7

SUBJECT: WALK-IN AIR MONITORING INSTRUMENT SHELTER

BID #: XF-0314-23 **OPEN DATE:** 3/22/2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE-TIME PURCHASE

AGENCY: ENVIRONMENTAL QUALITY DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Consolidated Analytical Systems, Inc. as the lowest responsive, responsible bidder. Period of service will be a one-time purchase. Total not-to-exceed award amount will be $74,146.08.

Funding for this award will be encumbered from account 10201.173121.564290.000000.00000208.0000000 and executed by Purchase Order.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Bid Clarification Email, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: MELISSA LONG, P.E., CHIEF, ENVIRONMENTAL QUALITY 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

Environmental Quality Division
Ed Ball Building
214 N. Hogan Street, 5th Floor
Jacksonville, Florida 32202

MEMORANDUM

March 21, 2023

TO: David Klages, Purchasing Analyst

FROM: Michael Williams, P.E., Air Quality Branch Manger

Digitally signed by Michael C Williams, P.E.
Date: 2023.03.21 14:39:02 -04'00'

SUBJECT: Recommendation for XF-0314-23 – Walk-In Air Monitoring Instrument Shelter

COPY TO: Melissa Long, P.E., Chief, Environmental Quality Division
Daniel Nasr, Finance Manager

The Environmental Quality Division has completed a review of bids submitted for XF-0314-23 – Walk-In Air Monitoring Instrument Shelter. After review of the provided information, along with clarification provided by Consolidated Analytical Systems, submitted on March 17, 2023, we recommend awarding XF-0314-23 to the lowest responsible, responding bidder, Consolidated Analytical Systems, in the amount of $74,146.08.

Consolidated Analytical Systems meets or exceeds the specifications of the requisition. The funding source for this purchase is Tag Fee Specialized Equipment - 10201-173121-564290-000000-00000208-00000-0000000.

Thank you.

BID TABULATION

Title:	Walk-In Air Monitoring Instrument Shelter		**Consolidated Analytical Systems, Inc.**	**Ekto Manufacturing Corporation**	**Technology International, Inc.**
Bid No.:	XF-0314-23				
Close Date:	March 15, 2023				
Analyst:	David Klages				
No. Invited:	(7) **No. Received:** (3) **Other:** (1)				
Announcer:	Michelle Spitler				
Recorded By:	Melissa Pierce				
Item #	**Description**	**Quantity**	**Lump Sum Bid**	**Lump Sum Bid**	**Lump Sum Bid**
1	Walk-In Air Monitoring Instrument Shelter, delivered, per Specifications.	1	$74,146.08	$85,685.00	$114,500.00
		Terms:	No Discount	No Discount	No Discount
		Delivery:	12 Weeks	110 Bus. Days	224 Bus. Days
		Signed Bid Form:	Yes	Yes	Yes
		Bid Proposal Form:	Yes	Yes	Yes
		Conflict of Interest Certificate:	Yes	Yes	Yes
		Minimum Product Specifications Checklist:	Yes	Yes	Yes
		Warranty Information:	Yes	Yes	Yes
		Addendum 1:	Yes	Yes	Yes

Klages, David

From: Klages, David
Sent: Friday, March 17, 2023 3:03 PM
To: mcloran@cas-en.com
Subject: Bid Submittal for XF-0314-23 Walk-In Air Monitoring Instrument Shelter

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon, Meredith. The project manager for **XF-0314-23 Walk-In Air Monitoring Instrument Shelter** would like clarification for the items below. Would you please reply to this email with your responses?

- Aluminum treadplate floor (no wood): You checked Yes on the Minimum Products Specification Checklist, but you specified a vinyl non-slip floor in the quotation.
- Minimum 24" wide workbench along 8-foot wall: You checked Yes on the Minimum Products Specification Checklist, but the workbench is not listed in your quote.
- LED light fixtures: You checked Yes on the Minimum Products Specification Checklist, but you didn't specify what type of light fixtures in your quote.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Meredith Cloran <mcloran@cas-en.com>
Sent: Monday, March 20, 2023 1:51 PM
To: Klages, David
Cc: Bart Wojas; Seth Cloran; Bridget Hannon
Subject: RE: Bid Submittal for XF-0314-23 Walk-In Air Monitoring Instrument Shelter

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.

Good morning, David.

CAS will adhere to the Minimum product specification checklist at the pricing of our original bid. Confirmations below:

Clarifications below:

- Aluminum treadplate floor (no wood): You checked Yes on the Minimum Products Specification Checklist, but you specified a vinyl non-slip floor in the quotation. **CAS will provide Aluminum treadplate floor (no wood).**
- Minimum 24" wide workbench along 8-foot wall: You checked Yes on the Minimum Products Specification Checklist, but the workbench is not listed in your quote. **CAS will provide 24" workbench along the 8-foot wall.**
- LED light fixtures: You checked Yes on the Minimum Products Specification Checklist, but you didn't specify what type of light fixtures in your quote. **CAS will provide LED light fixtures.**

Meredith Cloran
Consolidated Analytical Systems
2629 Spring Grove Avenue, Cincinnati, Ohio 45214
Phone: (513) 542-1200, Fax: (513) 766-7988, Mobile: (513) 910-7809
Email: mcloran@cas-en.com Web: www.cas-en.com

CONSOLIDATED ANALYTICAL SYSTEMS

NOTE: This e-mail transmission, including any attachments, is intended only for the named recipient(s) and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you have received this transmission in error, or are not the named recipient(s), please notify **Consolidated Analytical Systems** immediately by return e-mail and permanently delete this transmission, including any attachments

From: Klages, David <DKlages@coj.net>
Sent: Friday, March 17, 2023 3:03 PM
To: Meredith Cloran <mcloran@cas-en.com>
Subject: Bid Submittal for XF-0314-23 Walk-In Air Monitoring Instrument Shelter
Importance: High

Good afternoon, Meredith. The project manager for **XF-0314-23 Walk-In Air Monitoring Instrument Shelter** would like clarification for the items below. Would you please reply to this email with your responses?

TERMS AND CONDITIONS

WALK-IN AIR MONITORING INSTRUMENT SHELTER

1. **SCOPE**
The City of Jacksonville's Procurement Division is 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 **Walk-In Air Monitoring Instrument Shelter** as listed in the bid documents.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder subject to the Buy American Preference clause described below. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

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 complete the attached Buy American Preference Compliance Certificate 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.

3. **TERM OF AGREEMENT**
The term of this agreement will be a one-time purchase.

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. Supplier shall provide proof of applicable local business tax receipt if located within Duval County.

5. **PRE-BID CONFERENCE**
N/A.

6. **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).

7. **QUANTITIES**
The quantity indicated is a fixed quantity.

8. **DELIVERY**
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 price, and unit of measure.

9. **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.

10. PRICES

All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

11. 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.

12. 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.

13. 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 or contract 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. 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 supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. 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.

16. SUPPLIER ACCESSIBILITY

The City or its representative 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.

SPECIFICATIONS

WALK-IN AIR MONITORING INSTRUMENT SHELTER

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

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

Please use the Required Submittals Checklist in the Table of Contents to confirm that you have submitted all the required documents for this solicitation.

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

The awarded supplier shall supply one walk-in air monitoring instrument shelter equipped to house the following owner-supplied instruments:

- Thermo 1405 TEOM
- Teledyne T400 ozone analyzer
- Teledyne T703U ozone calibrator
- Agilaire 8872 data logger
- Thermo 111iQ zero air system
- Networking equipment, battery backup, two pumps

The shelter shall be equipped with:

- Auto-switching (heat/AC) climate control system capable of maintaining the internal temperature between 20C and 40C,
- Roof access with non-skid grating and railing,
- 10-meter manual crank-up meteorological tower (instruments and cable supplied by owner).

Delivery shall be made F.O.B. Destination to 13570 WM Davis Parkway, Jacksonville, FL 32224. The awarded bidder will **not** be required to off-load the shelter.

Delivery shall be made by September 29, 2023. Delivery must be coordinated with Michael Williams, P.E., COJ Air Quality Branch Manager, at (904) 255-7120; MCWilliams@coj.net at least two (2) weeks in advance.

Bidders must include warranty information with their bid submittal.

Bidders must complete, and include with their bid submittal, the Minimum Product Specifications Checklist contained herein. The City reserves the right for clarification of any portion of the itemized checklist not answered "Yes". The City reserves the right to make the final determination with regards to acceptability.