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:

Subject bid was awarded on 2/4/19 to Southeastern Paper Group for Groups 1, 2 and 3 in the amount of $660,000.00. Increase in the amount of $70,000.00 awarded on 11/14/19.

Recommend approval to utilize the first renewal option with Southeastern Paper Group, including a 2.1% CPI increase for all items in Groups 1, 2 and 3, in the annual expenditure amount of $745,330.00. Total revised award amount not-to-exceed $1,475,330.00. Period of service shall be February 4, 2020 through February 3, 2021 with two (2) one (1) year renewal options remaining.

Group 1, Paper Supplies: $326,720.00

Group 2, Brooms, Mops, Etc.: $45,945.00

Group 3, Cleaning Supplies: $372,665.00

This award shall be funded by encumbered by various accounts and executed by purchase order(s).

Attachments: Recommendation Memo, Vendor's Letter, CPI Summary, Basis of Award, Previous Awards

Analyst: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
For- 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.

for

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

From: David Klages, Purchasing Analyst DK

Date: December 20, 2019

Subject: SC-0288-19 Citywide Janitorial Supplies

The Procurement Division requests approval to utilize the first (1) of three (3) contract renewal options with Southeastern Paper Group including a 2.1% CPI increase for all items in Groups 1, 2 and 3. Total estimated annual expenditure amount not-to-exceed $745,330.00. Total revised award amount not to exceed $1,475,330.00. Period of service will be February 4, 2020 through February 3, 2021 with two (2) one (1) year renewal options remaining.

- Group 1, Paper Supplies: $326,720.00
- Group 2, Brooms, Mops, Etc.: $45,945.00
- Group 3, Cleaning Supplies: $372,665.00

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

SOUTHEASTERN PAPER GROUP

12/17/19

ATTENTION: David Klages

REGARDING:

Renewal 1 for SC-0288-19 Citywide Janitorial Supplies

David:

Southeastern Paper Group agrees to exercise the 1 year renewal for SC-0288-19 Citywide Janitorial Supplies contract with a 2.1% CPI across the board for the year 2020.

Thank you

John Farhat

Sales Consultant

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U.S. BUREAU OF LABOR STATISTICS

Economic News Release

CPI SHARE ON: PRINT:

Consumer Price Index Summary

Transmission of material in this release is embargoed until
8:30 a.m. (EST) December 11, 2019 USDL-19-2144

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
Media Contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX - NOVEMBER 2019

The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.3 percent in November on a seasonally adjusted basis, after rising 0.4 percent in October, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.1 percent before seasonal adjustment.

Increases in the shelter and energy indexes were major factors in the seasonally adjusted monthly increase of the all items index. Increases in the indexes for medical care, for recreation, and for food also contributed to the overall increase. The gasoline index rose 1.1 percent in November and the other major energy component indexes also increased. The food index rose 0.1 percent, with the indexes for both food at home and food away from home increasing over the month.

The index for all items less food and energy rose 0.2 percent in November, the same increase as in October. Along with the indexes for shelter, for medical care, and for recreation, the indexes for used cars and trucks and for apparel also rose in November. The new vehicles index fell in November, as did the index for airline fares.

The all items index increased 2.1 percent for the 12 months ending November, a larger rise than the 1.8-percent increase for the period ending October. The index for all items less food and energy rose 2.3 percent over the last 12 months. The food index rose 2.0 percent over the last 12 months, while the energy index declined 0.6 percent over the last year.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Nov. 2019
	May 2019	June 2019	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	
All items	.1	.1	.3	.1	.0	.4	.3	2.1
Food	.3	.0	.0	.0	.1	.2	.1	2.0
Food at home	.3	-.2	-.1	-.2	.0	.3	.1	1.0
Food away from home(1)	.2	.3	.2	.2	.3	.2	.2	3.2
Energy	-.6	-2.3	1.3	-1.9	-1.4	2.7	.8	-.6
Energy commodities	-.4	-3.5	2.4	-3.3	-2.3	3.5	1.1	-1.5
Gasoline (all types)	-.5	-3.6	2.5	-3.5	-2.4	3.7	1.1	-1.2
Fuel oil	-.3	-2.3	.6	-.9	-.8	.8	1.4	-6.7
Energy services	-.8	-.7	.0	-.2	-.1	1.8	.4	.6
Electricity	-.8	-.8	.6	-.3	.0	1.6	.3	.5
Utility (piped) gas								

TERMS AND CONDITIONS

CITYWIDE JANITORIAL SUPPLIES

1. **SCOPE**

The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the items/services 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 items/services and to obtain pricing commitments for Janitorial Supplies as listed in the bid documents.

2. **AWARD**

Award will be **BY GROUP** to the lowest responsive, responsible bidder(s). Bidders must bid on all items in a Group 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.

3. **TERM OF AGREEMENT**

The term of this agreement is one (1) year from date of award with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**

Vendors should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

b. Vendor must provide validation that they have been in the business of providing these items and similar janitorial products for a minimum of twelve (12) months prior to the bid opening date.

c. Vendor MUST maintain a warehouse, and must have stock of at least 50% of the items specified herein (or equivalent items) at the time of bid submission. The City of Jacksonville reserves the right to make a site visit at any time during the contract period to determine if a bidder meets and maintains these requirements.

5. **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).

6. **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 add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

7. **DELIVERY**

Delivery will be to various city locations within Duval County. 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.

8. 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.

9. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. In case of errors, unit prices will govern. Proposals in which the prices obviously are unbalance will be rejected.

10. 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.

11. 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.

12. 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: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

13. 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. Bid number should be listed on certificate.

14. 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.

15. 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.

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 3 MEMBERS DISAPPROVING Ø DATE: 11-14-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/14/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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