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SUBJECT: PURCHASE OF MASONRY SAND

BID #: SC-0367-24 **OPEN DATE:** 4/10/2024

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – SIX (6) MONTHS FROM DATE OF AWARD WITH TWO (2) SIX (6) MONTH RENEWAL OPTIONS

AGENCY: RIGHT-OF-WAY AND STORMWATER MAINTENANCE DIVISION

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Garmon Trucking, Inc. as the sole responsive, responsible bidder. Period of service will be for six (6) months from the date of award with two (2) six (6) month renewal options. Estimated initial award amount not-to-exceed $52,500.00.

Funding for this award will be encumbered from 00111.156007.552150.000000.00000000.00000.0000000 and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JAMES CARROLL, CHIEF, RIGHT-OF-WAY AND STORMWATER MAINTENACE 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 _____

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A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works

Right of Way & Stormwater Maintenance Division

609 St. John's Bluff Road North
Jacksonville, FL. 32225
(904) 255-4300
Jacksonville.gov

MEMORANDUM

To: Dustin Freeman, Chief
Procurement Division

Thru: Nina Sickler, P.E., Director
Department of Public Works

From: James Carroll, Chief
Right of Way & Stormwater Maintenance Division

Subject: Recommendation to Award SC-0367-24
Garmon Trucking, INC.
Delivery of Masonry Sand Material

Date: April 11, 2024

Please be advised that the Department of Public Works, Right of Way & Stormwater Maintenance Division has received the bid result documents for SC-0367-24 from Procurement. Garmon Trucking was the only supplier that responded to this bid.

Funding will be encumbered from FY24 funds from:

Account	Amount
00111.156007.552150.000000.00000000.00000	$52,500.00

Attachments: **Bid tabulation sheet**

Garmon Trucking Bid Proposal Documentation

BID TABULATION

Title:	Purchase of Masonry Sand			Garmon Trucking, Inc.	
Bid No.:	SC-0367-24				
Close Date:	April 10, 2024				
Analyst:	David Klages				
No. Invited:	(7) **No. Received:** (1) **Other:** (0)				
Announcer:	Michelle Spitler				
Recorded By:	Melissa Pierce				
Item #	**Description**	**Unit of Measure**	**Est. Quantity**	**Unit Price**	**Extended Price**
1	Masonry Sand, delivered, that meets or exceeds the Technical Specifications of this solicitation.	Cubic Yard	1,200	$43.75	$52,500.00
			Terms:	No Discount	
			Delivery:	5 Business Days	
			Signed Bid Form:	Yes	
			Bid Proposal Form:	Yes	
			Conflict of Interest Certificate:	Yes	
			Addenda:	N/A	

TERMS AND CONDITIONS

PURCHASE OF MASONRY SAND

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source 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 Masonry Sand** as listed in the bid documents.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder 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 will be **six (6) months from the date of award with two (2) six (6) month renewal options.** Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

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. Bidders and Subcontractor(s) located in Duval County must possess a local business tax receipt from the Duval County Local Business Tax Office (904-255-5700, option 3).

5. **PRE-BID CONFERENCE**
N/A.

6. **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).

7. **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.

8. **DELIVERY**
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 price, and unit of measure.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the initial contract period. After the initial contract term, 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.

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

11. **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.

12. **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.

13. **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: Purchase Order number or contract 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. **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. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. **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.

16. **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.

SPECIFICATIONS

PURCHASE OF MASONRY SAND

All questions and/or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

Bidders shall not make changes to any document in this solicitation. Changes to this solicitation will be authorized only via posted addendum. Any unauthorized changes may result in rejection of the bid submittal.

All orders must be received within five (5) business days after receipt of a Purchase Order. In the event the awarded bidder fails to deliver within these guidelines, the City reserves the right to make necessary purchases outside of the contract.

Deliveries shall be made F.O.B. Destination to the following locations:

- 609 St. Johns Bluff Road N., Jacksonville, FL 32225
- 2639 W. 1st Street, Jacksonville, FL 32254
- 4767 Moncrief Road, Jacksonville, FL 32209
- 2915 Parental Home Road, Jacksonville, FL 32216

Technical Specifications:
Sand shall be composed only of naturally occurring hard, strong, durable, uncoated grains of quartz, reasonably graded from course to fine, meeting the following requirements.

No.	Sieve Percentage Retained	Total Weight Percentage
4	0 – 5%	95 – 100%
8	9 – 15%	85 – 100%
16	3 – 35%	65 – 97%
30	30 – 75%	25 – 70%
50	65 – 95%	5 – 35%
100	93 – 100%	0 – 7%
200	Minimum 96%	Maximum 4%

Sand from any other source, having a variation in Fineness Modulus greater than 0.20% either way from the Fineness Modulus of the target graduations established by the producer, may be rejected.