SUBJECT: CITYWIDE PURCHASE OF TONER CARTRIDGES

BID #: SC-0511-18

OPEN DATE: 8/01/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE YEAR FROM SEPTEMBER 26, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 13 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded Administratively on 8/14/18 to Star Image Supply, Inc. in the amount of $24,834.10. Increase in the amount of $20,000.00 awarded on 4/24/19; increase in the amount of $20,000.00 awarded on 6/21/19; first renewal option in the amount of $64,834.10 awarded on 6/28/19; increase in the amount of $8,000.00 awarded on 8/13/20; second renewal option in the amount of $73,000.00 approved on 9/11/20; increase in the amount of $60,000.00 awarded on 4/26/21.

Recommend approval to utilize the third and final renewal option with Star Image Supply, Inc. in the annual not-to-exceed expenditure amount of $110,000.00 and to extend the third and final renewal term from September 25, 2022 to September 30, 2022. Total revised award amount not-to-exceed $380,668.20. Period of service will be from October 1, 2021 through September 30, 2022.

Funding for this award shall be encumbered from various accounts and executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. 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 work herein. A written notification will be provided in the event the funds are appropriated.

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

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
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 _____ 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: David Klages, Purchasing Analyst

DATE: August 30, 2021

SUBJECT: SC-0511-18 Citywide Purchase of Toner Cartridges

The Procurement Division requests approval to utilize the third and final contract renewal option with Star Image Supply, Inc. in the annual not-to-exceed expenditure amount of $110,000.00 and to extend the third and final contract renewal term from September 25, 2022 to September 30, 2022. Total revised award amount not-to-exceed $380,668.20. Period of service will be from October 1, 2021 through September 30, 2022.

Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

Thank you for your assistance and consideration in this matter.

CC: Dustin Freeman
Manager of Purchasing Services
Procurement Division

Star Image Supply Inc.

322 W 57 Street, Unit 44P, New York NY 10019 Tel: (646)391-4691 Fax: (646)346-8808

Hi David,

I Chris Tilghman from Star Image Supply confirm the requested contract extension with City of Jacksonville **SC-0511-18 Citywide Purchase of Toner Cartridges.** It would be our pleasure to enact the third and final extension on this contract.

We also approve the extension of the expiration date from September 25, 2022 to September 30, 2022.

Thank you,

Chris Tilghman

Star Image Supply

(646)-391-4691

Christopher Tilghman

TERMS AND CONDITIONS
CITYWIDE PURCHASE OF TONER CARTRIDGES

1. **SCOPE**

The Procurement Division of the City of Jacksonville, Florida 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 these items and to obtain pricing commitments for the purchase of toner/ink cartridges as listed in the bid documents.

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s). Bidders must bid on ALL items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**

The term of this agreement will be one (1) year from September 26, 2018 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. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

b. Vendor must have a minimum of twenty-four (24) consecutive months of experience in the business of supplying toner cartridges.

c. If bid is being submitted by any vendor other than the manufacturer, a manufacturer's certification certifying the vendor is an authorized dealer of product, may be required. Failure to submit this certification at time of bid may result in the bid not being considered for award.

5. **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).

6. **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 items required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period. The City will order on an as needed basis.

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

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SUBJECT: CITYWIDE PURCHASE OF TONER CARTRIDGES

BID #: SC-0511-18

OPEN DATE: 08/01/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE YEAR FROM SEPTEMBER 26, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 13 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 8/14/18 to Star Image Supply, Inc. in the amount of $24,834.10. Increase in the amount of $20,000.00 awarded on 4/24/19; increase in the amount of $20,000.00 awarded on 6/21/19; first renewal option in the amount of $64,834.10 awarded on 6/28/19; increase in the amount of $8,000.00 awarded on 8/13/20; second renewal option in the amount of $73,000.00 approved on 9/11/20.

Recommend approval to increase the award to Star Image Supply, Inc. in the amount of $60,000.00 to ensure sufficient funding for the remainder of the contract term. Revised expenditure amount for the contract term not-to-exceed $133,000.00. Total revised award amount not-to-exceed $270,668.20. Period of service will be date of award through September 25, 2021 with one (1) one (1) year renewal option remaining.

Funding for this award shall be encumbered from various accounts and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ 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: 4/22/2021

Teresa R. Eichman _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 4/26/2021

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: CITYWIDE PURCHASE OF TONER CARTRIDGES

BID #: SC-0511-18

OPEN DATE: 08/01/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE YEAR FROM SEPTEMBER 26, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 13 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 8/14/18 to Star Image Supply, Inc. in the amount of $24,834.10. Increase in the amount of $20,000.00 awarded on 4/24/19; increase in the amount of $20,000.00 awarded on 6/21/19; first renewal option in the amount of $64,834.10 awarded on 6/28/19; increase in the amount of $8,000.00 awarded on 8/13/20.

Recommend approval to utilize the second renewal option with Star Image Supply, Inc. in the annual expenditure amount of $73,000.00. Total revised award amount not-to-exceed $210,668.20. Period of service shall be September 26, 2020 through September 25, 2021 with one (1) one (1) year renewal option remaining.

Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo; Supplier Letter, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
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 Ø DATE: 9/10/20

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE 9/11/20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

SUBJECT: CITYWIDE PURCHASE OF TONER CARTRIDGES

BID #: SC-0511-18

OPEN DATE: 08/01/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE YEAR FROM SEPTEMBER 26, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 13 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 8/14/18 to Star Image Supply, Inc. in the amount of $24,834.10. Increase in the amount of $20,000.00 awarded on 4/24/19; increase in the amount of $20,000.00 awarded on 6/21/19; first renewal option in the amount of $64,834.10 awarded on 6/28/19.

Recommend approval to increase award to Star Image Supply, Inc. in the amount of $8,000.00 to assure sufficient funding for the remainder of FY20. Total revised award amount not-to-exceed $137,668.20.

Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
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 Ø DATE: 8/13/20

Teresa R Eubanks _____ OTHER: _____

Jan B McCain _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 8/13/20

NK APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

ADMINISTRATIVE AWARD
BID NO.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to utilize the first renewal option with Star Image Supply, Inc. for Citywide Purchase of Toner Cartridges in the annual expenditure amount of $64,834.10. Total revised award amount not-to-exceed $129,668.20. Period of service shall be September 26, 2019 through September 25, 2020 with two (2) one (1) year renewal options remaining.

FUNDING SOURCE: Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 7 **NUMBER FIRMS BIDDING:** 13

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Star Image Supply, Inc.

CONCURRENCE BY: Marilyn Laidler, Manager of Purchasing Services, Assistant

PRICE: $129,668.20 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

6/25/19
Date

Manager of Purchasing Services, Assistant

6/27/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

6/28/19
Date

ADMINISTRATIVE AWARD
BID NO.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to increase award to Star Image Supply, Inc. by $20,000.00. Period of service is one (1) year from September 26, 2018, with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $64,834.10.

FUNDING SOURCE: Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 7 **NUMBER FIRMS BIDDING:** 13

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Star Image Supply, Inc.

CONCURRENCE BY: Dustin Freeman, Manager of Purchasing Services

PRICE: $64,834.10 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

6/21/19
Date

Manager of Purchasing Services, Assistant

6/21/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

6/21/19
Date

ADMINISTRATIVE AWARD
BID NO.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to increase the contract with Star Image Supply, Inc. by $20,000.00. Period of service is one (1) year from September 26, 2018, with three (3) one (1) year renewal options. Total estimated annual expenditure not-to-exceed amount shall be increased from $24,834.10 to $44,834.10.

FUNDING SOURCE: Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 7 **NUMBER FIRMS BIDDING:** 13

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Star Image Supply, Inc.

CONCURRENCE BY: Dustin Freeman, Manager of Purchasing Services

PRICE: $44,834.10 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

4/22/19
Date

Manager of Purchasing Services

22 APR 2019
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

4/24/19
Date

ADMINISTRATIVE AWARD
BID No.: SC-0511-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to reject the following vendors for being non-responsive for failing to submit the revised bid proposal form issued in addendum one: BDT Concepts, Inc., IMCO Associates, Inc. DBA OnlineToner.net, Bowboeck Enterprises, LLC. DBA Reach Technologies, and Tech-Optics, Inc. Recommend approval to reject B2B Supplies USA, LLC. DBA Printing Supplies USA for failing to identify the brand or model being offered on the Bid Proposal Form as stated in the Specifications.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Star Image Supply, Inc., for the citywide purchase of toner cartridges. Period of service will be one year from September 26, 2018, with three (3), one (1) year renewal options. Total estimated annual expenditure not-to-exceed $24,834.10.

FUNDING SOURCE: Funding for this award to be encumbered by various accounts and to be executed by purchase order(s).

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: **N/A**

NUMBER FIRMS SOLICITED: **7** **NUMBER FIRMS BIDDING:** **13**

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
N/A

RECOMMEND AWARD TO: A Star Image Supply, Inc.

CONCURRENCE BY: Chrissy Nunziato, Manager of Purchasing Services, Asst.

PRICE: $24,834.10 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: **N/A**

Analyst

8/10/18
Date

Chrissy Nunziato
Manager of Purchasing Services, Asst.

8/13/18
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

8/14/18
Date