SUBJECT: PARTICULATE HOODS

BID #: SC-0435-18 **OPEN DATE:** 04/18/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: JACKSONVILLE FIRE & RESCUE

BASIS OF AWARD: BY ITEM - LOWEST, RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 **NUMBERS RECEIVED**: 5 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval for Safeware, Inc. to withdraw their bid per email dated 5/3/2018. Recommend approval of award to MECO, Inc. as the lowest responsive, responsible bidder in the not-to-exceed amount of $117,000.00.

Funding for this award to be encumbered by account FRFO011FO-5207 to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Proposal Withdrawal, Tabulation, Terms and Conditions.

ANALYST: Marleen Doran
MARLEEN DORAN

RESPECTFULLY SUBMITTED Greg Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Keith Powers, Operations Chief

(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 _____

FIRE AND RESCUE DEPARTMENT

May 3, 2018

TO: **Gregory Pease, Division Chief of Procurement**

FROM: **Keith Powers, Operations Chief**

RE: **BID SC-0435-18 Particulate Hoods**

After review of the bids submitted for SC-0435-18 Particulate Hoods we recommend the bid be awarded to MECO, Inc. The low bidder Safeware, Inc. withdrew their bid due to quoting on incorrect specifications. The estimate expenditure will be $117,000.

Funding Source: FRFO011FO – 5207

If you have any questions please contact Cindy Davis, 630-0205. Thanks

KP/cd

File

Doran, Marleen

From: Lori Orantes <lorantes@safewareinc.com>
Sent: Thursday, May 03, 2018 10:52 AM
To: Doran, Marleen; Karla Hyatt
Cc: Davis, Cindy; April Tuttle
Subject: RE: SC-0435-18 Bid

Good morning Marleen,

Unfortunately, after further investigation, I found that we did in fact quote you on the wrong type of hood. We would be happy to requote, but leave that decision up to you. If we cannot requote, please withdraw our proposal. I apologize for the mix up.

Lori Orantes
Customer Service
301.683.1234 x. 1058
800.331.6707
301.683.1200 fax
mailto:lorantes@safewareinc.com

Safeware®
OUTFITTING THE FEARLESS SINCE 1979

From: Doran, Marleen [mailto:MDoran@coj.net]
Sent: Wednesday, May 02, 2018 11:40 AM
To: Karla Hyatt
Cc: Davis, Cindy; April Tuttle; Lori Orantes
Subject: RE: SC-0435-18 Bid

We need to make sure we are getting the product we are requiring because 1) the price variance was so different. 2) We have had an issue with previous hoods we have ordered as far as safety.
We will return the sample. We can give you until Friday May 4, 2018 to supply the sample or we will have to make an award. We will have no choice.

Thanks,

Marleen

From: Karla Hyatt [mailto:kahyatt@safewareinc.com]
Sent: Wednesday, May 02, 2018 11:34 AM
To: Doran, Marleen
Cc: Davis, Cindy; April Tuttle; Lori Orantes
Subject: RE: SC-0435-18 Bid

Hi Marleen,

My apologies for not getting back to you earlier on this. We were having trouble getting a response from our supplier on whether or not they are able to provide samples. I am curious though why you need once since we would be providing the product outlined in the specs? Is there any way we can get an extension on the sample?

Thanks,

Karla A. Hyatt
Director of Government Contracts | Safeware, Inc.
301-683-1234 x 1090 | Safewareinc.com

From: Doran, Marleen [mailto:MDoran@coj.net]
Sent: Wednesday, May 02, 2018 10:52 AM
To: Karla Hyatt
Cc: Davis, Cindy
Subject: FW: SC-0435-18 Bid

Karla,
Will you be providing a sample? We need to make this purchase. We will need to have the hood by noon EST tomorrow. Please advise.

Thanks,

Marleen Doran
Procurement Analyst
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202
(904) 255-8835
www.coj.net

CITY OF JACKSONVILLE

"Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure."

From: Karla Hyatt [mailto:kahyatt@safewareinc.com]
Sent: Thursday, April 19, 2018 4:50 PM
To: Doran, Marleen
Cc: Davis, Cindy; Lori Orantes
Subject: RE: SC-0435-18 Bid

Hi Marleen,

We are contacting our supplier.

Thanks,

Karla A. Hyatt
Director of Government Contracts| Safeware, Inc.
301-683-1234 x 1090 | Safewareinc.com

From: Doran, Marleen [mailto:MDoran@coj.net]
Sent: Thursday, April 19, 2018 11:02 AM
To: Karla Hyatt
Cc: Davis, Cindy
Subject: RE: SC-0435-18 Bid

Karla,
Is there any way you can send us a sample of this product within the next 7 days to the address below?

Thanks,

Marleen Doran
Procurement Analyst
214 N. Hogan Street, Suite 800

Jacksonville, Florida 32202
(904) 255-8835
www.coj.net

CITY OF JACKSONVILLE

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From: Karla Hyatt [mailto:kahyatt@safewareinc.com]
Sent: Thursday, April 19, 2018 10:24 AM
To: Doran, Marleen
Subject: Re: SC-0435-18 Bid

Hi Doreeen,

Yes, we are quoting the item listed in the bid, not an alternate. Let me know if you need anything else from me.

Thank you,

Karla A. Hyatt
Director of Government Contracts
Safeware, Inc.
301-683-1234 x 1090

On Thu, Apr 19, 2018 at 7:55 AM -0400, "Doran, Marleen" <MDoran@coj.net> wrote:

I am in receipt of your bid proposal, I wanted to ask is this the Gore Particulate Hood Ultra C6.2 you quoted or is it an equivalent? If it is an equivalent I will need the specs and the alternate part number.

Marleen Doran
Procurement Analyst
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

(904) 255-8835
www.coj.net

CITY OF JACKSONVILLE

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TERMS AND CONDITIONS
Particulate Hoods

1. SCOPE
The City of Jacksonville's Fire and Rescue Department 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 **Particulate Hoods** as listed in the bid documents.

2. AWARD
Award will be by item to the lowest responsive, responsible bidder. 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 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 conditions 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 the items/services 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 service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such 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. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary 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.

10. DELIVERY

Jacksonville Fire and Rescue Department, 355 Ellis Road, Jacksonville, Florida 32254 Attn: Logistical Support. 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 price, and 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 be able to contact, during normal business hours, by telephone or email any supplier 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.

Title: Particulate Hood; JFRD
Bid # SC-0435-18
Bid Date: 4/18/18
Buyer: Marleen Doran
No. Invited: 8 **No. Received: 5** **No Bids: 0**
Recorded By: R Barnett

ITEM	MODEL #	Est. QTY	UOM	Dana Safety Supply	MECO, Inc.	NAFECO, Inc.	Safeware, Inc.	MES
				UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	Gore Particulate Hood Ultra C6.2 or Equivalent (Must meet detailed specifications)	1500	EA	$89.50	$78.00	$86.48	$36.56	$85.70
			TOTAL:	$134,250.00	$117,000.00	$129,720.00	$54,840.00	$128,550.00
			TERMS:	Net 30	Net 30	Net 30	Net 30	Net 30
			DELIVERY DAYS:	30	28	30	30	30
			SIGNED BID FORM:	X	X	X	X	X
			CONFLICT OF INTEREST:	X	X	X	X	X
			NOTES:	Offered Innotex Gray Hood 25				