SUBJECT: RENTAL OF HEAVY EQUIPMENT

BID #: SC-0547-16 **OPEN DATE: 2016-09-14**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award from October 1, 2017 through date of award.

Recommend approval to utilize the first (1) of three (3) renewal options with United Rental, Inc., for the rental of heavy equipment for the Office of Special Events. Period of service is from date of award through September 30, 2018. The total annual not-to-exceed amount of $156,540.00, with a total award amount of $313,080.00.

Funding for this award to be encumbered by account SPET01ASE-04402/04938 to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Terms and Conditions, Previous Award

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Office

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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 _____

Jacksonville
Where Florida Begins.

Memorandum

To: Gregory Pease, Chief of Procurement

From: Brent Fine, Special Events Manager BF

cc: Joey Bergman, Business & Finance Manager

Date: September 28, 2017

RE: SC-0547-16 Rental of Heavy Equipment- Renewal Option 1

The Office of Special Events requests to exercise the first renewal option of award SC-0547-16 with United Rentals for the period beginning October 1, 2017 through September 30, 2018 for rental of heavy equipment.

Attached is a written agreement from the vendor exercising the renewal option at the same price, terms and conditions.

Expenditures are not expected to exceed $156,540.00 and payments will be processed by check request and/or purchase order(s).

FUNDING SOURCE – SPET01ASE-04402 and/or SPET01ASE/04938

September 27, 2017

To whom it may concern,

United Rentals would like to exercise our first renewal option on SC-0547-16 with the same terms and conditions starting October 1, 2017 – September 30, 2018.

Michael Ellen

Manager's Signature

TERMS AND CONDITIONS

RENTAL OF HEAVY EQUIPMENT

SCOPE

The Office of Special Events of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for **Heavy Equipment** as listed in the bid documents.

AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items in a group to be considered for award. ALL awards are subject to the availability of funds.

Bidders are required to submit a daily and weekly rental rate to determine the low bidder, based on the availability of funds. Weekly rental rates shall be for a 7 calendar day period. Daily rental rates shall be for a 24-hour period.

TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2017, 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.

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).

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.

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.

PRICES

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

DELIVERY AND PICK UP

Delivery will be coordinated with Office of Special Events Manager or his/her designee at 904-630-3690 or by City email.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: City purchase order number, item number and description, date and time of delivery/setup, date and time of removal/strike, quantity ordered, unit prices, and unit of measure.

Bidders must be able to deliver required equipment according to site map supplied by Office of Special Events. Vendor must coordinate with Special Events Manager for site delivery locations, set up and removal of equipment according to event time-line. Setup and removal of equipment may be during weekends, non-business hours, and holidays.

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.

EQUIPMENT ADDITIONS AND LOCATION OF SUPPLIER

Due to the nature of the events, last minute equipment additions may occur and supplier pricing will remain firm. Supplier equipment must be located within 45 miles of 32202.

SUPPLIER QUALITY

Heavy Equipment will be used for Special Events and shall be clean and in good-working condition. Equipment of construction quality, including dented, splattered with concrete, missing wheel flaps, etc. will not be accepted. Supplier employees, including but not limited to delivery/pickup, maintenance, fueling, managers, and technical employees shall be in supplier uniforms, well-groomed and professional while conducting services.

FAULTY EQUIPMENT

Supplier must be able to, at its own cost, furnish onsite mechanics or technical support to repair faulty equipment anytime when equipment is onsite. Repairs must be made within a reasonable time period. In the event that equipment is not able to be repaired, supplier must furnish a replacement the same day. Supplier understands that these events are dependent on rental equipment and will work with the Office of Special Events Manager onsite in the event of faulty equipment.

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.

INVOICING

Invoices shall be issued to the City of Jacksonville once supplies/services are fully rendered after the event. At a minimum, invoices must include; City purchase order number, item number and description, date and time of shipment delivery/setup (if applicable), date and time of removal/strike (if applicable), 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: Office of Special Events, 117 W. Duval Street, Jacksonville, Florida 32202, Attn: Nikki Beery, Accountant and emailed to NikkiB@coj.net and BFine@coj.net.

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.

SUPPLIER ACCESSABILITY

The City or its representatives 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. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the Office of Special Events Manager or his/her designee at 904-630-3690 or by City email on how to contact supplier during this period.

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.

SUBJECT: RENTAL OF HEAVY EQUIPMENT

BID #: SC-0547-16 **OPEN DATE: 2016-09-14**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, United Rental, Inc. for the rental of heavy equipment for the Office of Special Events. Period of service is one year from date of award through September 30, 2017 with three (3) one (1) year renewal options. Total not-to-exceed amount of $156,540.00.

Funding for this award to be encumbered by account SPET01ASE-04402/04938 and/or PRSE134SE-04904 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions

ANALYST: CHELSEY RENFROE **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Office

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9-22-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/22/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05