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SUBJECT: CITYWIDE JANITORIAL SUPPLIES

BID #: SC-0274-23 **OPEN DATE: 1/4/2023**

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: (64) **NUMBER RECEIVED:** (8) **OTHER:** (2)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Southeastern Paper Group will not be renewed for failure to comply with the terms and conditions of the award. Recommend approval to ratify the period from March 1, 2024 through date of signed renewal award as recommended below.

Recommend approval to utilize the first of three (3) renewal options with All Florida Paper for Group 1 with an increase of $350,000.00 for FY24, and Staples Contract & Commercial, LLC for Group 2 with an increase of $50,000.00 and Group 3 with an increase of $300,000.00. Period of service will be one year from date of award with two (2), one (1) year renewal options remaining. Estimated annual expenditure amount is $700,000.0. Total award expenditure not-to-exceed $1,554,865.32.

Group 1 – Paper Supplies (All Florida Paper) – Increase by $350,000.00 – Total $669,070.16

Group 2 – Brooms, Mops, etc. (Staples Contract & Commercial, LLC) Increase by $50,000.00 – Total $82,248.30
Group 3 – Cleaning Supplies – (Staples Contract & Commercial, LLC) – Increase $300,000.00 – Total $564,653.16

Group 2 – Brooms, Mops, etc. (Southeastern Paper Group) - $211,219.35 (not renewed)
Group 3 – Cleaning Supplies – (Southeastern Paper Group) - $27,674.35 (not renewed)

Funding Source: To be encumbered by various accounts and executed by purchase order(s).

Attachments: Recommendation Memo, Supplier Letter, Previous Awards

Analyst: _____ **RESPECTFULLY SUBMITTED:** _____
Corey Sido FOR: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dustin Freeman, 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

Donna Deegan, Mayor

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

A NEW DAY.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: March 4, 2024

Subject: Renewal 1 SC-0274-23 Citywide Janitorial Supplies

Southeastern Paper Group will not be renewed for failure to comply with the terms and conditions of the award. Recommend approval to ratify the period from March 1, 2024 through date of signed renewal award as recommended below.

Recommend approval to utilize the first of three (3) renewal options with All Florida Paper for Group 1 with an increase of $350,000.00 for FY24, and Staples Contract & Commercial, LLC for Group 2 with an increase of $50,000.00 and Group 3 with an increase of $300,000.00. Period of service will be one year from date of award with two (2), one (1) year renewal options remaining. Estimated annual expenditure amount is $700,000.0. Total award expenditure not-to-exceed $1,554,865.32.

Group 1 – Paper Supplies (All Florida Paper) – Increase by $350,000.00 – Total $669,070.16

Group 2 – Brooms, Mops, etc. (Staples Contract & Commercial, LLC) Increase by $50,000.00 – Total $82,248.30
Group 3 – Cleaning Supplies – (Staples Contract & Commercial, LLC) – Increase $300,000.00 – Total $564,653.16

Group 2 – Brooms, Mops, etc. (Southeastern Paper Group) - $211,219.35 (not renewed)
Group 3 – Cleaning Supplies – (Southeastern Paper Group) - $27,674.35 (not renewed)

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.

Sidlo, Corey

From: Mario A. Vale <mvale@allfloridapaper.com>
Sent: Friday, March 1, 2024 5:21 PM
To: Sidlo, Corey; Angelica Gamboa
Subject: RE: {!!!External!!!}CITY OF JACKSONVILLE: RENEWAL OPTION 1 of 3 for SC-0274-23 CITYWIDE JANITORIAL SUPPLIES

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Yes we would like to renew

If you have any questions, please feel free to contact me. You may also contact our Bid Coordinator Angelica Gamboa @Angelica Gamboa

Thank you,

Mario A. Vale
Bid-Project Manager

ALL FLORIDA PAPER

T: (305) 755-4820 | **M:** (305) 815-5366
A: 9150 NW 105 Way Medley, Florida 33178
W: www.allfloridapaper.com

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From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, March 1, 2024 10:52 AM
To: Mario A. Vale <mvale@allfloridapaper.com>; Angelica Gamboa <aagamboa@allfloridapaper.com>
Subject: {!!!External!!!}CITY OF JACKSONVILLE: RENEWAL OPTION 1 of 3 for SC-0274-23 CITYWIDE JANITORIAL SUPPLIES
Importance: High

!! **CAUTION** !! This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mario & Angelica,

The subject award expires TODAY; if you would like to exercise renewal option 1 of 3, simply respond to this email saying with a yes, and I will draft the renewal award in time for our awards recommendation board (prior to going to the Mayor's office for final approval) next week.

Sincerely,

Corey Sidlo
Purchasing Analyst
City of Jacksonville - Procurement Division
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

A NEW DAY.

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Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: Jacksonville.gov - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: Jacksonville.gov - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

Sidlo, Corey

From: St.Germain, Parker <Parker.StGermain@staples.com>
Sent: Friday, March 1, 2024 1:32 PM
To: Sidlo, Corey
Cc: Brown, Thomas
Subject: RE: [EXT]:CITY OF JACKSONVILLE: RENEWAL OPTION 1 of 3 for SC-0274-23 CITYWIDE JANITORIAL SUPPLIES

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Corey,

Yes!

Parker St.Germain
Key Account Executive – Florida
Government & Education

Staples Business Advantage
BUSINESS IS HUMAN

Call or Text: 386-864-1801
parker.stgermain@staples.com

Our Customer Service is standing by to support you:
8:00 am – 8:00 pm Eastern Standard Time, Monday through Friday
Chat: live with a human expert on StaplesBusinessAdvantage.com
Email: send requests to Support@StaplesAdvantage.com
Call: 1-877-826-7755

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, March 1, 2024 11:23 AM
To: St.Germain, Parker <Parker.StGermain@staples.com>
Subject: [EXT]:CITY OF JACKSONVILLE: RENEWAL OPTION 1 of 3 for SC-0274-23 CITYWIDE JANITORIAL SUPPLIES

> You don't often get email from csidlo@coj.net. Learn why this is important

Good morning Parker,

The subject award expires today; if you would like to exercise renewal option 1 of 3 (1 year renewal options), for Groups 2 & 3, simply respond to this email saying with a yes, and I will draft the renewal award in time for our awards recommendation board (prior to going to the Mayor's office for final approval) next week.

Sincerely,

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SUBJECT: CITYWIDE JANITORIAL SUPPLIES

BID #: SC-0274-23 **OPEN DATE: 1/4/2023**

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: (64) **NUMBER RECEIVED:** (8) **OTHER:** (2)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to add Staples Contract & Commercial, LLC as the alternate supplier for Groups 2 and 3, and increase the award by $296,901.46. No changes are recommended for Group 1 awarded to All Florida Paper. Total award expenditure not-to-exceed $854,865.32.

Group 1 – Paper Supplies - $319,070.16

Group 2 – Brooms, Mops, etc. - (Southeastern Paper Group) - $27,674.35
Group 3 – Cleaning Supplies – (Southeastern Paper Group) - $211,219.35

Group 2 – Brooms, Mops, etc. – (Staples Contract & Commercial, LLC) - $32,248.30
Group 3 – Cleaning Supplies – (Staples Contract & Commercial, LLC) - $264,653.16

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

Attachments: Recommendation Memo, Rescission Notification, Previous Award, Bid Tabulation Sheet, Terms and Conditions, Specifications

Analyst: _____ Corey Sido

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dustin Freeman, Chief Procurement Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 8/17/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 8/22/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: CITYWIDE JANITORIAL SUPPLIES

BID #: SC-0274-23 **OPEN DATE: 1/4/2023**

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: (64) **NUMBER RECEIVED:** (8) **OTHER:** (2)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
All Florida Paper failed to acknowledge the Insurance Agent Acknowledgement form, Conflict of Interest, and Addendum 1 & 2. Procurement has since received all acknowledgements and recommends waiving the technicality as a minor irregularity.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder for Group 1 to All Florida Paper. Recommend approval to award to the lowest responsive, responsible bidder for Groups 2 and 3 to 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 $557,963.86.

Group 1 – Paper Supplies - $319,070.16
Group 2 – Brooms, Mops, etc. - $27,674.35
Group 3 – Cleaning Supplies - $211,219.35

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

Analyst: _____ Corey Sido

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dustin Freeman, Chief Procurement Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 2/9/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 2/9/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02