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SUBJECT: PURCHASE OF SIGN BLANKS AND TRAFFIC SIGNS

BID #: SC-0088-22

OPEN DATE: 05/04/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30,2023 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: TRAFFIC

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Vulcan Signs as the lowest responsive, responsible bidder. Period of service will be from date of award through September 23, 2023 with three (3) one (1) year renewal options. Estimated initial expenditure amount not-to-exceed $183,331.00.

Funding for this award: Internal Service Account PWTE011 encumbered by purchase orders.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions

ANALYST: _____ Jaclyn Stamos

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Christopher LeDew, Chief, Public Works, Traffic

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(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

Lenny Curry, Mayor

Department of Public Works
Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254
(904) 255-7533
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM **May 17, 2022**

TO: **Gregory W. Pease**
Chief of Procurement

THRU: **John P. Pappas, P.E., Director**

FROM: **Christopher W. LeDew, P.W., Chief**

SUBJECT: **Sign Blanks and Traffic Signs**
Recommendation to Award
Bid No.: **SC-0088-22**
Bid Date: **May 4, 2022**
Internal Services Account No: **PWTE011**

In response to the solicitation of bids for Sign Blanks and Traffic Signs, the Procurement Division received responses from three (3) bidders. The Traffic Engineering Division has reviewed all the bids submitted. The Traffic Engineering Division recognizes Vulcan Signs as the lowest responsive bidder and recommends they be awarded an amount not to exceed $183,331.00. This award will be encumbered using releases against a Purchase Order Agreement (POA).

The Term of this agreement will be from date of award through September 30, 2023, with three (3) one (1) year renewal options. Funding will be from: PWTE011

CWL/eb

Attachments: Bid Tab

cc: PW Contracts & Finance Manager

TITLE: PURCHASE OF SIGN BLANKS AND TRAFFIC SIGNS

BID NO.: SC-0088-22

OPEN DATE: MAY 4, 2022 @ 2 P.M.

ANALYST: Jaclyn Stamoe

No. Invited: (6) No. Received (3) No Bids: (1)

Recorded By: Announcer:

ITEM	DESCRIPTION	EST. QTY	UNIT	Vulcan Signs	Universal Signs Acc	Osburn Associates INC	US Standard Sign
				LUMP SUM TOTAL BID	LUMP SUM TOTAL BID	LUMP SUM TOTAL BID	LUMP SUM TOTAL BID
1	PURCHASE OF SIGN BLANKS AND TRAFFIC SIGNS (ITEMS 1-43)	1	EA	$ 183,331.00	$ 187,946.50	$ 265,229.00	no bid
	CONFLICT OF INTEREST:			YES	YES	YES	
	LICENSE SUBCONTRACTORS			N/A	N/A	N/A	
	BONDS			N/A	N/A	N/A	
	ADDENDUM( ):			N/A	N/A	N/A	N/A

BID # _____

TERMS AND CONDITIONS
Sign Blanks/Traffic Signs

1. **SCOPE**

The City of Jacksonville's **Traffic Engineering Division** 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 **Sign Blanks/Traffic Signs** as listed in the bid documents.

2. **AWARD**

Options:

- Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s). 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.

3. **TERM OF AGREEMENT**

Options:

- The term of this agreement will be **May 8, 2022,** through **September 30, 2023,** with **three (3) one (1) year** renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements: failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

[Use this area to list particulars such as specific licensure, experience on similar projects, years of expertise in this area, etc., that can be used to determine if the Contractor is responsible and qualified.]

5. **PRE-BID CONFERENCE**

There [is not] a pre-bid meeting scheduled for this bid.

6. **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).

7. **QUANTITIES**

Options:

- 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.

8. **DELIVERY**

Delivery Location include but are not limited to: 1007 Superior Street -Warehouse. Delivery to other unspecified locations may be required for specific work projects within Duval County. The supplier will have ninety (90) from receipt of purchase order to deliver all items specified on that purchase order or

give specific dates of items on backorder. 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 price, and unit of measure.

9. 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.

10. PRICES

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

11. 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.

12. 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.

13. 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 Item number and description, date of shipment, quantity ordered and shipped, unit prices, the unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices are to be submitted to City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202. **All invoices should also be submitted through the City of Jacksonville 1Cloud Procurement System**.

14. 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. Bid number should be listed on certificate.

15. 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.

16. 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.