SUBJECT: CITYWIDE PURCHASE OF ERGONOMIC CHAIRS

BID #: SC-0254-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

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

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the not-to-exceed award amount by $120,000.00 to ensure sufficient funding for the remainder of FY24. The funds will be added to various suppliers' POA's based on pending requisitions. The revised estimated annual expenditure amount is $195,000.00, for a total not-to-exceed award amount of $345,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo and Previous Awards

ANALYST: _____
COREY SIDLO

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, 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

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

A NEW DAY.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: January 12, 2024

Subject: SC-0254-22 Citywide Purchase of Ergonomic Chairs

The Procurement Division requests approval to increase the not-to-exceed award amount by $120,000.00 to ensure sufficient funding for the remainder of FY24. The funds will be added to various suppliers' POA's based on pending requisitions. The revised estimated annual expenditure amount is $195,000.00, for a total not-to-exceed award amount of $345,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

Thank you for your assistance and consideration in this matter.

SUBJECT: CITYWIDE PURCHASE OF ERGONOMIC CHAIRS

BID #: SC-0254-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

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

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second renewal option with the following suppliers: Budget Office Interiors, Inc., Office Environments & Services, Inc., Perdue, Inc., PRIDE Enterprises, Venture Office Solutions, and W.B. Mason. Period of service is from October 1, 2023 through September 30, 2024 with one (1) one (1) year renewal option remaining.
The estimated annual expenditure amount is $75,000.00, for a total not-to-exceed amount of $225,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Vendor Letters and Previous Awards

ANALYST: _____ COREY SIDLO

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, 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: 6/15/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/16/23

APPROVED ✓ 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 OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0254-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

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

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with the following suppliers: Budget Office Interiors, Inc., Office Environments & Services, Inc., Perdue, Inc., PRIDE Enterprises, Venture Office Solutions, and W.B. Mason. The revised annual expenditure amount is $75,000.00. Total expenditure not to exceed $150,000.00. Period of service is from October 1, 2022 through September 30, 2023 with one (2) one (1) year renewal options remaining.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. 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 will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Award

ANALYST: _____ COREY SIDLO

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG 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: 9/1/2022

Teresa R Eckman _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 9/1/2022

APPROVED ✓ 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 ERGONOMIC CHAIRS

BID #: SC-0254-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER

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

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the following suppliers as the lowest responsive, responsible bidders based on the attached Bid Tabulation: Budget Office Interiors, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; PRIDE Enterprises; Venture Office Solutions; and W.B. Mason.

Total estimated initial expenditure amount not-to-exceed $75,000.00. Period of service will be from October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options.

Funding shall be encumbered from various accounts and executed by Purchase Orders.

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; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG 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: 8/26/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8-27-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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