SUBJECT: CITYWIDE PURCHASE OF TONER CARTRIDGES

BID #: SC-0511-18 **OPEN DATE:** 08/01/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE YEAR FROM SEPTEMBER 26, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 13 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 8/14/18 to Star Image Supply, Inc. in the amount of $24,834.10. Increase in the amount of $20,000.00 awarded on 4/24/19; increase in the amount of $20,000.00 awarded on 6/21/19; first renewal option in the amount of $64,834.10 awarded on 6/28/19.

Recommend approval to increase award to Star Image Supply, Inc. in the amount of $8,000.00 to assure sufficient funding for the remainder of FY20. Total revised award amount not-to-exceed $137,668.20.

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

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED:** _____
DAVID KLAGES 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 _____ 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: for - Gregory Pease, Chief, Procurement Division

FROM: David Klages, Purchasing Analyst DK

DATE: August 7, 2020

SUBJECT: SC-0511-18 Citywide Purchase of Toner Cartridges

The Procurement Division requests approval to increase the award to Star Image Supply, Inc. by $8,000.00 to assure sufficient funding for the remainder of FY20. Revised expenditure amount for FY20 not-to-exceed $72,834.10. Total revised award amount not-to-exceed $137,668.20.

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: Dan Pearson
Manager of Purchasing Services, Assistant
Procurement Division

ADMINISTRATIVE AWARD
BID NO.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to utilize the first renewal option with Star Image Supply, Inc. for Citywide Purchase of Toner Cartridges in the annual expenditure amount of $64,834.10. Total revised award amount not-to-exceed $129,668.20. Period of service shall be September 26, 2019 through September 25, 2020 with two (2) one (1) year renewal options remaining.

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

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 7 **NUMBER FIRMS BIDDING:** 13

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

RECOMMEND AWARD TO: Star Image Supply, Inc.

CONCURRENCE BY: Marilyn Laidler, Manager of Purchasing Services, Assistant

PRICE: $129,668.20 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst
6/25/19
Date

Manager of Purchasing Services, Assistant
6/27/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division
6/28/19
Date

ADMINISTRATIVE AWARD
BID NO.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to increase award to Star Image Supply, Inc. by $20,000.00. Period of service is one (1) year from September 26, 2018, with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $64,834.10.

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

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 7 **NUMBER FIRMS BIDDING:** 13

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

RECOMMEND AWARD TO: Star Image Supply, Inc.

CONCURRENCE BY: Dustin Freeman, Manager of Purchasing Services

PRICE: $64,834.10 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

6/21/19
Date

Manager of Purchasing Services, Assistant

6/21/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

6/21/19
Date

ADMINISTRATIVE AWARD
BID NO.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to increase the contract with Star Image Supply, Inc. by $20,000.00. Period of service is one (1) year from September 26, 2018, with three (3) one (1) year renewal options. Total estimated annual expenditure not-to-exceed amount shall be increased from $24,834.10 to $44,834.10.

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

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 7 **NUMBER FIRMS BIDDING:** 13

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

RECOMMEND AWARD TO: Star Image Supply, Inc.

CONCURRENCE BY: Dustin Freeman, Manager of Purchasing Services

PRICE: $44,834.10 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

Manager of Purchasing Services

4/22/19
Date

22 APR 2019
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

4/24/19
Date

ADMINISTRATIVE AWARD
BID No.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to reject the following vendors for being non-responsive for failing to submit the revised bid proposal form issued in addendum one: BDT Concepts, Inc., IMCO Associates, Inc. DBA OnlineToner.net, Bowboeck Enterprises, LLC. DBA Reach Technologies, and Tech-Optics, Inc. Recommend approval to reject B2B Supplies USA, LLC. DBA Printing Supplies USA for failing to identify the brand or model being offered on the Bid Proposal Form as stated in the Specifications.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Star Image Supply, Inc., for the citywide purchase of toner cartridges. Period of service will be one year from September 26, 2018, with three (3), one (1) year renewal options. Total estimated annual expenditure not-to-exceed $24,834.10.

FUNDING SOURCE: Funding for this award to be encumbered by various accounts and to be executed by purchase order(s).

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: **N/A**

NUMBER FIRMS SOLICITED: **7** **NUMBER FIRMS BIDDING:** **13**

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

RECOMMEND AWARD TO: A Star Image Supply, Inc.

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

PRICE: $24,834.10 **TERMS:** NET 30 DAYS

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

Analyst

8/10/18
Date

Chrissy Nunziato
Manager of Purchasing Services, Asst.

8/13/18
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

8/14/18
Date