SUBJECT: BOTTLED WATER AND COOLER RENTAL SERVICE

BID #: SC-0443-16 **OPEN DATE: 2016-04-06**

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: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded to Nestle Waters North America, Inc., on 4/16/16 in the amount of $110,184.04.

Recommend approval to increase the award to Nestle Waters North America, Inc., in the amount of $50,000.00 to cover bottled water and cooler rental costs through April 15, 2017. The total revised estimated annual expenditure not to exceed $160,184.04.

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

Attachments: Recommendation Memo, Terms and Conditions, Previous Awards

Analyst: _____
CHELSEY RENFROE

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Greg Pease, Chief of the Procurement Division**

(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, Manager of Purchasing Services, Asst.

DATE: October 5, 2016

SUBJECT: SC-0443-16 Bottled Water and Cooler Rental Services

The Procurement Division requests approval to increase the current award to Nestle Waters North America, Inc., to cover bottled water purchases and cooler rental services through April 15, 2017. Total amount of increase not-to-exceed $50,000.00, for a revised annual expenditure not-to-exceed $160,184.04.

Funding to be encumbered by Purchase Order issued by various City agencies.

Thank you for your assistance and consideration in this matter.

TERMS AND CONDITIONS

1. SCOPE OF WORK

The City of Jacksonville 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 Bottled Water and Cooler Rental 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 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 Conditions set forth in the bid document.

EMERGENCY STAND-BY CONTRACT:

In the event the City of Jacksonville declares an emergency situation where it would be necessary to purchase a bulk supply of bottled water, this bid will serve as an "Emergency Stand-by Contract." The awarded vendor must be prepared to assist and play a supportive role in responding to water emergencies by offering equipment, personnel and other resources as needed. The awarded bidder will be asked to provide standard operating procedures of management strategies for distribution, delivery and a listing of locations where bottled water can be purchased 24-hours a day.

4. PRE-BID CONFERENCE

N/A

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 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. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased 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 items or the volume of services required or not to make any purchase against this bid if it so deems necessary anytime 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.

10. DELIVERY
Delivery will be made to various City of Jacksonville locations (see attached list). Prices quoted must include inside delivery and pick-up of empty water bottle containers, and the vendor must be prepared to provide at least one (1) delivery per week, per dispenser location.

The City of Jacksonville reserves the right to order more than once per week or on an as needed basis, depending in the needs of each dispenser location. The City of Jacksonville reserves the right to add or subtract delivery locations as needed during the contract period. **Upon request, storage racks and cup dispensers shall be provided at NO CHARGE to the City.**

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 b 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 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.

SUBJECT: **BOTTLED WATER AND COOLER RENTAL SERVICE**

BID #: SC-0443-16 OPEN DATE: **4/6/2016**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: **SERVICE/SUPPLY**

AGENCY: **PROCUREMENT DIVISION**

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

NUMBER OF BIDS INVITED: 6 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to Nestle Waters North America, Inc. as the lowest responsive, responsible bidder in the estimated annual expenditure amount of $110,184.04. The period of service is One (1) year from Date of Award with Two (2), One (1) year renewal options.

Funding for these services will be encumbered by various index codes released under a Master Blanket Order as the services are utilized by the various City of Jacksonville using agencies and constitutional offices.

Attachments: Recommendation Memo, Tabulation Sheet, Scope of Services

BUYER: Sharon Bryant-Dallas **RESPECTFULLY SUBMITTED**

Sharon Bryant-Dallas

Gregory Pease, Chief
Procurement Division

CONCURRENCE BY: Gregory Pease, Chief, Procurement Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4-14-16

Teresa R. Eisher OTHER:

James R McCall

ACTION OF AWARDING AUTHORITY DATE 4/16/16

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

SC-0443-16	Nestle Waters North America, Inc.	
4/16/2016	$110,184.04	Award
Pending	$50,000.00	Increase
	$160,184.04	**Total Award**