SUBJECT: PROMOTIONAL PRINTING FOR SLEEP SAFE PROGRAM

BID #: XF-0286-22

OPEN DATE: 1/12/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE-TIME PURCHASE

AGENCY: KIDS HOPE ALLIANCE

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (5) OTHER: ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Bambini Infant Wear for failure to bid on all items in accordance with the specifications, and to waive as a minor irregularity addendum #3 that was not included with the response from Veterans4You. It has since been received. Recommend approval of award to the lowest responsive, responsible bidder, Veterans4You, to supply promotional products for the Sleep Safe Program. Total expenditure amount not to exceed $68,135.00.

Funding Source: 10901.181001.582001.000000.00000459.00000.0000000 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation, Rejection Letter, Addendum #3 and Terms and Conditions

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Saralyn Grass, Chief Administrative Officer, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Saralyn Grass, Chief Administrative Officer, Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer, Kids Hope Alliance (KHA)

SUBJECT: Award Recommendation for BID# XF-0286-22 Promotional Printing for Sleep Safe Program for Kids Hope Alliance

DATE: February 1, 2022

The Kids Hope Alliance has completed review of BID# XF-0286-22 and is recommending approval of award to Veterans4You ($68,135.00). The evaluation found Veterans4You to be responsive, interested, qualified and available to provide the services at the lowest cost required by the specifications.

KHA recommends rejecting Bambini Infant Wear due to the agency not providing bids for all items.

The funding for this service will come from Funding Index:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00000459	00000	0000000

If you need additional information, please contact Mari Ganues at (904) 255-4438 or Tyrica Young at (904) 255-4423.

CC: Annette Leslie-Burney, Buyer
Mari Ganues, Assistant Director Communication and Employee Development. Kids Hope Alliance
Tyrica Young, Director of Research & Grants, Kids Hope Alliance
Joyce Watson, Director of Administration, Contracts & Purchasing, Kids Hope Alliance
April Hart, Director of Finance, Kids Hope Alliance

ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

February 7, 2022

2137 S Grand Ave.
Santa Ana, CA 92705

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Bambini Infant Wear

CONTACT NAME: Bradley Berzach

BID NUMBER: XF-0286-22

NAME OF BID: Promotional Printing for Sleep Safe Program

DATE OPENED: 1/12/22

REASON FOR REJECTION:
Agency recommends rejecting vendor for failure to bid on all items in accordance with the specifications.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From:	Leslie-Burney, Annette
Sent:	Monday, February 7, 2022 5:42 PM
To:	bradley@bambinilayette.com
Cc:	info@bambinilayette.com
Subject:	FW: XF-0286-22 -REJECTION NOTICE - PROMOTIONAL PRINTING FOR SLEEP SAFE PROGRAM
Attachments:	XF-0286-22 -REJECTION NOTICE .pdf

Bradley:
Please find the attached rejection letter for the above bid. Please feel free to contact me with any questions.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

*** Privacy Act: This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Monday, February 7, 2022 5:31 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: XF-0286-22 -REJECTION NOTICE

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

For more information on Xerox products and solutions, please visit http://www.xerox.com

CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **THREE (3)**

BID NUMBER: **XF-0286-22**

PROJECT NAME: **Promotional Printing for Sleep Safe Program**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, January 12, 2022**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is in response to the following vendor questions:

1. Promotional products are priced based partly on the quantity ordered. Likewise, the shipping cost will depend on the quantity ordered. What will be the minimum quantity ordered at any one time for each item?

Response: Quantities provided are what you should show in your bid regardless of the shipping cost.

2. If large quantities are ordered, LTL freight will likely be most advantageous. Is there a loading dock available at the destination? Is a forklift or a pallet jack available?

Response: There is no loading dock.

3. Item #1 comes with either a 1 color imprint or full color imprint. Which would you like quoted?

Response: 1 color imprint, Teal

4. Item #2. What are the imprint PMS colors? Will we need to match the PMS colors or can we use a standard color that is close?

Response: The colors are orange and black. Please see addendum 1.

5. Item #3. How many colors are in the logos and what are the PMS color numbers? Would you provide a copy of the logos, please? The number of colors and the detail of the logos will determine the imprint method that will be required. Will we need to match the PMS colors or can we use a standard color that is close?

Response: Alone-Back-Crib logo is 1 color, Teal. The Kids Hope Alliance (KHA) logo is deleted from the specifications.

5. Item #4. Is your size requirement firm or flexible? There are a number of options for this item but they do not correlate to the size listed.

Response: The size should be the same or as close as possible to the specifications.

DATE: January 5, 2022 **Analyst: Annette Burney** *all*

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

_____
Bidder's Signature

_____
Title

_____
Company

_____
Date

TERMS AND CONDITIONS – REVISED

1. **SCOPE**

The City of Jacksonville's Kids Hope Alliance is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for printing of promotional products for Sleep Safe Program, greater than or equal to the attached specifications.

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s) subject to the Buy American Preference clause described below. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.

- Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.
- Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. **TERM OF AGREEMENT**

One-Time Purchase

4. **PRE-BID CONFERENCE**

There is no pre-bid meeting scheduled for this bid.

5. **STATE CONTRACTS**

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. **QUANTITIES**

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

7. **DELIVERY**

Delivery shall be made in accordance with the specifications. A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

8. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

9. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

10. **PICK UP AND RETURNS**
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

11. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

12. **INVOICING**
Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

13. **INSURANCE/INDEMNIFICATION**
Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. **The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice.** Bid number should be listed on certificate.

14. **REPORTING**
The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

15. **SUPPLIER ACCESSIBILITY**
The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.