SUBJECT: TONER CARTRIDGES - CITYWIDE

BID #: SC-0505-14 **OPEN DATE: 08/20/2014**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
ALL OR NONE TO THE LOWEST, RESPONSIVE, RESPONSIBLE BIDDER. PERIOD OF SERVICE WILL BE FOR ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. BIDDERS MUST BID ON ALL ITEMS TO BE CONSIDERED FOR AWARD.

NUMBER OF BIDS INVITED: 67 **NUMBER RECEIVED:** 19 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third and final renewal option with VRS, Inc., dba Nucycle Toner & Ink for the Citywide purchase of toner cartridges. The period of service will be September 26, 2017 through September 25, 2018 for an annual estimated expenditure of $30,000.00. Total expenditure not-to-exceed $134,628.90.

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 accounts and 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: 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 15, 2017

SUBJECT: SC-0505-14 Toner Cartridges Citywide

Procurement Division is requesting approval to utilize the third and final renewal option with VRS, Inc., dba Nucycle Toner & Ink, to continue providing toner cartridges for the City of Jacksonville. The period of service will be from September 26, 2017 through September 25, 2018. The total expenditure requested for this period not-to-exceed $30,000.00, for a total revised award expenditure not-to-exceed $134,628.90.

Thank you for your assistance in this matter.

/clf

NuCycle
TONER & INK
a division of VRS, Inc.
www.nucycle.com

11164 Outlet Drive, Knoxville, TN 37932
(865) 525-8020

June 13, 2017

Chelsey Flemming, Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

RE: SC-0505-14

Chelsey,

VRS, Inc. dba NuCycle Toner & Ink would like to continue offering the original terms, conditions and pricing to the City of Jacksonville for city-wide contract SC-0505-14 for the next 12 months renewal period beginning on September 25, 2017.

Sincerely,

Clint V. McCarty
CEO

1. **SCOPE OF WORK:** The Procurement Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / services(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 toner /ink cartridges and to obtain pricing commitments for these services as listed in the bid documents.

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 for 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 condition set forth in the bid documents.

4. **PRE-BID CONFERENCE:** Not applicable.

5. **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.

6. **STATE CONTRACT:** 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. **QUANTITIES:** Quantities listed reflect the estimated quantities to be acquired throughout the contract period and are subject to fluctuation in accordance with actual requirements, depending upon the severity of an event. The City reserves the right to add or delete the quantity of items required or not to make any purchase against this bid if it so deems necessary anytime during the contract period without any adjustment in price. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

8. **PRICES:** All unit prices shall include freight, delivery, and handling charges to the deliver location(s) as outlined in the Attachment A. In case of errors, unit prices will govern. Proposals in which the prices obviously are unbalanced will be rejected.

9. **ESCALATION / DE-ESCALATION:** All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), the supplier may submit in writing 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:** The successful bidder will be required to provide delivery throughout the city of Jacksonville and Duval County. A list of delivery locations (Attachment A) is included in this bid package for reference. This list is not intended to be all inclusive, and should be used only for reference. The City may at any time add or remove locations. All orders must be received with

in three (3) business days after receipt of purchase order. Products may be shipped or hand delivered.

A packing list shall accompany all deliveries, which shall indicate, at a minimum, the following:

- Purchase order number
- Item number and description
- Date of shipment
- Quantity ordered and shipped
- Unit price
- 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 able to contact, during normal business hours, by telephone or email any suppliers 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, 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:** Awarded vendor 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 the insurance certificate within ten (10) calendar days after receipt of award notice. Bid number should be listed on Insurance Certificate.

16. **FOB DESTINATION:** All of the items listed are to be Free On Board to the final destination (FOB Destination) with all transportation charges, if applicable, to be included in the price, the title and risk of loss of goods shall not pass to the City until receipt and acceptance takes place at the FOB point.

The City of Jacksonville, Florida is seeking price commitments for supply of the various toner cartridges utilized citywide. The City has determined that OEM, compatible and remanufactured cartridges will be evaluated for award, and the product(s) best meeting the City's needs shall be utilized.

1. **PROSPECTIVE BIDDERS:** All prospective bidders must maintain one (1) month of stock for the City, based on the estimated quantities listed on the bid proposal form, of at least 50% of the total number of toner cartridge types listed on the bid proposal form. The awarded vendor must be able to meet this requirement within fifteen (15) days of award notification. The awarded vendor must have been regularly engaged in the business of supplying toner cartridges for a minimum of twenty-four (24) consecutive months prior to bid submission.

2. **MANUFACTURERS/AUTHORIZED DEALER CERTIFICATION:** If bid is being submitted by other than the manufacturer, a manufacturer's certification certifying the bidder is an authorized dealer of product, may be required. Failure to submit this certification at time of bid, or within five (5) days of request, may result in the bid not being considered for award.

3. **COMPATIBLE TONER CARTRIDGE DEFINITION:** Compatible toner cartridge as it is used herein will mean that a toner cartridge can be used in the specific equipment listed and that it is not genuine OEM Manufacturer's Brand. Compatible toner cartridges shall mean 100% brand new, but generic or aftermarket. Vendor guarantees that the compatible toner cartridges will provide high-quality, crisp, dark printouts with no streaking, banding or fading of test and images. Bidder shall furnish compatible toner cartridges that have been manufactured to specifications equal to, or exceeding original equipment manufacturer (OEM) cartridge standards of quality and performance.

4. **ISO 9001 FACILITY:** The awarded vendor must guarantee that all compatible toner cartridges supplied to the City of Jacksonville are from an ISO 9001 Certified facility. **Only ISO 9001 facility compatible cartridges will be accepted.** The City of Jacksonville may at any time request from the awarded vendor documentation proving that the compatible toner cartridges are being manufactured in an ISO Certified facility. If it is discovered that the awarded vendor is not supplying ISO 9001 Certified factory toner cartridges, the vendor's contract will be terminated immediately.

5. **REMANUFACTURED SUPPLIES:** Must be authorized for sale in the U.S. market. Remanufactured Toner Cartridges must include all of the following:

   A. **GENERAL REQUIREMENTS:** Bidder shall provide remanufactured toner cartridges that have been fully remanufactured to specifications equal to, or exceeding original equipment manufacturer (OEM) cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards. Toner cartridges furnished to this specification shall meet or exceed the latest remanufactured toner cartridge standards and must be a Standardized Test Methods Committee (STMC) certified company or supply toners from a STMC certified company. Bidder shall certify by signing the bid proposal form that its remanufactured toner cartridges have been tested in accordance with the above standards and guidelines and that its cartridges have met or exceeded those tests.

   B. **CARTRIDGE REMANUFACTURING PROCESS:** The City of Jacksonville defines the term "remanufactured" as including, at a minimum, the following:

      1. Assessment to determine if the toner cartridge can be remanufactured.

2. Complete disassembly of toner cartridge to thoroughly clean and check all internal and external components against the original manufacturer's specifications. Worn, damaged, or end of life-cycle components must be replaced.

3. Replacement of the original OEM drum with a new drum (which may include an extended life-drum).If the returned toner cartridge is equipped with an extended-life drum; bidder shall inspect it, clean it, or replace it with a new extended-life drum or new after market drum.

4. Replacement of all seals with an OEM-type heat seal, card seal, or pressure sensitive seal.

5. Replacement of the primary charge roller (PCR) with a re-coated or new PCR.

6. Replacement of wiper blade meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.

7. Replacement of any parts not meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.

8. Filling of toner cartridge meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.

9. Chemically cleaning or replacing the corona wire assembly (where applicable).

10. One (1) fuser wand (where applicable) with high temperature resistant felt wiper and one cotton swab shall be provided with each toner cartridge.

11. The hopper shall be filled to capacity with new toner meeting or exceeding OEM standards. Bidder shall indicate in this bid the original manufacturer(s) and part number(s) of toner supplied.

12. A toner hopper seal/separator meeting or exceeding OEM standards shall be inserted to prevent spillage of toner during shipping.

C. CARTRIDGE PACKAGING: Includes, at a minimum, the following:

1. Bidder shall clearly label each toner cartridge with the manufacturer's/supplier's name and cartridge model number as well as the equivalent OEM brand/model.

2. Each toner cartridge shall be packaged in an anti-static moisture proof bag and either heat-sealed or zip-locked, meeting or exceeding OEM standards. The cartridge shall then be placed in a protective cradle prior to being packaged in an external carton.

3. The external carton and packaging of the toner cartridge shall protect the cartridge from damage during shipping.

4. Packaging for the toner cartridges shall be constructed to permit users to re-package spent cartridges for return to bidder. It is desirable that all corrugated packaging contain a minimum of 35% post-consumer recycled content.

5. The external carton or an internal shipping invoice shall identify toner cartridge type (make and model), the bidder's name, address and telephone number, and the purchase order number. All cartridge boxes or internal shipping invoices will also bear the date of remanufacture and use by date for shelf life and inventory purposes.

D. **CARTRIDGE TESTING:** All cartridges are to be tested after remanufacturing by installing the cartridge in an applicable printer, running and inspecting test copies.

E. **DEFECTIVE CARTRIDGES:** If the defective cartridge causes damage to the equipment, the Vendor shall be responsible for the payment of the repair. **All defective toner cartridges will be returned to the Vendor at the Vendor's expense.** Bidder shall supply pre-paid mailing labels, or shall pick up defective cartridge(s) at the buyer's location. A diagnostic analysis shall be performed to determine the cause of the problem for any toner cartridge returned by the buyer. The diagnostic analysis report shall be delivered to the buyer within ten (10) business days. If the analysis determines that the toner cartridge failed, a replacement remanufactured cartridge shall be provided at no expense to the buyer within ten (10) business days from completion of analysis. Replacement cartridges shall be properly marked as replacements and identified by the purchase order number. If the buyer has continued uncorrected problems with a particular model, or if there are page yields consistently below OEM standards or approved manufactured toner cartridge industry standards, the buyer may cancel the cartridge mode from the contract. If the toner cartridge defect rate exceeds three (3%) percent of all cartridges utilized within any six-month period, the City of Jacksonville reserves the right to remove vendor from bid.

6. **AREA REPRESENTATIVE:** Bidder(s) must have an assigned representative for the Jacksonville area who, upon request, will be reasonably available to make site visits and respond to mechanical, quality, billing or other problems.

7. **ADDITIONAL WARRANTY REQUIREMENT:** If product defect results in damage to City owned property, vendor will be responsible for repair, or replacement, if repairs cannot be made. Repairs must be completed within three (3) business days, or the vendor may be considered in default of the contract. A detailed description of all repair work shall be provided to the end user after the work is completed. If equipment cannot be repaired at the site, the vendor will provide shipping materials, shipping instructions, call tags and pay all shipping charges.

8. **COMPLETING THE BID PROPOSAL FORM:** Bidders must bid on all items to be considered for award. Each line on the bid proposal form must include a unit price, extended price and an identification of the brand/model being bid. In addition, <u>one of the three</u> boxes indicating whether each item bid is original equipment manufacturer (OEM), compatible (CMP) or remanufactured (RMFG) must be checked. <u>Submit only one offering for each item</u>. Multiple offerings may be cause for bid rejection. Failure to fully and accurately complete the bid proposal form may be cause for bid rejection.

9. **UNAVAILABLE ITEMS:** To the extent that a bidder will not bid any item listed on the bid proposal form because it is no longer available from the original equipment manufacturer, the prospective bidder must notify the City in writing at least seven (7) calendar days prior to the bid

opening date. If an item is available from the original equipment manufacturer, but not in a compatible or remanufactured version, which meets the respective specifications, bidder must bid the original equipment manufacturer's product.

10. **ELECTRONIC VERSION OF THE BID PROPOSAL FORM:** Bidders may request an electronic copy of the bid proposal form. This request must be made in writing to acole@coj.net, and must be made at least seven (7) days prior to the bid opening date. The file will be emailed to the requesting bidder in the form of an Excel spreadsheet. The completed bid proposal form must be printed and submitted as part of the original bid package; NO ELECTRONIC COPIES OF THE BID PROPOSAL FORM WILL BE ACCEPTED FOR CONSIDERATION FOR AWARD. It is the exclusive responsibility of the bidder to ensure that no changes, intended or unintended, exist between the submitted bid proposal form and the hard copy bid proposal form supplied in the original bid package.

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SUBJECT: TONER CARTRIDGES - CITYWIDE

BID #: SC-0505-14 **OPEN DATE: 08/20/2014**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
ALL OR NONE TO THE LOWEST, RESPONSIVE, RESPONSIBLE BIDDER. PERIOD OF SERVICE WILL BE FOR ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. BIDDERS MUST BID ON ALL ITEMS TO BE CONSIDERED FOR AWARD.

NUMBER OF BIDS INVITED: 67 **NUMBER RECEIVED:** 19 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to VRS, Inc., dba Nucycle Toner & Ink to utilize the second (2) of three (3) renewal options for the period of service September 26, 2016 thru September 25, 2017 for an annual estimated expenditure of $34,876.30. Total expenditure not-to-exceed $104,628.90.

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 accounts and to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

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: 7-28-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/28/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Toner Cartridges - Citywide

BID NO.: SC-0505-14 **OPEN DATE:** 08/20/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: All or none to the lowest, responsive, responsible bidder. Period of service will be for one (1) year from date of award with three (3) one (1) year renewal options.

FOR: Procurement Division

BASIS OF AWARD: All or none to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award.

NUMBER OF BIDS INVITED: 67 **NUMBER OF BIDS RECEIVED:** 19 **OTHER:** N/A

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to VRS, Inc., dba Nucycle Toner & Ink to utilize the first (1) of three (3) renewal options for the period of service September 26, 2015 thru September 25, 2016 for an annual estimated expenditure of $34,876.30. Total expenditure Not-to-Exceed $69,752.60.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. 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.

Account Code: This award is to be encumbered by various accounts and by Blanket Purchase Orders.

Attachments: Recommendation Memo, Vendor's Letter, Previous Award.

Purchasing Analyst Kathy Nasworthy Respectfully Submitted Gregory Pease, Chief Procurement Division

CONCURRENCE BY: CONCURRENCE BY: GREGORY 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 _____ DATE 08/13/15

OTHER _____

ACTION OF AWARDING AUTHORITY Sam E. Mousa, Chief Administrative Officer For: Mayor Lenny Curry Under Authority of: Executive Order No. 2015-05 DATE: 8/13/15

APPROVED: ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION: _____

S00662

409320

SUBJECT: Toner Cartridges - Citywide

BID NO.: SC-0505-14 **OPEN DATE:** 08/20/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: All or none to the lowest, responsive, responsible bidder. Period of service will be for one (1) year from date of award with three (3) one (1) year renewal options.

FOR: Procurement Division

BASIS OF AWARD: All or none to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award.

NUMBER OF BIDS INVITED: 67 **NUMBER OF BIDS RECEIVED:** 19 **OTHER:** N/A

SUMMARY OF BIDS AND RECOMMENDED ACTIONS: Recommend approval to reject The Office Pal for non-compliance with the Terms and Conditions section, Item 5, failure to initial corrections made to the Bid Proposal form. Recommend approval of award to VRS, Inc., dba-NuCycle Toner & Ink, in the not to exceed amount of $34,876.30 for a service period of one (1) year from date of award with the option to renew for three (3) additional one (1) year periods.

This project is to be encumbered by various accounts and by blanket purchase order.

Account Code: Various accounts.

Attachments: Recommendation Memo, Tab Sheet, Basis of Award, Rejection Notice.

Purchasing Analyst _____ Amy Cole

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 09/25/14

_____ _____ OTHER _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 9/26/14

APPROVED: ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION: _____ Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

SC-0505-14	VRS, Inc. dba Nucycle Toner & Ink	
9/26/2014	$34,876.30	Award
8/13/2015	$34,876.30	1st Renewal Option
7/28/2016	$34,876.30	2nd Renewal Option
Pending	$30,000.00	3rd Renewal Option
	$134,628.90	**Total Award**