SUBJECT: **LP GAS FOR VARIOUS AGENCIES**

BID #: SC-0549-17 OPEN DATE: 08/16/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT

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

NUMBER OF BIDS INVITED: 5 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded to AmeriGas propane LP dba Sawyer Gas, on 8/24/17 in the amount of $75,000.00.

Recommend approval to increase the award to AmeriGas propane LP dba Sawyer Gas, in the amount of $50,000.00 to cover additional citywide usage of LP gas through September 30, 2018. The total revised estimated annual expenditure not to exceed $125,000.00.

Funding for this award will be released by Master Blanket and encumbered by various agencies.

Attachments: Recommendation Memo; Terms and Conditions; Specifications; Tabulation Sheet; Previous Award

Analyst: _____ **RESPECTFULLY SUBMITTED:** _____

CHELSEY FLEMING

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Chrissy Nunziato, Manager of Purchasing Services, Asst.

(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

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

ONE CITY. ONE JACKSONVILLE.

TO: Gregory Pease, Chief, Procurement Division

FROM: Chrissy Nunziato, Manager of Purchasing Services, Asst. CCN

DATE: March 5, 2018

SUBJECT: SC-0549-17 LP Gas for Various Agencies

The Procurement Division requests approval to increase the current award to AmeriGas propane LP dba Sawyer Gas, in the amount of $50,000.00 to cover additional citywide usage of LP gas through September 30, 2018, due to increased usage. The total revised estimated annual expenditure not to exceed $125,000.00.

Funding to be encumbered by Purchase Order issued by various City agencies.

Thank you for your assistance and consideration in this matter.

TERMS AND CONDITIONS
LP GAS FOR VARIOUS AGENCIES

1. SCOPE

The Procurement Division 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 **furnishing and delivering LP Gas to the City of Jacksonville and its independent agencies** as listed in the bid documents.

2. AWARD

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

3. TERM OF AGREEMENT

The term of this agreement is from date of award through September 30, 2018, 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. 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).

5. 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.

6. 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.

7. PRICES

Bidders must provide a price for each item listed on the Bid Proposal Form to be considered responsive. All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. In case of errors, unit prices will govern. Proposals in which the prices obviously are unbalanced will be rejected.

8. DELIVERY

All bidders should have facilities adequate to service all normal requests within twenty-four (24) hours. 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.

9. 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.

10. 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.

11. 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, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

The awarded vendor will be responsible for providing a copy of the previous week's current BPN index for Alma, GA, as published in Butane-Propane News with all invoices submitted for payment.

12. 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.

13. 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.

14. SUPPLIER ACCESSIBILITY

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.

SPECIFICATIONS
LP GAS FOR VARIOUS AGENCIES

1. SCOPE

The LP Gas herein specified shall be H.D.-5 and shall conform to ASTM D-1835-67-T, latest revision, Federal Specification BB-G-110. Storage and handling shall meet the standards of NFPA Pamphlet No. 58. In bidding, each vendor certifies that he complies with all of the Florida Liquefied Petroleum Gas Laws, Rules and Regulations currently in effect.

2. INVOICING

The awarded vendor will be responsible for providing a copy of the previous week's current BPN index for Alma, GA, as published in Butane-Propane News with all invoices submitted for payment.

BID TABULATION SHEET

TITLE: LP GAS

BID NO.: SC-0549-17

OPEN DATE: AUGUST 16, 2013 @ 2:00 P.M.

BUYER: STEVEN BURAKOWSKI

No. Invited: (5) No. Received (1) No Bids: (0)

Recorded By: GAIL SAMPSON

ITEM	DESCRIPTION/EST. QTY & UNIT	ANNUAL ESTIMATED GALLONS	AMERIGAS PROPANE LP dba SAWYER GAS							
			$ OVER BPN	$ PER GALLON	$ OVER BPN	$ PER GALLON	$ OVER BPN	$ PER GALLON	$ OVER BPN	$ PER GALLON
1	LP GAS DELIVERED TO VARIOUS LOCATIONS PER BID SPECIFICATIONS	25,000	$2.18	$54,500.00	$	$	$	$	$	$
		CONFLICT OF INTEREST:	YES							
		TERMS:	NOT STATED							
		DELIVERY:	NOT STATED							
		ADDENDUM'S(0)	N/A							

SUBJECT: **LP GAS FOR VARIOUS AGENCIES**

BID #: SC-0549-17 OPEN DATE: 08/16/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT

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

NUMBER OF BIDS INVITED: 5 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the lowest responsive, responsible bidder AmeriGas propane LP dba Sawyer Gas, for the purchase of propane gas. Period of service is date of award through September 30, 2018. Total annual expenditure requested for this period not-to-exceed $75,000.00 with a total estimated expenditure not to exceed $75,000.00.

Funding for this award will be released by Master Blanket and encumbered by various agencies.

Attachments: Recommendation Memo; Terms and Conditions; Specifications; Tabulation Sheet;

Analyst: for STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Gregory 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: 08/24/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/24/17

MK APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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