SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 12/19/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (11) **NUMBER RECEIVED:** (6) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 2/4/19 to Southeastern Paper Group for Groups 1, 2, and 3 in the amount of $660,000.00. Increase in the amount of $70,000.00 awarded on 11/14/19; first renewal option in the amount of $745,330.00 awarded on 1/10/20; second renewal option in the amount of $767,691.00 awarded on 1/7/2; CPI increase awarded on 6/1/21.

Recommend approval to utilize the third and final renewal option with Southeastern Paper Group, including a 7% CPI increase for all items, in the annual not-to-exceed expenditure amount of $445,000.00. Total revised award amount not-to-exceed $2,688,021.00. Period of service will be from February 4, 2022 through February 3, 2023.

This award shall be encumbered from various accounts and executed by purchase order(s).

Attachments: Recommendation Memo, Supplier Email, CPI Summary, 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 W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst

Date: January 19, 2022

Subject: SC-0288-19 Citywide Janitorial Supplies

The Procurement Division requests approval to utilize the third and final contract renewal option with Southeastern Paper Group, including a 7% increase for all items. Estimated annual expenditure amount not-to-exceed $445,000.00. Total revised award amount not to exceed $2,688,021.00. Period of service will be from February 4, 2022 through February 3, 2023.

- Group 1, Paper Supplies: $250,000.00
- Group 2, Brooms, Mops, Etc.: $20,000.00
- Group 3, Cleaning Supplies: $175,000.00

Funding for this award will be encumbered from 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

Klages, David

From: Steve Gundersen <steve.gundersen@sepapergroup.com>
Sent: Tuesday, January 18, 2022 12:16 PM
To: Klages, David
Cc: Sidney Segar; Dave Pence
Subject: RE: Contract Renewal for SC-0288-19 Citywide Janitorial Supplies

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thanks David, nice to meet you as well.

SEPG accepts the City's offer to renew with a 7% CPI increase.

Sidney, would you please send David the requested documentation?

Thank you.

Best regards,

Steve Gundersen | Sales Consultant | Southeastern Paper Group
Cell: (904.521.1977) | steve.gundersen@sepg.com

From: Klages, David <DKlages@coj.net>
Sent: Tuesday, January 18, 2022 9:22 AM
To: Steve Gundersen <steve.gundersen@sepapergroup.com>
Subject: FW: Contract Renewal for SC-0288-19 Citywide Janitorial Supplies
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Steve. It was nice meeting you today. As we discussed, the City of Jacksonville would like to exercise the third and final contract renewal option for **SC-0288-19 Citywide Janitorial Supplies** with a 7% CPI price increase for all items if Procurement management and the awarding committee will agree to it.

If this is acceptable, would you please respond to this email expressing your company's desire to accept the City's offer to exercise the third/final contract renewal option with a 7% CPI increase?

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per page 20 of the (attached) bid documents?

Economic News Release

Consumer Price Index Summary

Transmission of material in this release is embargoed until
8:30 a.m. (ET) January 12, 2022 USDL-22-0018

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
Media Contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX - DECEMBER 2021

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.5 percent in December on a seasonally adjusted basis after rising 0.8 percent in November, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 7.0 percent before seasonal adjustment.

Increases in the indexes for shelter and for used cars and trucks were the largest contributors to the seasonally adjusted all items increase. The food index also contributed, although it increased less than in recent months, rising 0.5 percent in December. The energy index declined in December, ending a long series of increases; it fell 0.4 percent as the indexes for gasoline and natural gas both decreased.

The index for all items less food and energy rose 0.6 percent in December following a 0.5-percent increase in November. This was the sixth time in the last 9 months it has increased at least 0.5 percent. Along with the indexes for shelter and for used cars and trucks, the indexes for household furnishings and operations, apparel, new vehicles, and medical care all increased in December. As in November, the indexes for motor vehicle insurance and recreation were among the few to decline over the month.

The all items index rose 7.0 percent for the 12 months ending December, the largest 12-month increase since the period ending June 1982. The all items less food and energy index rose 5.5 percent, the largest 12-month change since the period ending February 1991. The energy index rose 29.3 percent over the last year, and the food index increased 6.3 percent.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							
	June 2021	July 2021	Aug. 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Un-adjusted 12-mos. ended Dec. 2021
All items	.9	.5	.3	.4	.9	.8	.5	7.0
Food	.8	.7	.4	.9	.9	.7	.5	6.3
Food at home	.8	.7	.4	1.2	1.0	.8	.4	6.5
Food away from home (1)	.7	.8	.4	.5	.8	.6	.6	6.0
Energy	1.5	1.6	2.0	1.3	4.8	3.5	-.4	29.3
Energy commodities	2.6	2.3	2.7	1.3	6.2	5.9	-.6	48.9
Gasoline (all types)	2.5	2.4	2.8	1.2	6.1	6.1	-.5	49.6
Fuel oil (1)	2.9	.6	-2.1	3.9	12.3	3.5	-2.4	41.0
Energy services	.2	.8	1.1	1.2	3.0	.3	-.1	10.4
Electricity	-.3	.4	1.0	.8	1.8	.3	.3	6.3
Utility (piped) gas service	1.7	2.2	1.6	2.7	6.6	.6	-1.2	24.1
All items less food and energy	.9	.3	.1	.2	.6	.5	.6	5.5
Commodities less food and energy commodities	2.2	.5	.3	.2	1.0	.9	1.2	10.7
New vehicles	2.0	1.7	1.2	1.3	1.4	1.1	1.0	11.8
Used cars and trucks	10.5	.2	-1.5	-.7	2.5	2.5	3.5	37.3
Apparel	.7	.0	.4	-1.1	.0	1.3	1.7	5.8
Medical care commodities (1)	-.4	.2	-.2	.3	.6	.1	.0	.4
Services less energy services	.4	.3	.0	.2	.4	.4	.3	3.7
Shelter	.5	.4	.2	.4	.5	.5	.4	4.1
Transportation services	1.5	-1.1	-2.3	-.5	.4	.7	-.3	4.2
Medical care services	.0	.3	.3	-.1	.5	.3	.3	2.5

1 Not seasonally adjusted.

Food

SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 12/19/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (11) **NUMBER RECEIVED:** (6) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 2/4/19 to Southeastern Paper Group for Groups 1, 2, and 3 in the amount of $660,000.00. Increase in the amount of $70,000.00 awarded on 11/14/19; first renewal option in the amount of $745,330.00 awarded on 1/10/20; second renewal option in the amount of $767,691.00 awarded on 1/7/21.

Request approval of a 2.4% CPI increase for all items under subject award due to the volatility of the janitorial supply chain market. Total not-to-exceed expenditure amount will remain unchanged at $2,243,021.00. Period of service will be date of award through February 3, 2022 with one (1) one (1) year renewal option remaining.

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 Ø DATE: 5/27/2021

Teresa R. Eichner _____ OTHER: _____

Lilibeth Reed _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 6/1/21

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 12/19/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (11) **NUMBER RECEIVED:** (6) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 2/4/19 to Southeastern Paper Group for Groups 1, 2 and 3 in the amount of $660,000.00. Increase in the amount of $70,000.00 awarded on 11/14/19; first renewal option in the amount of $745,330.00 awarded on 1/10/20.

Recommend approval to utilize the second renewal option with Southeastern Paper Group, including a 3% increase for all items in Groups 1, 2, and 3, in the annual expenditure amount of $767,691.00. Total revised award amount not-to-exceed $2,243,021.00. Period of service will be February 4, 2021 through February 3, 2022 with one (1) one (1) year renewal option remaining.

Group 1, Paper Supplies: $336,522.00
Group 2, Brooms, Mops, Etc.: $47,324.00
Group 3, Cleaning Supplies: $383,845.00

This award shall be encumbered from various accounts and executed by purchase order(s).

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 3 MEMBERS DISAPPROVING 0 DATE: 1/7/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/7/2021

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: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 12/19/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (11) **NUMBER RECEIVED:** (6) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 2/4/19 to Southeastern Paper Group for Groups 1, 2 and 3 in the amount of $660,000.00. Increase in the amount of $70,000.00 awarded on 11/14/19.

Recommend approval to utilize the first renewal option with Southeastern Paper Group, including a 2.1% CPI increase for all items in Groups 1, 2 and 3, in the annual expenditure amount of $745,330.00. Total revised award amount not-to-exceed $1,475,330.00. Period of service shall be February 4, 2020 through February 3, 2021 with two (2) one (1) year renewal options remaining.

Group 1, Paper Supplies: $326,720.00
Group 2, Brooms, Mops, Etc.: $45,945.00
Group 3, Cleaning Supplies: $372,665.00

This award shall be funded by encumbered by various accounts and executed by purchase order(s).

Attachments: Recommendation Memo, Vendor's Letter, CPI Summary, Basis of Award, Previous Awards

Analyst: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
for - 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: 1/9/2020

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE 1/10/2020

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: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 12/19/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award to Southeastern Paper Group in the amount of $70,000.00 to assure sufficient funding for the remainder of the initial contract period. Period of service shall be date of award through February 3, 2020.

Total revised award amount not-to-exceed $730,000.00.

Group 1 – Paper Supplies: $320,000.00
Group 2 – Janitorial Products – Brooms, Mops, Etc.: $45,000.00
Group 3 – Cleaning Supplies: $365,000.00

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: 11-14-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/14/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 2018-12-19

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase Southeastern Paper Group's price for Group 2, Item 13 (BAG, BROWN PAPER: 57 LBS, 12 x 7 x 17, 57# KRAFT DURO OR EQUIVALENT) from $23.27 per bundle to $40.84 per bundle due to a pricing error on the part of the vendor. Total award expenditure not-to-exceed amount shall be unchanged ($660,000.00).

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

Attachments: Recommendation Memo; Email Correspondence; Vendors' Bid Submittals

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 Ø DATE: 4/11/19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/11/19

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: JANITORIAL SUPPLIES - CITYWIDE

BID #: SC-0288-19

OPEN DATE: 2018-12-19

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Central Poly-Bag Corporation for Group 1 for not bidding on all items in the group as stated in the bid documents.

Recommend approval to reject Threez Company, LLC., for quoting non-compatible items in Group 1, specifically items 2, 3, and 9.

Southeastern Paper Group failed to acknowledge the Insurance Agent Acknowledgement form, Procurement has received and recommends waiving the technicality as a minor irregularity.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder for Groups 1, 2 and 3, Southeastern Paper Group. Period of service will be one year from date of award with three (3), one (1) year renewal options. Total award expenditure not-to-exceed $660,000.00.

Group 1 – Paper Supplies - $280,000.00
Group 2 – Brooms, Mops, etc. - $30,000.00
Group 3 – Cleaning Supplies - $350,000.00

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

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letters

Analyst: CHELSEY FLEMING

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 Ø DATE: 2/04/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/04/19

MR

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05