award of contract without competition for the **Atlanta-Fulton Public Library System**, Signed Special Orders from the Bureau of Refugees, in the amount of \$ 12,500 with Between the Covers Rare Books for the purchase of the rare and unique bound volume of Signed Special Orders from the Bureau of Refugees, Freedmen and Abandoned Lands, District of Mississippi, 1866-1869 upon award. The collection provides primary materials to enhance the Auburn Avenue Research Library's existing collection of 19<sup>th</sup> century materials documenting the post-antebellum South.

*Requirement for Board Action (Cite specific Board policy, statute or code requirement)*

In accordance with Fulton County code 2-319 and BOC Policy and Procedure #800-11-(Basis for Conditions Allowing Award of Contract without Competition), after following the procedure as stated in P&P #800-11, and the Purchasing Department having determined that there is only one source available for the required supply, service, or construction item, this request is forwarded to the County Manager for review and approval and presentation to the Board of Commissioners for final approval

*Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)*

- Yes    K    No

**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.)*

The Atlanta-Fulton Public Library System requests approval of award of contract without competition to Between the Covers Rare Books, Inc for the purchase of the rare and unique bound volume of Signed Special Orders from the Bureau of Refugees, Freedmen and Abandoned Lands, District of Mississippi, 1866-1869 for the Auburn Avenue Research Library. This collection will provide primary materials to enhance Auburn Avenue Research Library's existing collection of 19<sup>th</sup> century materials documenting the post-antebellum South. The collection is a complete file of Special Orders containing 429 separate Orders, both printed and manuscript (plus one additional document, "Roster of Officers and Agents on Duty in the State of Mississippi") from the Bureau of Refugees (usually referred to as the Freedmen's Bureau).

This item was advertised and Between the Covers Rare Books, Inc. was the only vendor to respond.

If the County should choose not to approve Between the Covers Rare Books, Inc. as an award without competition, the library would not be able to acquire the rare and unique bound volume of Signed Special Orders from the Bureau of Refugees, Freedmen and Abandoned Lands, District of Mississippi, 1866-1869. The Library's mission to collect and make available to the public archival collections on the African and African-American experience will be impaired.

**Agency Director Approval**

Typed Name and Title  
 Cecil S. Moore, Director

Phone  
 (404)612-5810

Signature

Date  
 10/21/09

**County Manager's Approval**

**Fiscal Impact / Financing Source**

*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

100-650-6502-1312, General Fund, Books-Library

**Exhibits Attached**

*(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Justification and Approval Form

**Source Of Additional Information**

*(Type Name, Title, Agency and Phone)*

Ed Robinson, Financial Systems Manager, Atlanta-Fulton Public Library System 404-730-1810



Fulton County Board of Commissioners  
**Agenda Item Summary: Item #09-1093**

BOC Meeting Date  
 10/21/09

Requesting Agency  
 Atlanta-Fulton Public Library System

Commission Districts Affected  
 All

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeline, etc.)

Request approval for allowing award of contract without competition for the - **Atlanta- Fulton Public Library System**, Tuskegee Airman Collection in the amount of \$ 21,000 with Lorna Rae Wallace (Prescott, AZ) to provide for the purchase of The James Bryant Smith/Tuskegee Airman collection to enhance existing collections at Auburn Avenue Research Library upon award. These collections offer researchers a rich historical view of the cultural, social, economic and political milieu of African Americans living in the U.S. between WWI and WWII.

Requirement for Board Action (Cite specific Board policy, statute or code requirement)

In accordance with Fulton County Purchasing code Section 2-319 and BOC Policy and Procedure #800-11-(Basis for Conditions Allowing Award of Contract without Competition), after following the procedure as stated in P&P #800-11, and the Purchasing Department having determined that there is only one source for the required supply, service, or construction item, this request is forwarded to the County Manager for review and approval and presentation to the Board of Commissioners for final approval.

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes  No

**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.)

The Atlanta-Fulton Public Library System requests approval of award of contract without competition to Lorna Rae Wallace for the purchase of The James Bryant Smith/Tuskegee Airman collection for the Auburn Avenue Research Library. This collection will provide primary evidence that will illuminate secondary resources pertaining to Tuskegee airmen, WWII, race relations in the South, Women's Studies, Labor History, Segregation, and Black Higher Education.

If the County should choose not to approve this award of contract without competition, the library would not be able to acquire The James Bryant Smith/Tuskegee Airman Collection. The Library's mission to collect and make available to the public archival collections on the African and African-American experience will be impaired.

Fiscal Impact / Funding Source (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

100-650-6502-1312 -General Fund,Books-Library

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

Exhibit 1 Justification and Approval Form

Source Of Additional Information (Type Name, Title, Agency and Phone)

Ed Robinson, Financial Systems Manager, Atlanta-Fulton Public Library System 404-730-1810

Agency Director Approval		County Manager's Approval 
Typed Name and Title Cecil S. Moore, Director	Phone (404)612-5810	
Signature 	Date 10 ^ 7, 2009	

# Hi Agenda Approval & Routing Form

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> No	<b>Procurement Type:</b> Sole Source	<b>Proposed Action:</b> New Item
<b>Solicitation Number:</b>	<b>Submitting Agency:</b> Atlanta-Fulton Public Library	<b>Staff Contact:</b> Ed Robinson	<b>Contact Phone:</b> 404-730-1810
<b>Description:</b> James Bryant Smith/Tuskegee Airman collection			

### CONTRACTOR INFORMATION

<b>Other Contract Party(s):</b>	<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
	<b>No. Bid Notices Sent:</b>				
	<b>No. Bids Received:</b>				
<b>Prime Contractor information:</b>			<b>Subcontractor Information:</b>		
Contractor Type: FBE			Contractor Type: Select One		
Name: Lorna Wallace			Name:		
Address: 14895 N. Hope Rose Road			Address:		
City: Prescott State: Arizona Zip: 86305			City: State: Zip:		
Contact Name: Lorna Wallace Phone: 480-326-0815			Contact Name: Phone:		
Start Date: End Date: Upon Approval: &			Start Date: End Date: Upon Approval: •		
Amount: \$21,000.00			Amount:		

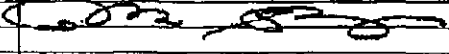
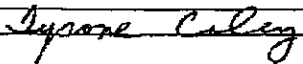
### FINANCIAL SUMMARY

<b>Total Contract Value:</b>	<b>MBE/FBE Participation:</b>	<b>Grant Information Summary:</b>	
Original Approved Amount: \$21,000.00	Amount: %;	Amount Requested:	• Cash
Previous Adjustments:	Amount: %;	Match Required:	• In-Kind
This Request: \$	Amount: %;	Start Date:	Q Approval to Award
TOTAL: \$21,000.00	Amount: %;	End Date:	• Apply & Accept
		Match Account*:	
<b>Funding Line 1:</b> 2009 Budget 100-650-6502-1312	<b>Funding Line 2:</b>	<b>Funding Line 3:</b>	<b>Funding Line 4:</b>

### KEY CONTRACT TERMS

<b>Start Date:</b> Upon approval	<b>End Date:</b> 12/31/2009	<b>Contract Type:</b> New Item	<b>Payment Terms:</b>
<b>Cost Adjustment:</b>	<b>Renewal/Extension Terms:</b>	<b>Termination Provisions:</b>	

### ROUTING & APPROVALS

<input checked="" type="checkbox"/> <b>Originating Department:</b>		Date: 9/23/09
<input type="checkbox"/> <b>County Attorney:</b>		Date:
<input type="checkbox"/> <b>Information Technology:</b>		Date:
<input type="checkbox"/> <b>General Services:</b>		Date:
<input type="checkbox"/> <b>Risk Management:</b>		Date:
<input type="checkbox"/> <b>Grants Management:</b>		Date:
<input type="checkbox"/> <b>Purchasing/Contract Compliance:</b>		Date:
<input checked="" type="checkbox"/> <b>Finance/Budget:</b>		Date: 9/28/09