**SUBJECT:** CITYWIDE SAFETY SUPPLIES

**BID #:** SC-0203-17 **OPEN DATE:** 07/19/2017

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY CONTRACT – OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** PROCUREMENT DIVISION

**BASIS OF AWARD:** BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

**NUMBER OF BIDS INVITED:** (9) **NUMBER RECEIVED:** (5) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject bid was awarded on 8/1/17 to Ferguson Enterprises, Inc. dba Pollard Water for Group 1 in the amount of $41,471.53 and to Safety Products Group, Inc. for Group 2 in the amount of $6,545.14. Increase for Group 1 in the amount of $18,000.00 and for Group 2 in the amount of $2,500.00 was awarded on 5/31/18. Renewal 1 for Group 1 in the amount of $60,000.00 and for Group 2 in the amount of $10,000.00 was awarded to Safety Products Group, Inc. on 8/30/18.

Recommend approval to utilize the second and final renewal option with Safety Products Group, Inc. in the annual expenditure amount of $60,000.00 for Group 1 and the annual expenditure amount of $10,000.00 for Group 2. Total revised award amount not-to-exceed $208,516.67. Period of service shall be October 1, 2019 through September 30, 2020.

This award shall be funded by various accounts and processed via individual Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. 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, Contractor's Letter, Basis of Award, Previous Awards

**ANALYST:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** GREGORY PEASE, CHIEF, PROCUREMENT DIVISION

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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: _____

_____ _____

_____ _____

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**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 W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: August 15, 2019

Subject: SC-0203-17 CITYWIDE SAFETY SUPPLIES

The Procurement Division requests approval to utilize the second (2) and final contract renewal option with Safety Products Group, Inc. Total estimated annual expenditure for Group 1 not-to-exceed $60,000.00. Total estimated annual expenditure for Group 2 not-to-exceed $10,000.00. Total revised award expenditure not to exceed $208,516.67. Period of service will be from October 1, 2019 through September 30, 2020.

Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

Thank you for your assistance and consideration in this matter.

CC: Marilyn Laidler
Manager of Purchasing Services, Assistant
Procurement Division

Safety Products Inc

Florida
PO Box 1688
Eaton Park, FL 33840
Phone: 863-665-3601
Phone: 800-248-6860
Fax: 863-666-2580
Fax: 800-330-0395

North Carolina
5940 General
Commerce Drive
Charlotte, NC 28213
Phone: 704-339-0024
Phone: 888-449-4233
Fax: 704-339-0705

Tennessee
1897 Vanderhorn Dr
Memphis, TN 38134
Phone: 888-213-4723
Fax: 901-249-1111

Safety Products, Inc. would like to accept the city of Jacksonville's offer to exercise the second and final contract renewal option for the two groups for SC-0203-17 CITYWIDE SAFETY SUPPLIES

Thank you,

*Karen Cornelius*

Karen Cornelius

Government Bid coordinator

Safety Products, Inc

kcornelius@spisafety.com

863-904-1049

800-336-6860 ext 236

# TERMS AND CONDITIONS
# CITYWIDE SAFETY SUPPLIES

## 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 **Citywide Safety Supplies** as listed in the bid documents.

## 2. AWARD

Award will be **BY GROUP** 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.

## 3. TERM OF AGREEMENT

The term of this agreement is from October 1, 2017 through September 30, 2018, with two (2) 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. All prospective bidders must maintain one (1) month of stock for the City, based on the estimated quantities listed on the bid proposal form, of at least 50% of the total number of safety supplies listed on the bid proposal form. The awarded vendor must be able to meet this requirement within fifteen (15) days of award notification.

b. Bidders must have been regularly engaged in the business of supplying safety supplies for a minimum of twelve (12) consecutive months prior to bid submission.

## 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. 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.

8. **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.

9. **DELIVERY**

Delivery will be made to various locations within Duval County. A list of delivery locations, Attachment A, Delivery Locations, is included in this bid package for reference. This list is not intended to be all inclusive, and should be used only for reference. All orders must be received with in three (3) business days after receipt of purchase order. Products may be shipped or hand delivered. 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.

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, 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.

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 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.

## 16. FOB DESTINATION

All of the items listed are to be Free On Board to the final destination (FOB Destination) with all transportation charges, if applicable, to be included in the price, the title and risk of loss of goods shall not pass to the City until receipt and acceptance takes place at the FOB point.

**SUBJECT:** Citywide Safety Supplies

**BID #:** SC-0203-17 **OPEN DATE:** 07/19/2017

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
**SUPPLY CONTRACT** – From October 1, 2017 through September 30, 2018, with Two (2) One (1) Year Renewal Options

**AGENCY:** Procurement Division

**BASIS OF AWARD:** By Group to the Lowest Responsive, Responsible Bidder

**NUMBER OF BIDS INVITED:** 9 **NUMBER RECEIVED:** 5 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
The current awarded vendor, Ferguson Enterprises, Inc. DBA Pollard Water, has opted not to renew the award for Group one (1).

Accordingly, recommend approval to re-award Group one (1) to the second (2) lowest responsive, responsible bidder, Safety Products, Inc.; agreeing to the same terms, conditions and pricing originally submitted. The estimated annual expenditure not-to-exceed $60,000.00 for Group one (1), for the period of service beginning October 1, 2018 through September 30, 2019.

Recommend approval to utilize the first (1) renewal option with Safety Products, Inc. for Group two (2) in the amount of $10,000.00 for the period of service from October 1, 2018 through September 30, 2019. Total revised expenditure for Group one (1) is $119,471.53 and Group two (2) is $19,045.14, for a total revised award expenditure not-to-exceed $138,516.67.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. 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, Vendor Letters, Tabulation Sheets, Terms and Conditions, Previous Awards

**Analyst:** CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Greg Pease, Chief of Procurement Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8/30/18

OTHER:

**ACTION OF AWARDING AUTHORITY** DATE 8/30/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

**SUBJECT:** Citywide Safety Supplies

**BID #:** SC-0203-17 **OPEN DATE:** 07/19/2017

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
**SUPPLY CONTRACT** – From October 1, 2017 through September 30, 2018, with Two (2) One (1) Year Renewal Options

**AGENCY:** Procurement Division

**BASIS OF AWARD:** By Group to the Lowest Responsive, Responsible Bidder

**NUMBER OF BIDS INVITED:** 9 **NUMBER RECEIVED:** 5 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to increase the award for Group one (1) to Ferguson Enterprises, Inc. DBA Pollard Water in the amount of $18,000.00 and Group two (2) to Safety Products, Inc. in the amount of $2,500.00, to cover safety supply purchases through September 30, 2018. Total revised expenditure for Group one (1) is $59,471.53 and Group two (2) is $9,045.14, with a revised award expenditure not to exceed $68,516.67.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

**Attachments:** Recommendation Memo, Tabulation Sheets, Previous Awards

**Analyst:** CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Greg Pease, Chief of Procurement Division

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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: 5/31/18

OTHER:

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**ACTION OF AWARDING AUTHORITY** DATE 5/31/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

ADMINISTRATIVE AWARD
BID No.: SC-0203-17

**DESCRIPTION OF GOODS/SERVICES:** Request approval of award to the lowest responsive, responsible bidder, Ferguson Enterprises Inc., dba Pollard Water for Group 1 in the amount of $41,471.53 and Safety Products Inc. for Group 2 in the amount of $6,545.14. The total award amount not to exceed $48,016.67 The period of service is from October 1, 2017 through September 30, 2018, with two (2) one (1) year renewal options.

To be executed by Purchase Order and funding to be encumbered by account: Various

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. 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.

**FOR AGENCY/DEPARTMENT:** PROCUREMENT DIVISION

**REQUISITION NUMBERS:** N/A

**NUMBER FIRMS SOLICITED:** 9 **NUMBER FIRMS BIDDING:** 5

**REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION** N/A

**RECOMMEND AWARD TO:** Ferguson Enterprises Inc., dba Pollard Water for Group 1 and Safety Products Inc. for Group 2

**CONCURRENCE BY:** GREGORY PEASE, CHIEF, PROCUREMENT DIVISON

**PRICE:** $48,016.67 **TERMS:** NET 30

**REASON FOR NOT ACCEPTING LOW BID:** N/A

Buyer/Analyst

Asst. Manager of Purchasing Services

Date

31 JUL 2017
Date

**APPROVAL/DISAPPROVAL:**

Gregory Pease, Chief, Procurement Division

8/1/17
Date