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 the award to Southeastern Paper Group in the amount of $40,000.00 to ensure sufficient funding for the remainder of the contract period. Revised not-to-exceed award amount will be $585,000.00. Total revised not-to-exceed award amount will be $2,828,021.00.

Funding for this award will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: _____ Corey Sidle

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, 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: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst

Date: January 9, 2023

Subject: SC-0288-19 Janitorial Supplies - Citywide

The Procurement Division recommends approval to increase the award to Southeastern Paper Group in the amount of $40,000.00 to ensure sufficient funding for the remainder of the contract period. Revised not-to-exceed award amount will be $585,000.00. Total revised not-to-exceed award amount will be $2,828,021.00.

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

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 the award to Southeastern Paper Group in the amount of $100,000.00 to ensure sufficient funding for the remainder of the contract period. Revised not-to-exceed award amount for the third and final renewal option will be $545,000.00. Total revised not-to-exceed award amount will be $2,788,021.00.

Funding for this award will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, 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: 11/17/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/17/2022

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:** 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:
Due to the volatility of the janitorial supply chain, Southeastern Paper Group has requested unit price increases for certain contract items.

Request approval of the unit price increases as noted on the attached spreadsheet. Total not-to-exceed award amount will remain unchanged at $2,688,021.00. Period of service will be from date of award through February 3, 2023.

Funding for this award will be encumbered from various agencies and accounts and executed by Purchase Orders.

Attachments: Recommendation Memo, Unit Price Spreadsheet, 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: 8/18/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/18/2022

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: 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 3 MEMBERS DISAPPROVING 0 DATE: 1/27/2022

Teresa R. Eubanks _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 1-28-22

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: 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 0 DATE: 5/27/2021

Teresa R. Eikner _____ OTHER: _____

Lilah K 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

MR 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