SUBJECT: Janitorial Supplies - Citywide

BID #: SC-0353-15 **OPEN DATE:** 01/14/2015

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award for group four (4), Trash Can Liners to Calico Industries of Florida, for a total increase of $15,000.00, to cover the purchase of trash can liners through February 5, 2017. Total revised annual expenditure for Group 4 is $73,149.26, with a revised award expenditure not to exceed $1,568,168.66.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

Attachments: Recommendation Memo, Terms and Conditions, Specifications, Tabulation Sheets, Previous Awards

Analyst: _____
CHELSEY RENFROE

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Dan Pearson, Asst. Manager of Purchasing Services**

(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 _____

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

TO: Gregory Pease, Chief, Procurement Division

FROM: Dan Pearson, Asst., Manager of Purchasing Services

DATE: November 23, 2016

SUBJECT: Recommendation to increase SC-0353-15 Janitorial Supplies–Citywide

Procurement Division is requesting approval to increase the above subject bid for the purchase of janitorial supplies to the following vendor for group four (4):

Group (4), Trash Can Liners – Calico Industries of Florida - $15,000.00

The total revised estimated annual expenditure for Group 4 is $73,149.26, with a total award not to exceed expenditure of $1,568,168.66.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

Thank you for your assistance in this matter.

/clr

BID # SC-0353-15

TERMS AND CONDITIONS
JANITORIAL SUPPLIES – CITY WIDE

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. The City reserves the right to reject any or all bids, whichever is in the best interest of the City. **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. PRE-BID CONFERENCE

Monday, December 22, 2014 @ 2:00 PM at the Ed Ball Building, 214 n. Hogan Street, Suite 800, RM. 825

5. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide the items/services 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 service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such service(s).

7. 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.

8. PRICES

A bidder must provide a price on each item listed within the Bid Proposal Form to be considered. 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.

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

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.

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. 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.

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; 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.

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.

SPECIFICATIONS

JANITORIAL SUPPLIES – CITY WIDE

Scope of Work

The City of Jacksonville Procurement Division is soliciting bids from qualified janitorial supply vendors for the supply of, and firm price agreement for various janitorial supplies as outlined in the bid documents. Items include, but are not limited to brooms, brushes, mops, dust pans, trashcan liners, paper towels, tissue, hand soap, cleaning supplies, rubber gloves, cups, plastic ware, etc.

Where not otherwise specified, all items should be standard commercial grade quality, size and dimensions for the janitorial industry. The City reserves the right to make the final determination as to whether products are considered standard, as well as the right to **ADD** or **REMOVE** items as needed during the contract period.

The basis of award is by group to the lowest responsive, responsible bidder. Bidders **MUST** bid on all items in a group to be considered for award of that group. Bidders are to provide one quote for each item. Providing **MORE** than one quote for any item is just cause for the bidder to be rejected for that group. Freight for all orders shall be the responsibility of the vendor and should be factored into the items quoted on. All awards are subject to availability of funds.

Bidders 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. The **REQUESTED** information shall be returned within the sealed bid packet.

Bidders **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.

Ninety (90) percent of all orders must be delivered within three (3) to five (5) business days of receipt of Purchase Order and **NO** backorders shall extend beyond ten (10) business days. The items to be purchased against this solicitation are utilized citywide. The expectation **IS** that the successful bidder will maintain sufficient stock in order to facilitate delivery within the specified timeframe. Should the awarded bidder fail to deliver as required, the City reserves the right to make necessary purchases outside of the contract. Continuous failure to deliver product as specified above will be considered justification to rescind the contract and award to the next responsive, responsible bidder.

SPECIFICATIONS

(Cont.)

NO items will be substituted for out of stock items without prior **APPROVAL** from Procurement. All products shall be delivered in the ordering unit of measure (case, boxes, carton, each, etc.) as per the purchase order or product will be returned. Pick-up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

Delivery of these items will be made to numerous City locations within the Jacksonville/Duval County Area. A current list of possible City delivery locations is enclosed. The list is not inclusive of all locations, therefore the City reserves the right to add to or remove delivery locations as needed during the contract period.

All discrepancies or questions in regards to the Specifications or Bid Proposal Form **MUST** be submitted in writing to the Purchasing Analyst, Kathy Nasworthy, at knaswort@coj.net. The deadline for questions is 7 days prior to bid opening.

All samples required for groups I and IV **MUST** be delivered seven (7) days prior to bid opening with the following information on the outside of the container:

- Container must be sealed
- Container must have the vendors name and contact information
- Container must be address to the attention of Kathy Nasworthy, Analyst
- Container must be time stamped on delivery

REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

GROUPS I thru IV

GROUP I: PAPER SUPPLIES

Vendors must be able to supply the City with paper products for the items listed under group I of the bid proposal form. These items include, but are not limited to tissue, toilet seat covers, paper towels and hand towels, etc. No one brand of paper products is specified, however; vendors **MUST** submit samples of tissue and paper towels at least seven (7) days prior to bid opening to be considered. Failure to provide samples is justification to reject bid for this group.

Products bid may be as specified or alternate equivalent products. If an alternate product is bid, the manufacturer and identifying item number must be provided in the section of the bid proposal form titled "Description of Item Offered."

The vendor must have automated systems capable of supporting on-line requisition processing. At a minimum, the supplier must have an internet e-mail address prior to being awarded the contract.

Please provide your Internet e-mail address: _____

Vendors bidding on items in Group I will be expected to perform certain value-added functions, which mostly fall outside of the normal receiving /pick and pack environment. These tasks may be handled by current staff, along with normal day to day responsibilities. Unless a project demands exceptional effort, the vendor may be asked to perform these tasks without special compensation. These value-added functions include, but are not limited to:

- Providing disaster recovery relief to using agencies
- Providing short-term storage
- Providing special distributions

GROUP II: BROOMS, MOPS, BRUSHES, BAGS, ETC.

The janitorial supplies listed under Group II include, but are not limited to brooms, dust pans, brushes, mops, buckets, paper bags and accessories of the same. Vendors must be able to supply the City with these items as listed on the bid proposal form for Group II.

Products bid may be as specified or alternate equivalent products. If an alternate product is bid, the manufacturer and identifying item number must be provided in the section of the bid proposal form titled "Description of Item Offered."

GROUP III: CLEANING SUPPLIES

The janitorial supplies listed under Group III include, but are not limited to hand soap, disinfectants, toilet bowl cleaner, scouring pads, gloves, laundry detergent, bleach and fresheners. Vendor **MUST** be able to provide the Material Safety Data Sheets (MSDS) upon request from Procurement.

Products bid may be as specified or alternate equivalent products. If an alternate product is bid, the manufacturer and identifying item number must be provided in the section of the bid proposal form titled "Description of Item Offered."

GROUP IV: TRASHCAN LINERS

The janitorial supplies listed under Group IV are specific to trashcan liners. The awarded bidder will be required to maintain approximately one month of inventory for the City, based on the estimated annual quantities provided.

All products **MUST** be bid in the requested case quantities. Items offered not matching the requested case quantities or thickness of the trashcan liners, will be the responsibility of the bidders to provide a sample and a description in writing of the product being offered. Vendors **MUST** submit all samples for approval at least seven (7) days prior to bid opening. Failure to provide samples will be justification to reject bid for this group.

JANITORIAL SUPPLIES - CITY WIDE

TITLE:	JANITORIAL SUPPLIES - CITY WIDE	THREEZ COMPANY	CENTRAL POLY CORP.	BERNIE'S TOOL AND FASTENER	UNIPAK CORPORATION	CALICO INDUSTRIES OF FLORIDA	INTERBORO PACKAGING
BID NO:	SC-0353-15						
OPEN DATE:	JANUARY 14, 2015 @2:00 P.M.						
BUYER:	KATHY NASWORTHY, ANALYST						
No. Invited:(12)	No. Received (10) No Bids: (0)						
Recorded By:	GAIL SAMPSON						
ITEM NO.	DESCRIPTION						
	PAPER SUPPLIES GROUP 1	$365,322.71	$364,453.08	NO BID	NO BID	NO BID	NO BID
	BROOMS MOPS ETC - GROUP 2	NO BID	NO BID	$45,088.14	NO BID	NO BID	NO BID
	CLEANING SUPPLIES - GROUP 3	NO BID	BO BID	$196,309.25	NO BID	NO BID	NO BID
	TRASH CAN LINERS - GROUP 4	NO BID	$69,516.25	NO BID	$58,149.26	$62,253.68	$59,834.30
	TERMS:	NET 7 DAYS	NET 30	NET 30	NOT STATED	NET 30	NET 30
	DELIVERY:	10 BUSINESS DAYS	7 BUSINESS DAYS	7 BUSINESS DAYS	NOT STATED	30 BUSINESS DAYS	3 TO 5 BUSINESS DAYS
	CONFLICT OF INTEREST:	YES	YES	YES	YES	YES	YES
	ADDENDUM's (1 THRU 4):	1,2,3,4	1,2,3	1,2,3,4	NO	1,2,3,4	1,2,3
	PROVIDED REQUIRED SAMPLES FOR GROUPS I & 4:	GROUP 1	GROUP 1 & 4	N/A	YES	YES	YES
	BID ALL ITEMS PER GROUP:	YES	GROUP 4 ONLY	YES	YES	YES	YES
	NOTES:		Reject Group 1, vendor did not bid all items per bid specifications.				

JANITORIAL SUPPLIES - CITY WIDE

TITLE:	JANITORIAL SUPPLIES - CITY WIDE	SOUTHERNEASTERN PAPER GROUP	ALL AMERICAN POLY	JANPAK	SPA CONCEPT, INC		
BID NO:	SC-0353-15						
OPEN DATE:	JANUARY 14, 2015 @2:00 P.M.						
BUYER:	KATHY NASWORTHY, ANALYST						
No. Invited:(12)	No. Received (10) No Bids: (0)						
Recorded By:	GAIL SAMPSON						
ITEM NO.	DESCRIPTION						
	PAPER SUPPLIES GROUP 1	$309,448.00	NO BID	$346,580.63	$388,026.99	$	$
	BROOMS MOPS ETC - GROUP 2	$28,493.50	NO BID	$34,545.19	$50,837.05	$	$
	CLEANING SUPPLIES - GROUP 3	$166,253.20	NO BID	NO BID	$221,784.69	$	$
	TRASH CAN LINERS - GROUP 4	$64,533.04	$57,454.85	$93,155.21	$69,128.51	$	$
	TERMS:	1% NET 20	1% NET 10	NET 30	NOT STSTED		
	DELIVERY:	7 BUSINESS DAYS	5-20 BUSINESS DAYS	NOT STATED	NOT STATED		
	CONFLICT OF INTEREST:	YES	YES	YES	YES		
	ADDENDUM's (1 THRU 4):	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		
	PROVIDED REQUIRED SAMPLES FOR GROUPS I & 4:	YES	NO	YES	YES		
	BID ALL ITEMS PER GROUP:	YES	YES	YES	YES		
	NOTES:	Vendor did not utilize the Bid Proposal Form provided in the bid packet. Vendor did not provide samples for groups 1 or 4 as per the bid specifications..	Vendor did not provided samples for group 4 as per bid specification.				

SUBJECT: Janitorial Supplies - Citywide

BID #: SC-0353-15 **OPEN DATE:** 01/14/2015

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award for group three (3), Cleaning Supplies to Bernie's Tool and Fasteners Services Inc. for a total increase of $75,000.00. Total revised annual expenditure for Group 3 is $321,309.25, with a revised award expenditure not to exceed $1,553,168.66.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

Attachments: Recommendation Memo, Terms and Conditions, Specifications, Tabulation Sheets, Previous Awards

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

CONCURRENCE BY: Dan Pearson, Asst. Manager of Purchasing Services

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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: 11-10-16

Teresa R. Eibner OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/11/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Janitorial Supplies - Citywide

BID #: SC-0353-15 **OPEN DATE:** 01/14/2015

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award for group two (2), Brooms, Mops , etc. to Interline Brands Inc. dba SupplyWorks for a total of $25,000.00 and for group three (3), Cleaning Supplies to Bernie's Tool and Fasteners Services Inc. for a total of $50,000.00. This was originally awarded February 6, 2015 for one (1) year from date of award with three (3) one (1) year renewal options. Total revised annual expenditure is $710,584.33 with a revised estimated expenditure not to exceed $1,478,168.66.

Funding for this award will be encumbered by various index codes and executed by purchase order.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet, Previous Award

Analyst: KATHERINE NASWORTHY **RESPECTFULLY SUBMITTED:** for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dan Pearson, Asst. Manager of Purchasing Services

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8-25-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/25/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Janitorial Supplies - Citywide

BID #: SC-0353-15 **OPEN DATE:** 01/14/2015

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of three (3) renewal options for the purchase of janitorial supplies, Group (1), Paper Supplies – Interline Brands dba SupplyWorks, - $346,580.63, Group (2), Brooms, Mops, etc. – Interline Brands dba SupplyWorks, - $34,545.19, Group (3), Cleaning Supplies - Bernie's Tool and Fasteners Services, Inc., - $196,309.25 Group (4), Trash Can Liners – Calico Industries of Florida - $58,149.26. The period of service is February 6, 2016 through February 5, 2017 with two (2) one (1) renewal options remaining. The total estimated annual expenditure for this period not to exceed $635,584.33 with a total not to exceed expenditure of $1,403,168.66.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

Attachments: Recommendation Memo, Vendor's Memo, Terms and Conditions, Previous Awards

Analyst: KATHERINE NASWORTHY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dan Pearson, Asst. Manager of Purchasing Services

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING ____ DATE: 1-28-16

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 1/28/16

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

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

SUBJECT: Janitorial Supplies - Citywide

BID #: SC-0353-15 **OPEN DATE:** 01/14/2015

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award for group two (2), Brooms, Mops, etc. to Interline Brands, Inc. dba SupplyWorks for a total of $10,000.00, group three (3) Cleaning Supplies to Bernie's Tool and Fasteners Services Inc. for a total of $50,000.00 and group four (4) to Calico Industries of Florida for a total of $15,000.00. This was originally awarded February 6, 2015 for one (1) year from date of award with three (3) one (1) year renewal options. Total expenditure is $75,000.00 with a revised estimated expenditure not to exceed $767,584.33.

Funding for this award will be encumbered by various index codes and executed by purchase orders.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet, Previous Award

Analyst: KATHERINE NASWORTHY **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dan Pearson, Asst. Manager of Purchasing Services

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING ____ DATE: 12/10/15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 12/10/15

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-0353-15 **OPEN DATE:** 01/14/2015

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award for group two (2), Brooms, Mops , etc. to Interline Brands Inc. dba SupplyWorks for a total of $7,000.00 and for group three (3), Cleaning Supplies to Bernie's Tool and Fasteners Services Inc. for a total of $50,000.00. This was originally awarded February 6, 2015 for one (1) year from date of award with three (3) one (1) year renewal options. Total expenditure is $57,000.00 with a revised estimated expenditure not to exceed $692,584.33.

Funding for this award will be encumbered by various index codes and executed by purchase order.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet, Previous Award

Analyst: K. Nasworthy
KATHERINE NASWORTHY

RESPECTFULLY SUBMITTED:
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Dan Pearson, Asst. Manager of Purchasing Services

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10-22-15

Teresa R. Eibner _____ OTHER: _____

_____ _____

James R. McCoy _____

ACTION OF AWARDING AUTHORITY DATE 10/22/15

MR APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

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

SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0353-15 OPEN DATE: 01/14/2015

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

NUMBER OF BIDS INVITED: 12 NUMBER RECEIVED: 10 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to rescind the award to Unipak Corporation for Group 4 as they no longer have the capacity to supply the quantities as required by the City. The next lowest vendor, Interboro Packaging Corporation was contacted and declined based on their ability to provide the quantities required also. The next lowest vendor, Calico Industries of Florida was contacted and agreed to provide the quantities at the original price quoted. Therefore, we are requesting to award Group 4 to Calico Industries of Florida.

The total annual estimated expenditure for the initial term was $635,584.33, with an estimated not-to-exceed of $635,584.33. There is no request for an increase as sufficient funding remains on the Master Blanket.

Funding for this award will be encumbered by various index codes and executed by purchase order.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet, Vendors Emails

Analyst: KATHERINE NASWORTHY RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Marlene Russell, Manager of Purchasing Services

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING ____ DATE: 05/21/15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 5/21/15

APPROVED ____ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

Cleveland Ferguson III
Deputy Chief Administrative Officer
For Mayor Alvin Brown
Under Authority of
Executive Order No. 2015-01

SUBJECT: Janitorial Supplies – Citywide

BID #: SC-0353-15 **OPEN DATE: 01/14/2015**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
Supply Contract - One (1) Year from Date of Award with Two (2) One (1) Year Renewal Options

AGENCY: Procurement Division

BASIS OF AWARD: By Group to the Lowest Responsive, Responsible Bidder

NUMBER OF BIDS INVITED: (12) **NUMBER RECEIVED:** (10) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to change the vendor name for group 1 and group 2 from JanPak, Inc. to Interline Brands, Inc. dba SupplyWorks to reflect their corporate name change. Effective date from March 16, 2015 as noted in vendor's letter. All pricing, terms and conditions will remain unchanged. No change in funding is requested. This bid originally executed by Purchase Order and encumbered by various index codes.

ATTACHMENTS: Vendor Letter, W-9, Previous Award

BUYER: KATHY NASWORTHY **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 ____ DATE: 04/02/15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 4/2/15

APPROVED EA DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____
Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01

SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0353-15 **OPEN DATE: 01/14/2015**

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the following vendors, Central Poly Corporation for not bidding all items in Group (1), All American Poly for not providing required samples for Group (4) and Southeastern Paper Group, all Groups (1 thru 4) for not submitting their bid on the correct Bid Proposal Form provided in the bid packet.

Recommend approval of award to the following vendors as the lowest responsive, responsible bidders, JanPak Inc., Group one (1), Paper Supplies for a total of $346,580.63 and Group two (2), Brooms, Mop, etc. for a total of $34,545.19. Bernie's Tool and Fasteners Services, Inc., Group (3) Cleaning Supplies for $196,309.25 and Unipak Corporation, Group four (4) Trash Can Liners for $58,149.26. Period of service is one (1) year from date of award with three (3) one (1) year renewal options. Total estimated annual expenditure not-to-exceed $635,584.33.

Funding for this award will be encumbered by various index codes and executed by purchase order.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet, Rejection Notices

Analyst: KATHERINE NASWORTHY **RESPECTFULLY SUBMITTED:** Marlene Russell for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Marlene Russell, Manager of Purchasing Services

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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: 02/05/15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 2/6/15

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____ Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01

SC-0353-15	JanPak, Inc. / Interline Brands, Inc. dba SupplyWorks	Bernie's Tools and Fasteners Services, Inc.	Unipak Corp.	Calico Industries of Florida	**Total Awarded Amount**	
2/6/2015	$381,125.82	$196,309.25	$58,149.26		**$635,584.33**	Award
4/2/2015					**$635,584.33**	Name Change Only
5/21/2015			-$58,149.26	$58,149.26	**$635,584.33**	Rescind to Unipak & Award to Calico
10/22/2015	$7,000.00	$50,000.00			**$692,584.33**	Increase #1
12/10/2015	$10,000.00	$50,000.00		$15,000.00	**$767,584.33**	Increase #2
1/28/2016	$381,125.82	$196,309.25		$58,149.26	**$1,403,168.66**	1st Renewal
8/25/2016	$25,000.00	$50,000.00			**$1,478,168.66**	Increase #3
11/11/2016		$75,000.00			**$1,553,168.66**	Increase #4
PENDING				$15,000.00	**$1,568,168.66**	Increase #5
	$804,251.64	**$617,618.50**	**$0.00**	**$146,298.52**		