SUBJECT: HARDWARE AND LOCK SUPPLIES

BID #: SC-0520-16 **OPEN DATE: 2016-08-10**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of two (2) renewal options with Mine and Mill Supply Company, to continue providing hardware and lock supplies for the City of Jacksonville. Period of service will be October 1, 2017 through September 30, 2018, with one (1) one (1) year renewal option remaining. Total expenditure requested not-to-exceed $65,000.00, for a revised award expenditure not-to-exceed $169,655.17.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Funding for this award to be encumbered by various agencies and to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Memo, Terms and Conditions, Specifications

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dustin Freeman, 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 _____ 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.

TO: Gregory Pease, Chief, Procurement Division

FROM: Dustin Freeman, Manager of Purchasing Services

DATE: June 14, 2017

SUBJECT: SC-0520-16 Hardware and Lock Supplies

Procurement Division is requesting approval to utilize the first (1) of two (2) renewal options with Mine and Mill Supply Company, to continue providing hardware and lock supplies for the City of Jacksonville. The period of service will be from October 1, 2017 through September 30, 2018, with one renewal option remaining. The total expenditure requested for this period not-to-exceed $65,000.00, for a total revised award expenditure not-to-exceed $169,655.17.

Thank you for your assistance in this matter.

/clf

MINE & MILL SUPPLY

Memo

To: Chelsey Fleming

From: Mine & Mill Supply Company

Date: June 13, 2017

Re: Bid# SC-0520-16 Renewal Option, first of two

Mine and Mill Supply Company would like to exercise the first of two renewal options for bid SC-0520-16. We also agree to the same terms and conditions, and pricing.

Thank you for this opportunity,

Bruce C. Eady
General Manager, COO
Mine & Mill Supply Company
2500 S. Combee Road
Lakeland, FL 33801
(863) 665-5601 (863) 667-1907 fax
bceady@minemill.com

TERMS AND CONDITIONS
Hardware and Lock Supplies

SCOPE

The Procurement Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for **various hardware and lock supplies as listed in the bid documents.**

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.

TERM OF AGREEMENT

The term of this agreement is one year from date of award, with two (2) 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 condition set forth in the bid documents.

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).

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 purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

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.

PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.
Vendor agrees to provide repair parts to the City of Jacksonville or our representing parts supplier at same discount rate.

DELIVERY

Delivery will be made to various locations throughout the City of Jacksonville/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 prices, and unit of measure.

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.

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.

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, 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.

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 vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

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SPECIFICATIONS

OVERVIEW

The Procurement Division for the City of Jacksonville is seeking bids for various hardware and lock supplies utilized throughout the City of Jacksonville/Duval County.

ACCEPTABLE BRANDS

The City of Jacksonville and it's agencies prefer to purchase only brands and stock numbers shown on items listed as "NO SUBSTITUTIONS". However, substitutes will be accepted for evaluation and will only be considered and approved, once our using agency(s) have the opportunity to evaluate samples of substitutions. The City of Jacksonville reserves the right to accept or reject a substitution item(s). For all substitutions, please list the manufacturer's name and stock number in the space provided on the bid proposal form. All bids must be priced and provided in units; sizes and packaging requested on the bid form.

SAMPLES

If samples are submitted for item(s) other than the specified brand, they must be furnished prior to date of bid opening. Each sample must be plainly marked with the bid number, item number and vendor's name. Outside of shipping carton must be labeled with bid number and vendor or manufacturer name. Samples of successful bidders will become property of the City of Jacksonville and will be retained for purposes of comparison with articles purchased under this bid. Samples of unsuccessful bidders must be picked up within thirty (30) days after bid award or they will become the property of the City of Jacksonville. Send samples to: City of Jacksonville, Procurement Division, Attn Chelsey Renfroe, 214 N. Hogan Street, Suite #105, Jacksonville Florida 32202.

INVENTORY

The selected vendor will be expected to carry a minimum supply on hand of at least one (1) month supply, based on usage. Inventory will be warehoused at the vendor's expense, and will not be purchased by the City of Jacksonville should the excess become obsolete. The vendor is solely responsible for managing stock levels in the warehouse, even if the warehouse function is outsourced. All inventories will be the vendor's property until shipped to one of our using agencies.

PACKING REQUIREMENTS

A packing slip must always accompany each delivery of products, which shall indicate at a minimum the following: online supply order number, description and item number, labeled to show quantity (number of cartons), online supply order, item number, and product description.

SUBJECT: HARDWARE AND LOCK SUPPLIES

BID #: SC-0520-16 **OPEN DATE: 2016-08-10**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Mine and Mill Supply Company. Period of service is October 1, 2016 through September 30, 2017 with two (2) one (1) year renewal options. Total not-to-exceed amount of $104,655.17.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Funding for this award to be encumbered by various agencies and to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Rejection Letter, Terms and Conditions

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief of Procurement Division

(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

	Mine & Mill	
SC-0520-16	Supply Company	
8/25/2016	$104,655.17	Award
Pending	$65,000.00	1st Renewal
	$169,655.17	**Total Award**