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SUBJECT: TRANSPORTING OF ELECTION EQUIPMENT

BID #: SC-0271-21

OPEN DATE: 10/20/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY 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: 7 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Baymeadows Movers as the lowest responsive, responsible bidder. Period of service shall be one (1) year from date of award with four (4) one (1) year renewal options. Initial estimated expenditure amount not-to-exceed $240,300.00.

Funding for this award shall be encumbered from account 00111.610001.549040.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: DRK
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Mike Hogan, Supervisor of Elections, Duval County Supervisor of Elections Office

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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

October 21, 2021

Re: Bid # SC – 0271-22 (Transporting of Election Equipment)

Gregory Pease, Chief,
Procurement Division
117 West Duval St, Suite 335

Dear Gregory:

We have reviewed the responses for Bid SC-0271-22. We recommend awarding bid to Baymeadows Moving and Storage.

Funding source will be 00111, 610001, 549040, Miscellaneous Services and Charges. NTE amount for FY 21-22 (3 elections) will be $240,300.

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

BID TABULATION

Title:	Transporting of Election Equipment			**Baymeadows Movers**		**Suddath Relocation Systems of Jacksonville**	
Bid No:	SC-0271-22						
Open Date:	October 20, 2021						
Analyst:	David Klages						
No. Invited:	(7) **No. Received:** (2) **Other:** (0)						
Recorded By:	Melissa Pierce						
Item #	**Description**	**Unit**	**Est. Quantity per Election**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Precinct – Round Trip	Each	199	$300.00	$59,700.00	$545.00	$108,455.00
2	Early Voting Site – Delivery	Each	22	$300.00	$6,600.00	$415.00	$9,130.00
3	Early Voting Site – Pickup	Each	22	$0.00	$0.00	$415.00	$9,130.00
4	Drop Zone – Fully Loaded Route	Each	30	$460.00	$13,800.00	$1,325.00	$39,750.00
	TOTAL BASE BID (Items 1 - 4):			**$80,100.00**		**$166,465.00**	
	Terms:			Not Stated		Not Stated	
	Delivery:			Not Stated		Not Stated	
	Signed Bid Form:			Yes		Yes	
	Bid Proposal Form:			Yes		Yes	
	Conflict of Interest Certificate:			Yes		Yes	
	Insurance Agent Acknowledgement Form:			Yes		Yes	

TERMS AND CONDITIONS
TRANSPORTING OF ELECTION EQUIPMENT

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the item(s) / service(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 item(s) / service(s) and to obtain pricing commitments for **Transporting of Election Equipment** 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. 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 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 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 if located within Duval County.

5. **NON-MANDATORY PRE-BID CONFERENCE**
N/A

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. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

8. **DELIVERY**
Delivery of election equipment and material(s) shall be as outlined in the Specifications.

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. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

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. 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.

13. 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. 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. Bid number should be listed on certificate.

15. 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.

16. 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.

SPECIFICATIONS
TRANSPORTING OF ELECTION EQUIPMENT

The Supervisor of Elections Office is soliciting bids from qualified suppliers for the firm price agreement for transporting election equipment as outlined in the bid documents.

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

The bid proposals to be submitted herewith are for transporting election equipment to and from polling places and the Elections Center warehouse, which is located at One Imeson Parkway, Jacksonville, FL 32218, as required for scheduled elections to be held in Duval County, Florida. The term "transporting" as applied herein shall include all loading, hauling, unloading, carrying, handling and placing of election equipment, including the furnishing of all experienced labor, loading and unloading equipment, vehicles, and protective materials incidental thereto.

A Non-Mandatory Pre-Bid Conference will take place remotely via Zoom remote meeting application. Although the meeting is not mandatory, bidders are strongly encouraged to attend. See Terms & Conditions – *Non-Mandatory Pre-Bid Conference* for details.

To see the equipment to be moved, please contact Dave Hester at (904) 255-3533 to schedule an appointment. Please note that nothing expressed or implied that contradicts the bid document and/or issued addenda while viewing the equipment is official.

I. PROVISIONS FOR TRANSPORTING ELECTION EQUIPMENT

1.01 The transport and handling of the election equipment will be done only by trained and competent personnel. No casual, inexperienced labor will be acceptable.

1.02 Each truck will have a minimum crew of two (2) people and will have a walk board, ramp or hydraulic lift, and a hand truck as described in 1.21.

1.03 A minimum of thirty (30), twenty-six foot (26'), fully enclosed trucks are required unless an exception is granted by the Supervisor of Elections. A maximum of seven (7) precincts will be loaded on a truck unless an exception is granted by the Supervisor of Elections in writing before the applicable election. The actual number of transporting vehicles used shall be subject to the Supervisor of Elections Office's approval based on the number of precincts for that election.

1.04 Any combination of transporting vehicles (flatbeds, semi-van, or otherwise) must be approved by the Supervisor of Elections.

1.05 Six feet (6') to eight feet (8') should be reserved in the back of the transporting vehicles for the loading and storage of ramps, a-frames, chairs, tables, and cones.

1.06 A coordinator/supervisor representing the awarded bidder must be present at the Elections Center Warehouse anytime voting equipment is being delivered, picked up or moved. Equipment will not be loaded or unloaded unless the coordinator/supervisor is present at the Elections Center Warehouse. A driver of one of the truck loads will not serve in this capacity.

1.07 Each transporting vehicle will have a radio or cell phone for communication with their dispatcher/supervisor stationed at the Elections Center Warehouse. It will be the responsibility of the awarded bidder to provide his or her own dispatcher/supervisor at the Elections Center Warehouse for transport vehicle routing while election equipment is being delivered, picked up, or moved.

1.08 In the event a driver is at a polling location for delivery or pickup and there is no way to gain entry into the polling location, the driver will stay at that polling location until he or she calls his or her supervisor stationed

at the Elections Center Warehouse and has received instructions on how to gain entry to the polling location or has been given permission to resume his or her route.

1.09 The election equipment is assigned to certain polling locations by precinct number and must be delivered accordingly. When more than thirty (30) loads are required to move equipment, based on provisions in 1.03, one (1) of the thirty (30) trucks can be used for an additional load but no one (1) truck may be used for more than two (2) loads. All truck serial numbers will be recorded during the delivery and pickup process by both the Supervisor of Elections Office and the moving company. The actual routing of transportation vehicles is subject to approval from the Supervisor of Elections Office. All election equipment must be returned by complete precinct and complete load; no partial or split loads will be accepted. Shortages will be noted and the driver will be notified at the time of return. Each transport vehicle is required to complete the load that is assigned to that vehicle. No offloading of election equipment to another truck will be permitted. Miscellaneous trucks will not be allowed.

1.10 The successful bidder shall complete a load and order form to give to the Supervisor of Elections Office at least five (5) weeks before the election equipment pickup date. The Supervisor of Elections Office will provide a list of polling locations that will be used for said election before this period. The Supervisor of Elections Office will provide any changes as soon as the change is made and will notify the moving company in writing. An example of polling locations is provided in Exhibit A.

1.11 Polling locations require personal contact to coordinate the delivery or pickup of election equipment. The awarded bidder will be responsible for coordinating with each polling location owner to assure that the contractor may gain admittance, secure keys if the building is locked or unoccupied, place election equipment so as not to interfere with the normal operation of the polling location, and meet any unusual or unique circumstances of entry.

1.12 Election equipment will be picked up from the Election Center located at One Imeson Parkway, Jacksonville, FL 32218 starting at 12:00 noon on Monday, one (1) week prior to the scheduled election. A minimum of 75 percent (75%) of the loads will be picked up on that Monday and the remainder will be picked up the next day starting at 8:00 a.m. The election equipment will be delivered starting on Tuesday of the week prior to the scheduled election. The Supervisor of Elections Office may make a change in time or location. If there is a change, the awarded bidder will be notified by written notice.

1.13 All election equipment must be delivered by 12:00 noon on Friday of the week prior to an election under contract unless otherwise specified by the Supervisor of Elections Office.

1.14 A daily status report will be provided to the Supervisor of Elections Office by 4:00 p.m. when delivering and picking up election equipment. A final status report will be provided to the Supervisor of Elections Office by 2:00 p.m. on Friday of the week of delivering and picking up said equipment.

1.15 **NO SCHEDULED SATURDAY OR SUNDAY DELIVERIES OR PICKUPS.**

EXCEPTION: EARLY VOTING SITES, OR IF REQUIRED BY REQUEST OF THE POLLING LOCATION THAT ELECTION EQUIPMENT AND MATERIAL BE DELIVERED THE DAY BEFORE THE ELECTION (MONDAY). THIS DELIVERY MUST BE APPROVED BY THE SUPERVISOR OF ELECTIONS OFFICE.

1.16 Election equipment is to be returned beginning the next morning after the election and continuing until all election equipment is returned safely (without delay), but not later than 12:00 noon of the third working day after the election.

The number of transport vehicles used may not be reduced until all election equipment is returned to the Elections Center Warehouse.

1.17 All election supplies are to be secured properly to ensure safe delivery and pickup.

1.18 Loose stacking will not be allowed. The Privacy Booth banding straps WILL NOT BE REMOVED during the delivery process.

1.19 All election equipment and material deliveries will be "inside delivery". Privacy booths shall be placed in such a manner that the handles face out so the labels may be read easily.

1.20 Crews of two (2) people will complete the drayman sheet as they deliver to each polling location, checking off all equipment that was delivered and recording the room the delivery was placed in. Each drayman sheet shall be signed upon completion.

1.21 Hand trucks with extensions not to exceed 18 inches in width and no less than 16 inches in length (in order to fit the pallets) will be used to move pallets to and from the Elections Center Warehouse, the transport vehicles, and the polling locations.

1.22 Trucks will be inspected when they return from delivery to ensure that no election equipment or materials failed to be delivered and to assess what remainder of the precinct requires completion.

1.23 The agent of the City in matters pertaining to this contract is the Supervisor of Elections Office. The parties agree that all communications relating to the day-to-day activities will be exchanged between the respective representatives of the Supervisor of Elections Office and the awarded bidder (contractor). Representatives shall be designated by the parties, in writing, promptly upon commencement of the contract and the services.

All formal notices sent pursuant to the contract awarded pursuant to this solicitation shall be as follows. A party may change its address by delivering written notice to the other party. Notices shall be sent by certified mail (return receipt requested), or by overnight delivery, or by hand delivery with a receipt.

If to the Supervisor of Elections Office:

One Imeson Parkway, Building 100
Jacksonville, FL 32218
(904) 630-8414

With copy to:

Office of General Counsel
Attn: General Counsel
117 W. Duval Street, Suite 480
Jacksonville, FL 32202
(904) 630-1700

If to the Contractor:

The address and phone number set forth on the Bid Form.

II. SPECIAL PROVISIONS FOR EARLY VOTING

The same provisions apply in this section that are stated in General Provision Section I above unless there is a change stated below or unless there is a provision added to this section. With regards to the term "polling location", used in section I, polling location is synonymous with early voting site for this Section.

2.01 Election equipment for early voting will be ready for pick up at 12:00 noon on Wednesday, two (2) weeks before early voting begins. Election equipment for early voting will be dropped off the next day (Thursday). All equipment shall be delivered no later than 12:00 noon on the Friday before early voting begins, unless the Supervisor of Elections Office notes otherwise.

A status report on the completion of deliveries will be provided to the Supervisor of Elections Office by 12:00 noon on the Friday before early voting begins.

2.02 On the last day of early voting, all early voting election equipment will be picked up at closing time from the early voting site. This shall be done with one truck per early voting drop zone. All equipment shall be returned that evening to the Election Center Warehouse.

2.03 A minimum of two (2), twenty-six foot (26'), fully enclosed trucks are required unless an exception is granted by the Supervisor of Elections Office. A maximum of four (4) early voting sites will be loaded on a truck unless an exception is granted by the Supervisor of Elections Office in writing before the applicable election.

The actual number of transporting vehicles used shall be subject to the Supervisor of Elections Office approval based on the number of early voting sites for that election. **This provision replaces 1.03 of Section I above.**

III. SPECIAL PROVISIONS FOR DROP ZONES

3.01 On election night there will be approximately thirty (30) drop zones where there shall be one (1) truck per drop zone. The number of drop zones could change. It will be up to the Supervisor of Elections Office to make a change and notify the moving company in writing. An example of drop zones is provided in Exhibit B.

3.02 Each truck will arrive onsite prior to the election ending and remain at the drop zone until released by the Supervisor of Elections Office.

3.03 Once the truck is released from the drop zone but before it leaves, the truck will be sealed. A police officer will supply the seal(s) for the truck.

3.04 A police officer will follow the truck straight from the drop zone to the Election Center Warehouse.

IV. KNOWLEDGE OF EQUIPMENT TO BE MOVED

4.01 The bidder shall acquaint himself or herself with pertinent details regarding election equipment. An example of election equipment to be moved includes, but is not limited to, the equipment provided in Exhibit C.

4.02 Each precinct will receive its own specific election equipment that varies from precinct to precinct. Delivery/Pickup sheets will be given to each truck with the election equipment requirements for each of the precincts on that load to be delivered or picked up. Be sure the precinct receives every piece of equipment on that delivery/pickup sheet. If something is missing, contact the Supervisor of Elections Office immediately.

4.03 The election equipment must be handled with appropriate care, without bumping, dropping, or exposure to inclement weather or heavy dust.

4.04 The successful bidder will be responsible for 100% replacement or repair of all damaged or missing items.

V. ADDITIONAL PROVISIONS

5.01 The awarded bidder must be able to provide evidence (lease and/or ownership statement) for the amount of trucks required for that election.

5.02 If the election equipment is not completely delivered by 12:00 noon on the Friday of the week prior to an election, a $1,000.00 per polling location penalty will be assessed, subject to the Supervisor of Elections Office's sole discretion.

5.03 If the election equipment is not completely picked up from the Election Center warehouse (for delivery to the polling locations) by 12:00 noon on Friday of the week prior to an election, a $1,000.00 per polling location penalty will be assessed, subject to the Supervisor of Elections Office's sole discretion.

5.04 Any penalty, replacement cost of damaged equipment, or cost of damage to any early voting site, polling location, or the Election Center Warehouse will be deducted prior to the final payment.

5.05 **TERMINATION OR SUSPENSION**

(a) **TERMINATION**. The agreement awarded to the successful bidder (the "company") shall continue and remain in full force and effect as to all of its terms, conditions, and provisions as set forth notice to the company of his or her desire to terminate the Agreement, either with or without cause, on a specified time and date thereafter. Such written notice to terminate the Agreement shall be given no less than ten (10) business days prior to the date the Agreement shall be so terminated, or within twenty-four (24) hour notice in the event that funds become unavailable to the Supervisor of Elections Office for any reason whatsoever. In the event of any such termination, the company shall be paid by the Supervisor of Elections Office for all services actually, timely and faithfully rendered up to the notice of termination, and thereafter until the date of termination the company shall be paid only for such services as are specifically authorized in writing by the Supervisor of Elections Office. Notwithstanding the foregoing, the parties understand and agree that the company shall in no event have the reciprocal right to terminate the Agreement without cause; it being understood that the Supervisor of Elections Offices' payment of the fees forms the consideration for the company not having this right to terminate for convenience.

(b) **SUSPENSION.** The Agreement awarded to the successful bidder (the "company"), or any portion hereof, may be suspended from time to time for various periods of time. In the event of any such suspension, the company shall be paid for all services actually, timely and faithfully rendered up to the date of suspension and for all services so rendered after cessation of the suspension and resumption of the services.

Exhibit A Polling Locations
Separate attachment

Exhibit B Drop Zones
Separate attachment

Exhibit C Equipment and Materials

Privacy Booth	Pallets	Ballot Bins
AutoMark and Table	Accessible Parking Sign	Stanchions
Tables	Chairs	Large Cones
Small Cones	Accessible Cones	Accessible Booth
A-Frames	Evids (Electronic Voter ID)	Special Equipment