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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Citywide Purchase of Batteries - ITB-15963-24

Requested Action/Authority:

Recommend approval to reject all bids due to prices exceeding the budget allocation.

Justification/Explanation:

Batteries will be purchased as needed by individual purchase orders.

Legal Contract #:	N/A	Contract Date:		Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	08/20/2024	Awarded Supplier:	N/A	
Licenses Verified:	No	Effective Date:	11/07/2024	Basis of Award:	LPTA	
Federally Funded:	No	No. Invited:	45	Responses Received:	2	Attachments:
Solicitation:	ITB - 15963 - 24			Procurement Contract #:	N/A - NA	
Executed By:	Procurement					

PoP:Base:	3 years	Options:	Two (2) One (1) Year Extensions	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	00000	Center:	000000	Acct:	00000	Proj:	000000	Activity:	00000000	$	0.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 0.00	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	AFPS:PROCUREMENT_AND_SUPPLY			
Concurrence:	Signed by: Annette Leslie-Burney 064EEB0EEF21445...	Title:	MANAGER OF PROCUREMENT SERVICES	11/4/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Warchol, LeeAnn 72F42AB443D04B7...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 11/5/2024
Name:	Warchol, LeeAnn	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building, 8th Floor
214 N. Hogan St.
Jacksonville, FL 32202
(904) 255-8800
www.coj.net

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: 11-4-24

Via Email: 1bsc@bellsouth.net; businesssupply@bellsouth.net

Company Name: Business Supply Company

Address: P.O. Box 47766, Jacksonville, FL 32247

Contact Name: Donna Zamalloa

Bid No: 15963-24

Title: Citywide Purchase of Batteries for Procurement Division

Date Opened: September 16, 2024

Reason for Recommended Bid Rejection: City reserves the right to reject all bids.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

Note: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the Jacksonville Procurement Awards Committee scheduled for Thursday, November 7, 2024, at 1:00 p.m.

Purchasing Analyst's Signature: LeeAnn Warchol

LeeAnn Warchol, Purchasing Analyst

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Donna Deegan, Mayor
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Jacksonville, FL 32202
(904) 255-8800
www.coj.net

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: 11-4-24

Via Email: Ephraim@vendorboy.com

Company Name: Machine Depot

Address: 6703 Rhode Island Drive E, Jacksonville, FL 32203

Contact Name: Ephraim Gottlieb

Bid No: 15963-24

Title: Citywide Purchase of Batteries for Procurement Division

Date Opened: September 16, 2024

Reason for Recommended Bid Rejection: City reserves the right to reject all bids.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

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Purchasing Analyst's Signature: LeeAnn Warchol

LeeAnn Warchol, Purchasing Analyst

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Award Solicitation: Citywide Purchase of Batteries for Procurement Division

Solicitation **ITB 15963-24** Procurement BU **COJ BU** Close Date **9/16/2024 16:00** Solicitation Currency **USD**	Responses Received **2** Active Responses **2** Shortlisted Responses **2**	Invited Suppliers **45** Will Participate **0** Responded **2**

Overview

	BUSINESS SUPPLY CO Response: 433806	Machine Depot Response: 430935
Business Relationship	Spend Authorized	Spend Authorized
Supplier Site		
Supplier Contact	zamalloa, dona	gottlieb, ephraim
Response Status	Active	Active
Shortlist Status	Included	Included
Response Amount	444,757.85	430,213.66
Total Award Amoun		
Time of Response	9/16/2024 14:39	9/16/2024 12:45
Response Valid Until		
Reference Number		
Note to Buyer		
Attachments	No	No

Requirements

Requirement	Target Value	BUSINESS SUPPLY CO Response: 433806	Machine Depot Response: 430935
1. Affirmation			
1. Type name and title of person submitting bid in the comments box.		a. Acknowledge	a. Acknowledge
Comments		JAIME ZAMALLOA/ OWNER	Ephraim Gottlieb, Manager
2. Type name of company in the comments box.		a. Acknowledge	a. Acknowledge
Comments		BUSINESS SUPPLY CO	Machine Depot LLC
3. No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in reject of the bid.		a. Acknowledge	a. Acknowledge
4. Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowlege	a. Acknowlege
5. Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge	a. Acknowledge
6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
Attachments			Yes
7. Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement.		a. Acknowledge	a. Acknowledge
8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge	a. Acknowledge
2. General Requirements			
1. Scope of Services: The City of Jacksonville's Procurement Divisionis 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 Citywide Purchase of Batteries as listed in the bid documents.		a. Acknowledge	a. Acknowledge
Attachments		Yes	
2. Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. See the attachment(s) for additional information.		a. Acknowledge	a. Acknowledge
3. Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection. a. Supplier shall provide proof of applicable local business license if located within Duval County.		a. Acknowledge	a. Acknowledge
Attachments		Yes	Yes
4. Even though a particular manufacture's name or brand is specified, bids will be considered on other brands or on the products of other manufacturers unless notified otherwise. On all such bids, Bidder must clearly indicate the product (brand and model number) on which it is bidding and will supply sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacture specified. Are you bidding any alternates to the lines listed on this solicitation? If yes, indicate which line and attach data as requested.		a. No	b. Yes
Attachments			Yes
5. Buy American Preference: As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must select the Buy American Preference Compliance Certificate indicator and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled, or produced in the United States. Bidder is not required to submit for the Buy American Preference. Bidders may quote items that are less than 51% American made but will not be eligible for the preference. Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics. Are you requesting the Buy American Preference?		b. No	b. No
6. Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment(s) for additional information.		a. Acknowledge	a. Acknowledge
Attachments		Yes	Yes

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SPECIFICATIONS

CITYWIDE PURCHASE OF BATTERIES

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to LeeAnn Warchol, Purchasing Analyst, at lwarchol@coj.net by the date and time specified on the Bid Form.

All items furnished shall be completely new, unopened, and free from defects.

Bidders must note the brand and model number(s) of the items offered. Items offered must meet the expectations of the City. The City reserves the right to request samples of any item to determine acceptability at any time. The City reserves the right to make the final determination with regards to acceptability. Items not meeting the expectations of the City are grounds for bid rejection and/or termination of the contract.

Unless requested by the City, samples will not be required. Samples requested by the City shall become the property of the City at no cost to the City.

Deliveries shall be made F.O.B. Destination to various locations within Duval County. **All orders must be received within ten (10) business days after receipt of a Purchase Order.** Products may be shipped or hand delivered. In the event the awarded bidder fails to deliver within these guidelines, the City reserves the right to make necessary purchases outside of the contract. Failure of the awarded bidder to deliver within these guidelines more than three (3) times within the contract term may result in termination of the contract.

Pricing must be based on the Product Description, the Unit of Measure, and the Estimated Annual Quantity on the Bid Proposal Form. Example: If the product description calls for eight (8) AAA batteries per pack, the Unit of Measure is "Pack", and the Estimated Annual Quantity is 365 then the Unit Price would be the cost for one (1) pack of eight (8) AAA batteries and the Extended Price would be the cost for 365 packs.

For bidding purposes, if the supplier's packaging quantity does not coincide with the packaging quantity on the Bid Proposal Form, supplier should determine the cost of his/her product if it were packaged per the solicitation even though it cannot be ordered that way.

If supplier's packaging requires a minimum number of an item to be ordered, indicate minimum ordering quantities on a separate paper.

Battery Specifications:
Only the following battery brands and part numbers will be accepted – **NO SUBSTITUTES**. Bidders must indicate the brand and part number on the Bid Proposal Form. Any deviations to the brands and/or part numbers specified herein shall result in rejection of the bid submittal.

- AA, Alkaline: Duracell MN1500, or Duracell PC1500, or Energizer E91 Max
- AAA, Alkaline: Duracell MN2400, or Duracell PC2400, or Energizer E92 Max
- AAAA, Alkaline: Duracell MX2500B or Energizer E96 Max
- AA, Lithium: Energizer L91 Ultimate Lithium
- AAA, Lithium: Energizer L92 Ultimate Lithium
- C, Alkaline: Duracell MN1400, or Duracell PC1400, or Energizer E93 Max
- D, Alkaline: Duracell MN1300, or Duracell PC1300, or Energizer E95 Max
- 3V, Lithium, CR123A: Duracell DL123A
- 3V, Lithium, CR2025: Duracell DL2025
- 3V, Lithium, CR2032: Duracell CR2032
- 6V Lantern, Alkaline: Duracell MN908, Energizer E529 Max, Eveready 1206, Ray-O-Vac 945R4
- 9V, Alkaline: Duracell MN16RT4Z, or Energizer EN22, or Ray-O-Vac AL9V

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A. Solicitation Overview

A.1. Scope of Work

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 item(s)/service(s) and to obtain pricing commitments for Citywide Purchase of Batteries for Procurement Division as listed in the bid documents.

A.2. Award

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s) subject to the Buy American Preference clause described below. 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.

A.3. Buy American Preference

As per Section 126.114, Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must select the Buy American Preference Compliance Certificate indicator and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled, or produced in the United States.

Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.

Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

A.4. Term of Agreement

The period of service will be for the initial period of three years, with two, one-year renewal options. Renewal options subject to approval with supplier and City of Jacksonville.

A.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.

INTERNAL