SUBJECT: SHOWMASTER 2000 SERIES STAGE (OR EQUIVALENT)

BID #: SC-0288-22 **OPEN DATE: 1/5/2022**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: DATE OF AWARD THROUGH SEPTEMBER 30, 2022 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT DIVISION

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED: (5) NUMBER RECEIVED: (1) OTHER: ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Century Industries, for the purchase of a ShowMaster 2000 Series Stage. Period of service is from date of award through September 30, 2022. Total expenditure amount not to exceed $110,546.00.

Funding Source: 51103.114001.564010.000000.00000500.00000.0000000 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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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 _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: January 12, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Fleet Management Administrator

From: David Hylazewski, Equipment Control Administrator DH

Re: Recommend approval of award for SC-0288-22 Show Master 2000 Series Stage

Fleet Management Division is requesting approval of award to the lowest responsive, responsible supplier, Century Industries for SC-0288-22 Show Master 2000 Series Stage. Period of Service is Date of Award through September 30, 2022, with two (2) one (1) year renewal options. Total estimated expenditure amount $110,546.00.

Funding Source: 51103.114001.564010.000000.00000500.00000 to be encumbered by purchase order

TITLE: ShowMaster 2000 Series Stage (or Equivalent)

BID NO.: SC-0288-22

OPEN DATE: 1/5/2022 @ 2 p.m.

ANALYST: ANNETTE BURNEY

No. Invited: (5) No. Received (1) No Bids: ( )

Recorded By: Announcer:

ITEM	DESCRIPTION	EST. QTY	UNIT	Century Industries UNIT PRICE	Century Industries EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE
1	ShowMaster 2000 Series Stage to include Additional Accessories and Delivery	1	EA	$ 110,546.00	$ 110,546.00		$ -	
Equivalent Brand Offered								
			GRAND TOTAL:	$ 110,546.00		$ -		$
			TERMS:	Net 30 Days				
			DELIVERY (Business Days):	TBD				
			CONFLICT OF INTEREST:	Y				
			ADDENDUM( ):	N/A				

TERMS AND CONDITIONS

1. SCOPE

The Fleet Management Division of the City of Jacksonville. Florida is currently accepting bids to obtain source(s) 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 the purchase of a ShowMaster 2000 Series Stage . greater than or equal to the specifications in this bid document.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s) subject to the Buy American Preference clause described below. 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.

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

3. TERM OF AGREEMENT

The term of this agreement is from **date of award through September 30, 2022, with (2) 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. PRE-BID CONFERENCE

There is no pre-bid meeting scheduled for this bid.

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 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.

7. DELIVERY

Delivered to: 2581 Commonwealth Avenue, Jacksonville, Florida 32254 between the hours of 7:00 am and 2:30 pm, Monday thru Friday. There will be no exceptions to the times stated unless prior arrangement with Fleet

Management has been made. No acceptance of any vehicles will take place during any City observed holiday. All orders are FOB destination.

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, and unit of measure.

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. PRICES

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

10. PICK UP AND RETURNS

COJ will have 48 hours to inspect all vehicles delivered. COJ will use the same form the vendor is required to use. Any vehicles with discrepancies will be picked up within 24 hours and returned immediately or the vendor can send a technician to COJ Fleet Management to correct the discrepancy within 24 hours. The vendor will repair and return any vehicles picked up at Fleet before delivery of additional vehicles. This return and repair will not relieve the vendor of their monthly requirements.

11. 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.

12. INVOICING

Invoices will be issued once the supplies/services are delivered and or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, prices, unit of measure, and extended totals. Payment terms are Net 30 Days. All original invoices shall be submitted to: Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, Florida 32254. **Vendors will provide a weekly summary as stated above electronically.**

13. 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. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

14. 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.** An electronic summary of all invoicing is required weekly. Exact requirements for this report are given in the "Specifications" of this solicitation.

15. 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.

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.

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