SUBJECT: ACE SERIES CLOSED CAPTION ENCODER BUNDLE (ACE-2200 WITH SCE-492)

BID #: XF-0412-20 **OPEN DATE:** 3/11/2020

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: One-time Purchase

AGENCY: City Council

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, AZB Supply & Services, Inc., for the purchase of two (2) closed caption encoder bundles (ACE-2200 with SCE-492). Total expenditure amount not to exceed $127,891.54.

Funding Source: 00111.221002.546620 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
for - GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kristi C. Sikes, Chief, Administrative Services, Office of City Council

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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 _____

OFFICE OF THE CITY COUNCIL

KRISTI C. SIKES
CHIEF OF ADMINISTRATIVE SERVICES
(904) 255-5183
FAX (904) 255-5230

117 WEST DUVAL STREET
SUITE 425
JACKSONVILLE, FLORIDA
32202

March 31,2020

MEMORANDUM

TO: Gregory Pease
Chief of Procurement

FROM: Kristi C. Sikes Kristi C. Sikes
Chief of Administrative Services

RE: **AZB Supply & Services, Inc.**

The City Council requests that the bid for the ACE Series Closed Caption Bundle (ACS-2200 with SCE-492) be awarded to the lowest bidder AZB Supply & Services, Inc for requisition # 269973 in the amount of $127,891.54.

Thank you.

Cc Cheryl L. Brown, City Council Director
Steve Cassada, Information System Administrator
Annette Leslie-Burney-Purchasing Analyst
Sharon Williams, Buyer

TITLE: ACE Series Closed Caption Encoder Bundle (ACE-2200 with SCE-492)

BID NO.: XF-0412-20

OPEN DATE: March 11, 2020 @ 2 p.m.

ANALYST: Annette Burney

No. Invited: (5) No. Received (4) No Bids: ( )

Recorded By: Announcer:

ITEM	DESCRIPTION	EST. QTY	UNIT	AZB Supply & Services, Inc. UNIT PRICE	AZB Supply & Services, Inc. EXTENDED TOTAL	Castus Corporation UNIT PRICE	Castus Corporation EXTENDED TOTAL	Davincia LLC dba Link Electronics UNIT PRICE	Davincia LLC dba Link Electronics EXTENDED TOTAL	PKJ International LLC UNIT PRICE	PKJ International LLC EXTENDED TOTAL
1	ACE-2200 with SCE-492 Closed Caption Encoder Bundle	2	EA	$ 63,810.25	$ 127,620.50	$ 66,517.00	$ 133,034.00	$ 67,875.00	$ 135,750.00	$ 78,049.00	$ 156,098.00
2	Freight	1	Fee	$ 271.04	$ 271.04	$ 300.00	$ 300.00	$ 195.52	$ 195.52	$0.00	$0.00
			TOTAL PRICE	$	127,891.54	$	133,334.00	$	135,945.52	$	156,098.00
			TERMS:	Net 30		Net 30		Net 30		Not Stated	
			DELIVERY (Business Days):	20		15		Not Stated		28	
			CONFLICT OF INTEREST:	Y		Y		Y		Y	
			ADDENDUM(1):	Y		Y		N		Y	

TERMS AND CONDITIONS

1. SCOPE

The Office of the City Council 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 the item(s) and to obtain pricing commitments for an **ACE Series Closed Caption Encoder Bundle (ACE-2200 with SCE-492)** per the attached specifications. **No substitutes will be accepted.**

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. All awards are subject to the availability of funds.

3. TERM OF AGREEMENT

One-time Purchase

4. PRE-BID CONFERENCE

Not Applicable

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 are fixed.

7. PRICES

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

8. 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.

9. DELIVERY

All deliveries will include one or more packing slips as required in the bid documents and packing slips must include City purchase order numbers, release numbers and stock numbers.

10. 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.

11. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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.

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 outlines 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 the purchase order 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. A copy of the insurance certificate must be submitted within ten (10) days of award notice. Bid number should be listed on the insurance certificate.

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