**SUBJECT:** TRANSPORTING OF ELECTION EQUIPMENT

**BID #:** SC-0352-16 **OPEN DATE:** 2015-12-09

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICES CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** SUPERVISOR OF ELECTIONS OFFICE

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

**NUMBER OF BIDS INVITED:** (29) **NUMBER RECEIVED:** (5) **OTHER:** (1)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject bid was awarded on 2/4/16 to Baymeadows Moving and Storage, Inc. in the amount of $203,559.99. First renewal option approved on 3/23/17 in the amount of $0.00; second renewal option approved on 1/11/18 in the amount of $135,000.00; increase approved on 12/6/18 in the amount of $2,000.00; third renewal option approved on 2/14/19 in the amount of $150,000.00; fourth renewal option approved on 2/20/20 in the amount of $185,000.00.

Recommend approval to increase the award with Baymeadows Moving and Storage, Inc. for FY21 in the amount of $17,001.80 to pay the final invoice for the 2020 election cycle. Total award amount will be increased by $2,950.79. Revised total award amount not-to-exceed $678,510.78.

Period of service will be date of award through February 3, 2021.

This award will be funded by account 0001-610001-552160-0000000-00000000-00000 and executed by Purchase Order.

**ATTACHMENTS:** Recommendation Memo, Previous Awards

**ANALYST:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Robert Phillips, Senior Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

**Mike Hogan**
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)630-1414
FX (904)630-2920

November 16, 2020

Re: Bid # SC-0352-16 (Election equipment moving)

Gregory Pease, Chief,
Procurement Division
117 West Duval St, Suite 335

Dear Gregory:

This letter is to request an increase to the award for Bid #SC-0352-16. There is currently one outstanding invoice to complete all the election equipment moving for the 2020 election cycle. This invoice is for $67,600.60 and the remainder of the award is only $50,598.80. Please increase the current award by $17,001.80 for FY21 and the total award amount by $2,950.79. The funding source will be 0001-610001-552160-0000000-00000000-00000.

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Robert Phillips
Senior Elections Officer
Duval County Supervisor of Elections

**SUBJECT:** TRANSPORTING OF ELECTION EQUIPMENT

**BID #:** SC-0352-16 **OPEN DATE:** 2015-12-09

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICES CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** SUPERVISOR OF ELECTIONS OFFICE

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

**NUMBER OF BIDS INVITED:** (29) **NUMBER RECEIVED:** (5) **OTHER:** (1)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject bid was awarded on 2/4/16 to Baymeadows Moving and Storage, Inc. in the amount of $203,559.99. First renewal option approved on 3/23/17 in the amount of $0.00; second renewal option approved on 1/11/18 in the amount of $135,000.00; increase approved on 12/6/18 in the amount of $2,000.00; third renewal option approved on 2/14/19 in the amount of $150,000.00.

Recommend approval to ratify period of service from February 4, 2020 through date of award.

Recommend approval to utilize the fourth and final renewal option with Baymeadows Moving and Storage, Inc. in the annual expenditure amount of $185,000.00. Total revised award amount not-to-exceed $675,559.99. Period of service shall be date of award through February 3, 2021.

This award shall be funded by account SEEL011-04938 and executed by Purchase Order(s).

**ATTACHMENTS:** Recommendation Memo, Contractor's Letter, Basis of Award, Previous Awards

**ANALYST:** _____ DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Robert Phillips, Chief Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 2/20/20

_____ _____ OTHER: _____

_____ _____

_____ _____

**ACTION OF AWARDING AUTHORITY** DATE 2/20/20

MT APPROVED ✓ BH DISAPPROVED _____

OTHER _____

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

**SUBJECT: TRANSPORTING OF ELECTION EQUIPMENT**

**BID #: SC-0352-16** **OPEN DATE: 2015-12-09**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
**ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS**

**AGENCY: SUPERVISOR OF ELECTIONS OFFICE**

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

**NUMBER OF BIDS INVITED: 29 NUMBER RECEIVED: 5 OTHER: 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to ratify award from February 4, 2019 through date of award.

Recommend approval to utilize the third (3) of four (4) renewal options to Baymeadows Moving and Storage, Inc., for the transporting of election equipment for the Supervisor of Elections Office. Period of service is from date of award through February 3, 2020. The total expenditure requested for this period not-to-exceed $150,000.00, for a revised not-to-exceed expenditure of $490,559.99.

Funding to be encumbered from account SEEL011-05216, to be executed by purchase order(s).

**ATTACHMENTS:** Recommendation Memo; Vendor Letter; Terms and Conditions; Previous Awards

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

**CONCURRENCE BY:** Robert Phillips, Senior Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE 2/14/19

OTHER

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ACTION OF AWARDING AUTHORITY DATE: 2/14/19

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: TRANSPORTING OF ELECTION EQUIPMENT**

**BID #: SC-0352-16** **OPEN DATE: 2015-12-09**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
**ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS**

**AGENCY: SUPERVISOR OF ELECTIONS OFFICE**

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

**NUMBER OF BIDS INVITED: 29 NUMBER RECEIVED: 5 OTHER: 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to increase the award with Baymeadows Moving and Storage, Inc., in the amount of $2,000.00 for additional services needed through February 3, 2019. The total revised expenditure not-to-exceed $137,000.00, for a revised not-to-exceed expenditure of $340,559.99.

Funding to be encumbered from account SEEL011-05216, to be executed by purchase order(s).

**ATTACHMENTS:** Recommendation Memo; Terms and Conditions; Previous Awards

**ANALYST:** _____ CHELSEY FLEMING

**RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Robert Phillips, Senior Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE 12/06/18

OTHER _____

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ACTION OF AWARDING AUTHORITY DATE: 12/06/18

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: TRANSPORTING OF ELECTION EQUIPMENT**

**BID #: SC-0352-16** **OPEN DATE: 2015-12-09**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
**ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS**

**AGENCY: SUPERVISOR OF ELECTIONS OFFICE**

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

**NUMBER OF BIDS INVITED: 29 NUMBER RECEIVED: 5 OTHER: 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to utilize the second (2) of four (4) renewal options to Baymeadows Moving and Storage, Inc., for the transporting of election equipment for the Supervisor of Elections Office. Period of service is February 4, 2018 through February 3, 2019. The total expenditure requested for this period not-to-exceed $135,000.00, for a revised not-to-exceed expenditure of $338,559.99.

Funding to be encumbered from account SEEL011-05216, to be executed by purchase order(s).

**ATTACHMENTS:** Recommendation Memo; Vendor Letter; Terms and Conditions; Previous Awards

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

**CONCURRENCE BY:** Robert Phillips, Senior Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE 01/11/18

Teresa R. Eichner OTHER _____

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ACTION OF AWARDING AUTHORITY DATE: 1/11/18

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: TRANSPORTING OF ELECTION EQUIPMENT**

**BID #: SC-0352-16** **OPEN DATE: 2015-12-09**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
**ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS**

**AGENCY: SUPERVISOR OF ELECTIONS OFFICE**

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

**NUMBER OF BIDS INVITED: 29 NUMBER RECEIVED: 5 OTHER: 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to ratify award from February 4, 2017 through date of award.

Recommend approval to utilize the first (1) of four (4) renewal options to Baymeadows Moving and Storage, Inc., for the transporting of election equipment for the Supervisor of Elections Office. Period of service is from date of award through February 3, 2018 with no annual expenditure requested at this time. The total revised not-to-exceed expenditure to remain at $203,559.99.

**ATTACHMENTS:** Recommendation Memo; Vendor Letter; Terms and Conditions; Previous Award

**ANALYST:** _____ CHELSEY RENFROE **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Robert Phillips, Senior Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE 3/23/17

Teresa R. Eichner OTHER _____

ACTION OF AWARDING AUTHORITY DATE: 3/23/17

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: **TRANSPORTING OF ELECTION EQUIPMENT**

**BID# SC-0352-16** OPEN DATE: **2015-12-09**

## GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

**ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS**

AGENCY: **ELECTIONS**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **29** NUMBER RECEIVED **5** OTHER **1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**

Recommend approval of award to the lowest responsive, responsible bidder, Baymeadows Moving and Storage for the transporting of election equipment. Period of service is for one (1) year from date of award in the total expenditure amount of $203,559.99 for the next three (3) elections (base price of $67,853.33).

Funding Source: SEEL011-04938 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Robert Phillips, Senior Elections Officer, Duval County Supervisor of Elections**

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**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 2/4/16

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 2/04/16

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

**FORM GB-108, Revised 12/2007**