SUBJECT: TRANSPORTING OF ELECTION EQUIPMENT

BID #: SC-0352-16 **OPEN DATE:** 2015-12-09

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICES 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:
Subject bid was awarded on 2/4/16 to Baymeadows Moving and Storage, Inc. in the amount of $203,559.99. First renewal option approved on 3/23/17 in the amount of $0.00; second renewal option approved on 1/11/18 in the amount of $135,000.00; increase approved on 12/6/18 in the amount of $2,000.00; third renewal option approved on 2/14/19 in the amount of $150,000.00.

Recommend approval to ratify period of service from February 4, 2020 through date of award.

Recommend approval to utilize the fourth and final renewal option with Baymeadows Moving and Storage, Inc. in the annual expenditure amount of $185,000.00. Total revised award amount not-to-exceed $675,559.99. Period of service shall be date of award through February 3, 2021.

This award shall be funded by account SEEL011-049838 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Contractor's Letter, Basis of Award, Previous Awards

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief 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

February 13, 2020

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 fourth renewal option for Bid #SC-0352-16. There are currently 3 countywide elections scheduled for 2020 calendar year. This will result in moving costs of approximately $150,000 during this fiscal year, $185,000 for the calendar year. Please increase this award accordingly. The funding source will be SEEL011 04938.

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

BAYMEADOWS
MOVING AND STORAGE
Jacksonville, Florida
6419-1 Philips Highway • Jacksonville, FL 32216

Local Moves • Florida Intra • Interstate • Storage • Cubicles • Office Moves • Industrial Moves • Inventory • Consulting

February 7, 2020

Gregory Pease, Chief

Procurement Division

105 Monroe Street

Jacksonville, FL 32202

RE: Bid SC-0352-16

Dear Mr. Pease

Baymeadows Moving and Storage recommends the bid renewal for SC-0352-16 be renewed with The Supervisor of Elections Office. This renewal will be for any election held in Duval County for 2020.

If you have any questions regarding the renewal of this contract, please feel free to contact me at (904) 437-7859.

Sincerely,

Helena Damato

Baymeadows Moving and Storage

Office (904) 737-3530 • Fax (904) 737-3580 • www.baymeadowsmovers.com

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.

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, 2019 through date of award.

Recommend approval to utilize the third (3) 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, 2020. The total expenditure requested for this period not-to-exceed $150,000.00, for a revised not-to-exceed expenditure of $490,559.99.

Funding to be encumbered from account SEEL011-05216, 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: 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 3 MEMBERS DISAPPROVING Ø DATE 2/14/19

OTHER _____

ACTION OF AWARDING AUTHORITY DATE: 2/14/19

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: 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 increase the award with Baymeadows Moving and Storage, Inc., in the amount of $2,000.00 for additional services needed through February 3, 2019. The total revised expenditure not-to-exceed $137,000.00, for a revised not-to-exceed expenditure of $340,559.99.

Funding to be encumbered from account SEEL011-05216, to be executed by purchase order(s).

ATTACHMENTS: Recommendation Memo; Terms and Conditions; Previous Awards

ANALYST: _____ CHELSEY FLEMING **RESPECTFULLY SUBMITTED** _____ 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 3 MEMBERS DISAPPROVING Ø DATE 12/06/18

OTHER _____

ACTION OF AWARDING AUTHORITY DATE: 12/06/18

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: 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 utilize the second (2) 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 February 4, 2018 through February 3, 2019. The total expenditure requested for this period not-to-exceed $135,000.00, for a revised not-to-exceed expenditure of $338,559.99.

Funding to be encumbered from account SEEL011-05216, 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: 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 3 MEMBERS DISAPPROVING Ø DATE 01/11/18

Teresa R. Eikner OTHER _____

ACTION OF AWARDING AUTHORITY DATE: 1/11/18

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: 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: _____ CHELSEY RENFROE **RESPECTFULLY SUBMITTED** _____ 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 Ø DATE 3/23/17

Teresa R. Eichner OTHER _____

ACTION OF AWARDING AUTHORITY DATE: 3/23/17

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: **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

QWS3270X 2/13/2020 8:36 AM

FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 02/13/2020

LINK TO: ACCOUNT SUMMARY INQUIRY 8:36 AM

FISCAL MO/YEAR : 05 2020 CURRENCY CODE :

INDEX CODE : SEEL011 ELECTIONS

SUBOBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES

PROJECT :

PROJECT DETAIL :

GRANT :

GRANT DETAIL :

USER CODE :

S	FEB 2020	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	195,705.00	195,705.00
EXPENDITURES	363.38	18,285.67	18,285.67
ENCUMBRANCES	-363.38	23,013.56	23,013.56
PRE-ENCUMBRANCES	1,700.00	1,700.00	1,700.00
REMAINING BALANCE	-1,700.00	152,705.77	152,705.77

F1-HELP F2-SELECT F4-PRIOR F5-NEXT

F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND