SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19 **OPEN DATE:** 12/19/2018

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 DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award to Southeastern Paper Group in the amount of $70,000.00 to assure sufficient funding for the remainder of the initial contract period. Period of service shall be date of award through February 3, 2020.

Total revised award amount not-to-exceed $730,000.00.

Group 1 – Paper Supplies: $320,000.00
Group 2 – Janitorial Products – Brooms, Mops, Etc.: $45,000.00
Group 3 – Cleaning Supplies: $365,000.00

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

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: _____ DAVID KLAGES **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 _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: November 7, 2019

Subject: SC-0288-19 Janitorial Supplies - Citywide

The Procurement Division requests approval to increase the award to Southeastern Paper Group in the amount of $70,000.00 to assure sufficient funding for the remainder of the initial contract period. Period of service shall be from date of award through February 3, 2020.

Total revised award amount not-to-exceed $730,000.00.

Group 1 – Paper Supplies: $320,000.00 ($40,000.00 increase)
Group 2 – Janitorial Products – Brooms, Mops, Etc.: $45,000.00 ($15,000.00 increase)
Group 3 – Cleaning Supplies: $365,000.00 ($15,000.00 increase)

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

SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19 **OPEN DATE: 2018-12-19**

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 DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase Southeastern Paper Group's price for Group 2, Item 13 (BAG, BROWN PAPER: 57 LBS, 12 x 7 x 17, 57# KRAFT DURO OR EQUIVALENT) from $23.27 per bundle to $40.84 per bundle due to a pricing error on the part of the vendor. Total award expenditure not-to-exceed amount shall be unchanged ($660,000.00).

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

Attachments: Recommendation Memo; Email Correspondence; Vendors' Bid Submittals

Analyst: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg 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: 4/11/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/11/19

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: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19 **OPEN DATE: 2018-12-19**

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 DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Central Poly-Bag Corporation for Group 1 for not bidding on all items in the group as stated in the bid documents.

Recommend approval to reject Threez Company, LLC., for quoting non-compatible items in Group 1, specifically items 2, 3, and 9.

Southeastern Paper Group failed to acknowledge the Insurance Agent Acknowledgement form, Procurement has received and recommends waiving the technicality as a minor irregularity.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder for Groups 1, 2 and 3, Southeastern Paper Group. Period of service will be one year from date of award with three (3), one (1) year renewal options. Total award expenditure not-to-exceed $660,000.00.

Group 1 – Paper Supplies - $280,000.00
Group 2 – Brooms, Mops, etc. - $30,000.00
Group 3 – Cleaning Supplies - $350,000.00

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

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letters

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

CONCURRENCE BY: Greg 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: 2/04/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/04/19

MR APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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