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SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $1,000,000.00 for a large furniture purchase for the Medical Examiner's Office, and ensure proper funding for the remainder of FY24. The funds will be added to various suppliers' POA's based on pending requisitions. Total not-to-exceed award amount is $2,310,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Previous Awards

ANALYST: _____ Corey Sidlo

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

(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 _____

City of Jacksonville, Florida

Donna Deegan, Mayor

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

A NEW DAY.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: February 9, 2024

Subject: SC-0253-22 Citywide Purchase of Office Furniture and Related Products

The Procurement Division requests approval to increase the initial not-to-exceed award amount by $1,000,000.00 for unforeseen furniture purchase for the Medical Examiner's Office and ensure proper funding for the remainder of FY24. The funds will be added to various suppliers' POA's based on pending requisitions. Total not-to-exceed award amount is $2,310,000.00.

Funding for this award will be encumbered from various agencies and accounts and executed by Purchase Orders.

Thank you for your assistance and consideration in this matter.

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $400,000.00 to ensure sufficient funding for the remainder of FY24. The funds will be added to various suppliers' POA's based on pending requisitions. Revised total not-to-exceed award amount will be $1,310,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Previous Awards

ANALYST: _____ Corey Sidlo **RESPECTFULLY SUBMITTED:** _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 1/18/2024

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 1/22/2024

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc. (dba) Xybix Systems, Inc., Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual revised expenditure amount is $270,00.00. Total revised not-to-exceed amount is $910,000.00. Period of service is from October 1, 2023 through September 30, 2024 with one (1) one (1) year renewal option remaining. Recommend adding the manufacturer Indiana Desk & Knoll to the manufacturer list for Workscapes, Inc., and adding the manufacturer Hooker to the manufacturer list for Budget Office Interiors, Inc. to include a 46% discount off the manufacturer's list and a $95 delivery and installation fee.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Vendor Letters, Previous Awards

ANALYST: _____ Corey Sidlo **RESPECTFULLY SUBMITTED:** _____ Dustin Freeman, Chief Procurement Division

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/20/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 7/20/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $100,000.00 to ensure sufficient funding for a pending requisition. The funds will be added to Workscapes, Inc. The annual revised amount will be $370,000.00. The total revised not-to-exceed amount is $640,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: Corey Sidlo **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4/13/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/13/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc , Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual revised expenditure amount is $270,00.00. Total revised not-to-exceed amount is $540,000.00. Period of service is from October 1, 2022 through September 30, 2023 with one (2) one (1) year renewal options remaining.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Previous Award

ANALYST: Corey Sidlo **RESPECTFULLY SUBMITTED:** Gregory Pease, Chief Procurement Division

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/1/2022

Teresa R. Eichner

OTHER

ACTION OF AWARDING AUTHORITY DATE 9/1/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
~~For: Mayor Lenny Curry~~
Under Authority of:
Executive Order No: 2019-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $60,000.00 to ensure sufficient funding for the remainder of FY22. The funds will be added to various suppliers' POA's based on pending requisitions. Revised total not-to-exceed award amount will be $270,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Award

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 6/23/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/24/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22

OPEN DATE: 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the following suppliers as the lowest responsive, responsible bidders based on the attached Bid Tabulation: 911 Direct Holdings, LLC; Budget Office Interiors, Inc.; ErgoFlex Systems, Inc. dba Xybix Systems, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; W.B. Mason Company, Inc.; and Workscapes, Inc.

Request that lots be drawn to break the ties between W.B. Mason Company, Inc. and Workscapes, Inc. for the following sub-categories: Open Office Systems; Desk Systems; Task Seating; Conference Room Chairs; Metal Office Furniture; Executive Wood Office Furniture; Laminate Bookcases; Lateral Files – Wood; Shelving / Personal Storage; and Occasional Tables per the attached tie breaking spreadsheet.

Total estimated initial expenditure amount not-to-exceed $210,000.00. Period of service will be from October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options.

Funding shall be encumbered from various accounts and executed by Purchase Orders.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 8/26/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8-27-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For, Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02