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: _____ **RESPECTFULLY SUBMITTED** _____
CHELSEY RENFROE
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 _____

_____ _____

_____ _____

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

March 14, 2017

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 confirm that the Supervisor of Elections wishes to exercise our renewal option for Bid #SC-0352-16. We have confirmed with Baymeadows Moving and Storage the acceptance of the same pricing terms and conditions. Please renew for February, 2017, through February, 2018. There are no scheduled elections for the remainder of this FY, so I do not have a specific funding amount. Baymeadows has done an exemplary job of meeting our logistical needs. It is important that we continue this partnership leading into the next election cycle.

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

Office: (904) 737-3530
Fax: (904) 737-3580
Toll Free: (877) 849-0064

BAYMEADOWS
MOVING AND STORAGE
Jacksonville, Florida

6419-1 Philips Highway
Jacksonville, FL 32216

March 14, 2017

Gregory Pease, Chief
Procurement Division
105 Monroe Street
Jacksonville, FL 32202

Re: Bid SC-0352-16

Dear Mr. Pease:

Baymeadows Moving and Storage recommends that the bid renewals for SC-0352-16 be renewed with The Supervisor of Elections Office. The renewal will be for the elections to be held in 2017 in Duval County.

If you have any questions regarding the renewal of the bid, please contact Helena Damato at (904) 437-7859.

Sincerely,

Helena Damato
Baymeadows Moving and Storage

TERMS AND CONDITIONS
Transporting of Election Equipment

1. SCOPE
The Supervisor of Elections of the City of Jacksonville is currently accepting bids to obtain source(s) of supply for the item(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 the item(s) and to obtain pricing commitments for transporting election equipment.

2. AWARD
Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. All awards are subject to the availability of funds.

3. TERM OF AGREEMENT
The term of this agreement is from one (1) year from date of award with four (4) 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. PRE-BID CONFERENCE
A mandatory pre-bid meeting will be held on November 25, 2015, at 10:30 a.m. at the Voting Equipment Center, One Imeson Parkway, Jacksonville, Florida 32218. Failure to attend this meeting will disqualify any potential bidder.

5. COMPLIANCE WITH SPECIFICATIONS
The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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.

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. QUANTITES
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 locations as required at any time during the contract period.

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

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. DELIVERY

Elections Center Warehouse, One Imeson Parkway, Jacksonville, Florida 32218. Delivery of election shall be as outlined in the specifications.

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. Pickups and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. 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 outlines in the specifications supersede this section.

13. 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.

14. 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 the purchase order 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.

15. 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. A copy of the insurance certificate must be submitted within ten (10) days of award notice. Bid number should be listed on the insurance certificate. Failure to submit the required certification of insurance will be grounds for rejection of bid award.

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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**

(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