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SUBJECT: UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY

BID #: XF-0323-23 **OPEN DATE: 2023-04-12**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: FIXED QUANTITY – ONE-TIME PURCHASE

AGENCY: FOURTH JUDICIAL CIRCUIT OF FLORIDA

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 22 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder PATTERSON POPE INC. in the amount of $68,896.88 for UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY. This is a one-time purchase.

Funding Source: 15213.412004.546030.000000.00000000.00000.0000000, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheets, Terms and Conditions, Specifications

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Eve Janocko, Trial Court Administrator

(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 _____

FOURTH JUDICIAL CIRCUIT OF FLORIDA
FINANCE & ACCOUTING DEPARTMENT
501 WEST ADAMS STREET
JACKSONVILLE, FL 32202

MEMORANDUM

DATE: April 14, 2023

TO: Dustin Freeman, Chief of Procurement Division

FROM: Eve Janocko, Trial Court Administrator

RE: Approval of bid to Patterson Pope INC. for XF-0323-23

Court Administration is requesting that Patterson Pope Inc, be awarded the bid for Solicitation XF-0323-23. They are the only bidder, and they meet all requirements. Please let us know if you have any questions.

Your favorable consideration of our request is greatly appreciated.

BID TABULATION SHEET

TITLE: UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY BID NO.: SC-0323-23 OPEN DATE: April 12, 2023 ANALYST: RUBEN OLA No. Invited: (22) No. Received (1) No Bids: (1) Bid Recorder: M. PIERCE, Announcer: P. MITCHELL			PATTERSON POPE INC.				
ITEM	DESCRIPTION	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY	1 LOT	$ 68,896.88				
		GRAND TOTAL:	$68,896.88				
		TERMS:	0% DISC. 30 DAYS				
		DELIVERY (Business Days):	80 DAYS				
		CONFLICT OF INTEREST:	✓				
		ADDENDUM( ):					
		NOTES:					

TERMS AND CONDITIONS

UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY

1. SCOPE

The Fourth Judicial Circuit of Florida through the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the items 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 UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY, 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. ALL awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.

a. Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.

b. Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. TERM OF AGREEMENT

This is a one-time purchase.

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. The Contractor shall provide all business licenses required by local, state, and federal law as 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. DELIVERY

Court Administration, 501 West Adams Street, Room 6197, Jacksonville, Florida 32202. 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 prices,

SPECIFICATIONS

UPGRADE TO EXISTING ELECTRICAL SHELVING UNIT IN THE LAW LIBRARY

1. **SCOPE OF WORK:** This is an upgrade to the current Electrical System, which is a EC300 installed in 1990. There are 11 carriages but only 9 are required to be upgraded as the 9 are movable and the 2 end carriages are static. Of the 11 carriages, 9 will be upgraded to the new system. Each of those carriages has 24 shelves on each side, 6 shelves high by 4 shelves wide. This is a total of 432 shelves on the moveable carriages. Ideally a person would push the bottom on the front end of the panel and the shelves would roll side to side in a lateral motion. Each row has its own control panel with a button that indicates which direction the shelves will roll.

The bid must include the following upgrades:

a. Replacing the old chips with new chips.
b. Replacing/ upgrading the front control box.
c. Replacing the wire harness with new wire harnesses.
d. Installing a new screen.
e. Replacing any other outdated parts of the old electrical system with any parts that require the upgraded system to operate.
f. Include all warranties and all cost associated with the upgrade.

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