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SUBJECT: CITYWIDE JANITORIAL SUPPLIES

BID #: SC-0274-23 **OPEN DATE: 1/4/2023**

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: (64) **NUMBER RECEIVED:** (8) **OTHER:** (2)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to add Staples Contract & Commercial, LLC as the alternate supplier for Groups 2 and 3, and increase the award by $296,901.46. No changes are recommended for Group 1 awarded to All Florida Paper. Total award expenditure not-to-exceed $854,865.32.

Group 1 – Paper Supplies - $319,070.16

Group 2 – Brooms, Mops, etc. - (Southeastern Paper Group) - $27,674.35
Group 3 – Cleaning Supplies – (Southeastern Paper Group) - $211,219.35

Group 2 – Brooms, Mops, etc. – (Staples Contract & Commercial, LLC) - $32,248.30
Group 3 – Cleaning Supplies – (Staples Contract & Commercial, LLC) - $264,653.16

Funding for this award to be encumbered by various accounts and executed by purchase order(s).

Attachments: Recommendation Memo, Rescission Notification, Previous Award, Bid Tabulation Sheet, Terms and Conditions, Specifications

Analyst: _____ Corey Sido

RESPECTFULLY SUBMITTED: _____ RW
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 _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: August 14, 2023

Subject: Recommendation to rescind award SC-0274-23 Citywide Janitorial Supplies

Recommend approval to amend the award to add Staples Contract & Commercial, LLC as the alternate supplier for Groups 2 and 3, and increase the award by $296,901.46. No changes are recommended for Group 1 awarded to All Florida Paper. Total award expenditure not-to-exceed $854,865.32.

Group 1 – Paper Supplies - $319,070.16

Group 2 – Brooms, Mops, etc. - (Southeastern Paper Group) - $27,674.35
Group 3 – Cleaning Supplies – (Southeastern Paper Group) - $211,219.35

Group 2 – Brooms, Mops, etc. – (Staples Contract & Commercial, LLC) - $32,248.30
Group 3 – Cleaning Supplies – (Staples Contract & Commercial, LLC) - $264,653.16

Funding for this award shall be encumbered by various accounts and executed by Purchase Order(s).

Thank you for your assistance and consideration in this matter.

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

Title:	CITYWIDE JANITORIAL SUPPLIES
Bid No.:	SC-0274-23
Opening Date:	January 18, 2023
Analyst:	Corey Sidlo
No. Invited:	(64) No. Received: (8) Other: (2)
Recorded By:	

	Group 1 - Paper Supplies	Unit of Measure	Estimated Quantity	ODP Business Solutions, LLC		Agni Enterprises, LLC (dba) Head to Heels Safety Supplies		WB Mason	
Item	Description			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Aluminum Foil: 18 Micron Heavy Duty Anchor - 6402185	Each	300	$49.39	$14,817.00	$87.48	$26,244.00	$24.66	$7,398.00
2	Cups: Styrofoam, 10 oz., 1,000/Case	Case	10	$98.59	$985.90	$90.47	$904.68	$55.51	$555.10
3	Dispenser: Paper Towel Dispenser, Pull-Down	Each	10	$113.90	$1,133.90	$42.58	$425.76	$19.99	$199.99
4	Dispenser: Paper Towel, Push Paddle	Each	10	$92.59	$925.90	$86.29	$862.92	$46.85	$468.50
5	Dispenser: Twin Toilet Roll Dispenser	Each	40	$44.96	$1,798.40	$15.56	$622.56	$11.99	$479.60
6	Facial Tissue: 2-ply, 100/Box, 72 Boxes/Case	Case	210	$24.88	$12,539.52	$75.00	$15,748.99	$25.46	$5,346.60
7	Hand Towel: Paper, 1-ply, C-Fold, White, Minimum 13" x 10", 2,400/Case	Case	455	$31.42	$14,296.10	$43.47	$19,780.49	$22.61	$10,287.55
8	Hand Towel: Paper, 1-ply, Multi-Fold, Natural, Minimum 9.5" x 9", 4,000/Case	Case	2,700	$24.06	$64,962.00	$37.22	$100,504.80	$19.98	$53,946.00
9	Hand Towel: Paper, Single-Fold, Natural, Minimum 10" x 9", 4,000/Case	Case	835	$37.37	$31,203.95	$45.82	$38,263.57	$19.98	$16,683.30
10	Hand Towel: Roll Paper, Brown, Minimum 8" x 800', 6 Rolls/Case	Case	1,400	$30.57	$42,798.00	$44.84	$62,778.24	$24.84	$34,776.00
11	Household Paper Towel: 2-ply, White, Minimum 10" x 150 Sheets/Roll, 12 Rolls/Case	Case	60	$30.25	$1,089.00	$63.59	$3,815.10	$18.39	$1,103.40
12	Sanitary Bag: Waxed Liner Paper, Minimum 10" x 9", 250/Case	Case	20	$44.18	$883.60	$51.96	$1,039.20	$36.56	$731.20
13	Sanitary Napkins: (Inmate Supplies) Individually Wrapped, Maxi Sanitary Napkins, Semi-Transparent Wrapping, 250/Case	Case	610	$72.72	$44,359.20	$41.70	$25,438.46	$19.28	$11,760.80
14	Sanitary Napkins: Individually Wrapped, #8 for Coin Machine, 250/Case	Case	320	$51.34	$18,560.00	$163.92	$52,452.86	$45.99	$14,716.80
15	Toilet Seat Cover: White, 1/2 fold, Disposable, 5,000/Case	Case	110	$62.78	$6,905.80	$81.78	$8,996.28	$52.34	$5,757.40
16	Toilet Tissue: 2-ply, Jumbo Roll, 1,000', 12 Rolls/Case	Case	865	$32.19	$27,844.35	$63.91	$55,279.73	$31.33	$27,100.45
17	Toilet Tissue: 2-ply, Jumbo Roll, 1,600', 6 Rolls/Case	Case	125	$28.13	$4,500.80	$44.48	$5,559.38	$25.06	$3,133.00
18	Toilet Tissue: 2-ply, Regular Roll, 96 Rolls/Case	Case	1,600	$78.78	$137,506.91	$78.49	$125,591.04	$46.57	$74,512.00
19	Toilet Tissue: 1-ply, Regular Roll, 96 Rolls/Case	Case	2,060	$61.34	$126,360.40	$103.32	$212,839.20	$61.90	$127,514.00
	Group 1 Total (items 1 - 19):			$553,470.73		$757,147.26		$396,469.69	

Item	Group 2 - Brooms, Mops, Etc. Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Bag, Brown Paper: 6 lbs., Minimum 6" x 3 5/8" x 11 1/16"	Bundle	45	$32.29	$1,453.05	$25.26	$1,136.52	$17.71	$796.95
2	Bag: Brown Paper, 25 lbs., Minimum 8 1/4" x 5 1/4" x 18"	Bundle	40	$41.07	$1,642.80	$61.23	$2,449.36	$44.58	$1,783.20
3	Bag, Brown Paper: 57 lbs., Minimum 12" x 7" x 17"	Bundle	95	$189.89	$18,039.55	$142.33	$13,521.31	$72.77	$6,913.15
4	Broom: Push Floor, 18", No Handle	EA	30	$12.07	$362.10	$24.74	$742.32	$14.02	$420.60
5	Broom: Push Floor, 24", No Handle	EA	100	$15.78	$1,578.00	$22.46	$2,246.40	$14.59	$1,459.00
6	Broom: Push Floor, Soft Bristle, Poly, 18", No Handle	Each	10	$17.49	$174.90	$45.88	$458.76	$14.02	$140.20
7	Broom: Street, Plastic, No Handle	EA	100	$12.04	$1,204.00	$20.57	$2,056.79	$14.59	$1,459.00
8	Broom: Warehouse, No Handle	EA	105	*NO BID*	*NO BID*	*NO BID*	*NO BID*	$9.24	$970.20
9	Broom: Whisk, 8"	EA	50	$8.39	$419.50	$14.85	$742.66	$4.77	$238.50
10	Brush: Counter, 8"	Each	125	$21.14	$2,642.50	$7.22	$902.40	$4.00	$500.00
11	Brush: Toilet Bowl, Minimum Over All Length 21"	Each	120	$3.28	$393.60	$9.53	$1,144.19	$3.73	$447.60
12	Brush: Truck w/Rubber Bumper, Poly Bristle	Each	380	*NO BID*	*NO BID*	*NO BID*	*NO BID*	$12.99	$4,936.20
13	Dust Pan: Plastic, 12"	Each	25	$2.95	$73.75	$14.56	$364.06	$3.04	$76.00
14	Handle: Wet Mop, Wood, 60" x 1 1/8" Diameter	Each	150	$10.99	$1,648.50	$21.48	$3,221.86	$10.43	$1,564.50
15	Handle: Mop, Fiberglass, Speed Change, 60" x 1"	Each	110	$12.99	$1,428.90	$127.54	$14,028.85	$17.42	$1,916.20
16	Handle: Push Broom, Metal Tip, 60" x 15/16"	Each	400	$11.10	$4,400.00	$10.07	$4,026.24	$4.05	$1,620.00
17	Handle: Street Broom, Tapered Tip, 60" x 1 1/8"	Each	15	$5.99	$89.85	$28.07	$421.02	$5.04	$75.60
18	Mop: Dust Mop Head Frame, 24"	Each	25	$8.34	$208.50	$18.55	$463.80	$4.16	$104.00
19	Mop: Dust Mop Head, Looped End, 24"	Each	15	$12.19	$182.85	$37.70	$565.56	$13.54	$203.10
20	Mop: Mop Head, White Cotton, Cut Ends	Each	150	$37.48	$468.50	$5.57	$835.38	$3.00	$450.00
21	Mop: Mop Head, 70% Cotton	Each	480	$68.27	$2,370.80	$7.25	$3,477.89	$2.17	$1,041.60
22	Mop: Mop Wringer & Bucket Combination	Each	25	$91.37	$2,284.25	$92.28	$2,306.89	$67.44	$1,686.00
23	Mop: Deck Mop, Wooden Handle, 4-ply, 60" x 1 1/8"	Each	420	$14.85	$6,237.00	$6.16	$2,585.38	$6.49	$2,725.80
24	Mop: Standard, 4-ply, Blend Loop, Large	Each	410	$38.16	$1,303.80	$9.28	$3,805.19	$2.91	$1,193.10
	Group 2 Total (Items 1 - 24):			***INCOMPLETE BID***		***INCOMPLETE BID***		**$32,720.50**	

Item	Group 3 - Cleaning Supplies Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Absorbing Compound: Oil Absorbent, Minimum 30 lb. Bag	Bag	1,080	*NO BID*	*NO BID*	$32.09	$34,655.04	*NO BID*	
2	Air Freshener: Aerosol, Minimum 7 oz. Can, 12/Case	Case	110	$64.07	$7,047.70	$45.82	$5,040.29	$50.88	
3	Bleach: 5% Chlorine, 6% Germicadle, 1 Gallon Bottle, 6/Case	Case	615	$21.22	$13,050.30	$40.27	$24,766.96	$21.95	
4	Bleach: Spray, 32 oz. Bottle, 9/Case	Case	375	$48.69	$18,258.75	$62.38	$23,392.80	$53.14	
5	Cleaner: Damp Mop Cleaner, Minimum 1 Gallon Bottle, 4/Case	Case	570	*NO BID*	*NO BID*	$76.06	$43,352.86	$38.89	
6	Cleaner: Floor, Neutral, 1 Gallon Bottle, 4/Case	Case	10	$39.34	$393.40	$68.41	$684.12	$38.89	
7	Cleaner: Foam, Minimum 1,250 ml Bottle, 4/Case	Case	460	*NO BID*	*NO BID*	$60.49	$27,827.42	$58.99	
8	Cleaner: Glass, w/o Ammonia, Minimum 18 oz. Can	Case	145	$46.17	$6,694.65	$59.77	$8,667.29	$37.99	
9	Cleaner: Glass, Window, 1 Gallon Bottle, 4/Case	Case	35	$32.30	$1,130.50	$44.17	$1,545.90	$35.97	
10	Cleaner: Multi-Purpose Concentrate, 1 Gallon Bottle, 4/Case	Case	230	$100.63	$23,144.90	$48.30	$11,108.45	$29.91	
11	Cleaner: Oven, Aerosol, Minimum 14.5 oz. Can, 12/Case	Case	50	$97.69	$4,884.50	$77.41	$3,870.72	$40.16	
12	Cleanser: Powder/Scouring, Minimum 20 oz. can, 24/Case	Case	60	$32.04	$1,992.40	$113.53	$6,811.78	$32.33	
13	Disinfectant: Aerosol, Minimum 19 oz. Can, 12/Case	Case	250	$74.62	$18,655.00	$229.77	$57,441.60	$83.19	
14	Disinfectant: Lemon, 1 qt. Bottle, 12/Case	Case	175	$34.65	$6,063.75	$192.73	$33,727.68	$31.85	
15	Disinfectant: Pine Oil 20%, Minimum 144 oz. Bottles, 3/Case	Case	500	$50.10	$25,050.00	*NO BID*	*NO BID*	$28.80	
16	Disinfectant: Wipes, Minimum 80/Canister, 6/Case	Case	140	$64.38	$9,013.20	$19.70	$2,757.89	$7.00	
17	Garbage Can (Can Only): Plastic, 44 Gallon	Each	20	$58.18	$1,163.60	$67.74	$1,354.80	$39.93	
18	Garbage Can Lid (Lid Only): For 44 Gallon Plastic Can	Each	20	$39.49	$789.80	$34.56	$691.20	$23.85	
19	Hand Sanitizer: Pump, Minimum 8 oz. Bottle, 12/Case	Case	50	$58.71	$244.63	$59.60	$2,979.75	$1.41	
20	Insecticide: Aerosol, Ant & Roach, Minumum 9 oz. Can, 12/Case	Case	10	$99.09	$990.90	$133.73	$1,337.28	$37.11	
21	Insecticide: Aerosol, Wasp, Minumum 9 oz. Can, 12/Case	Case	60	$113.89	$6,833.40	$127.68	$7,660.80	$47.17	
22	Laundry Detergent: Liquid, Minimum 46 oz. Bottle, 6/Case	Case	365	$70.32	$25,666.80	$108.33	$39,538.79	$22.39	
23	Mat: Rubber, Heavy Duty, Outdoor, 32" x 42"	Each	25	$65.99	$1,649.75	*NO BID*	*NO BID*	*NO BID*	
24	Scouring Pad: Minimum 20/Pack, 60 Packs/Case	Case	145	$58.33	$8,457.85	$187.80	$27,231.60	$16.29	
25	Soap Dispenser: Liquid/Foaming Dispenser, Minimum 800 ml Bags	Each	15	*NO BID*	*NO BID*	$30.98	$464.76	$9.30	
26	Soap: Bar, Minimum 4 oz., 48/Case	Case	15	$106.29	$1,594.35	$82.22	$1,233.36	$53.27	
27	Soap: Foaming Hand Soap, 1,250 ml Bottle, 4/Case	Case	120	$71.10	$8,532.00	$60.49	$7,259.33	$58.99	
28	Soap: Liquid Dishwashing Soap, Minimum 50 oz. Bottle, 6/Case	Case	585	$32.23	$18,854.55	$56.71	$33,173.71	$20.50	
29	Soap: Liquid Hand Soap, 1 Gallon Bottle, 4/Case	Case	25	$48.89	$1,222.25	$45.19	$1,129.80	$30.99	
30	Soap: Liquid Refill, Minimum 800 ml Bag, 12/Case	Case	165	*NO BID*	*NO BID*	$94.15	$15,535.56	$63.00	
31	Soap: Liquid Refill, Minimum 1,500 ml Bag, 4/Case	Case	40	*NO BID*	*NO BID*	$46.78	$1,871.23	$49.99	
32	Soap: Pumice Hand Cleaner, Minimum 27 oz. Can, 6/Case	Case	10	$77.73	$469.86	$140.09	$1,400.86	$88.99	
33	Trash Grabber: Squeeze Handle, 36" Length	Each	100	$37.72	$3,772.00	$39.49	$3,949.10	$38.49	
34	Spray Bottle w/ Graduations (Bottle Only): Plastic Spray Bottle, Minimum 32 oz.	Each	370	$0.87	$321.90	$1.64	$608.28	$0.70	
35	Spray Bottle (Trigger Only): For Plastic Spray Bottle	Each	900	$1.48	$1,332.00	$1.00	$902.34	$0.56	
36	Urinal Screen w/ Block: 12/Case	Case	30	$22.75	$682.50	$40.97	$1,229.04	$21.00	
	Group 3 Total (Items 1 - 36):			*INCOMPLETE BID*		*INCOMPLETE BID*		*INCOMPLETE BID*	
	Signed Bid Form:			Y		Y		Y	
	Bid Proposal Form:			Y		Y		Y	
	Conflict of Interest Certificate:			Y		Y		Y	
	Addendum: (2)			missing A1, but has A2		A1 & A2 missing		Y	

Title:	CITYWIDE JANITORIAL SUPPLIES
Bid No.:	SC-0274-23
Opening Date:	January 18, 2023
Analyst:	Corey Sidlo
No. Invited:	(64) **No. Received:** (8) **Other:** (2)
Recorded By:	

	Group 1 - Paper Supplies	Unit of Measure	Estimated Quantity	Trusted & Dependable Solutions		All Florida Paper		Southern Paper Group	
Item	**Description**			**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Aluminum Foil: 18 Micron Heavy Duty Anchor - 6402185	Each	300			$35.66	$10,698.00	$33.16	$9,948.00
2	Cups: Styrofoam, 10 oz., 1,000/Case	Case	10			$33.00	$3,330.00	$53.46	$534.60
3	Dispenser: Paper Towel Dispenser, Pull-Down	Each	10			$31.42	$314.20	$27.46	$274.60
4	Dispenser: Paper Towel, Push Paddle	Each	10			$31.42	$314.20	$38.03	$380.30
5	Dispenser: Twin Toilet Roll Dispenser	Each	40			$5.44	$217.60	$32.05	$1,282.00
6	Facial Tissue: 2-ply, 100/Box, 72 Boxes/Case	Case	210			$16.34	$3,431.64	$48.18	$10,117.80
7	Hand Towel: Paper, 1-ply, C-Fold, White, Minimum 13" x 10", 2,400/Case	Case	455			$20.24	$9,209.20	$25.21	$11,470.55
8	Hand Towel: Paper, 1-ply, Multi-Fold, Natural, Minimum 9.5" x 9", 4,000/Case	Case	2,700			$17.97	$48,519.00	$18.13	$48,951.00
9	Hand Towel: Paper, Single-Fold, Natural, Minimum 10" x 9", 4,000/Case	Case	835			$21.02	$17,551.70	$22.38	$18,687.30
10	Hand Towel: Roll Paper, Brown, Minimum 8" x 800', 6 Rolls/Case	Case	1,400			$22.56	$31,584.00	$22.04	$30,856.00
11	Household Paper Towel: 2-ply, White, Minimum 10" x 150 Sheets/Roll, 12 Rolls/Case	Case	60			$18.35	$1,101.00	$28.30	$1,698.00
12	Sanitary Bag: Waxed Liner Paper, Minimum 10" x 9", 250/Case	Case	20			$16.55	$331.00	$18.28	$365.60
13	Sanitary Napkins: (Inmate Supplies) Individually Wrapped, Maxi Sanitary Napkins, Semi-Transparent Wrapping, 250/Case	Case	610			$39.22	$23,924.20	$38.54	$23,509.40
14	Sanitary Napkins: Individually Wrapped, #8 for Coin Machine, 250/Case	Case	320			$17.55	$5,616.00	$18.08	$5,785.60
15	Toilet Seat Cover: White, 1/2 fold, Disposable, 5,000/Case	Case	110			$42.04	$4,624.00	$36.06	$3,966.60
16	Toilet Tissue: 2-ply, Jumbo Roll, 1,000', 12 Rolls/Case	Case	865			$30.72	$26,572.80	$32.04	$27,714.60
17	Toilet Tissue: 2-ply, Jumbo Roll, 1,600', 6 Rolls/Case	Case	125			$25.37	$3,171.25	$38.42	$4,802.50
18	Toilet Tissue: 2-ply, Regular Roll, 96 Rolls/Case	Case	1,600			$34.42	$55,072.00	$40.24	$64,384.00
19	Toilet Tissue: 1-ply, Regular Roll, 96 Rolls/Case.	Case	2,060			$37.22	$76,673.20	$56.48	$116,348.80
	Group 1 Total (items 1 - 19):			***NO BID***		**$319,070.16**		**$381,077.25**	

Item	Group 2 - Brooms, Mops, Etc. Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Bag, Brown Paper: 6 lbs., Minimum 6" x 3 5/8" x 11 1/16"	Bundle	45	$27.48	$1,236.39			$15.27	$687.15
2	Bag: Brown Paper, 25 lbs., Minimum 8 1/4" x 5 1/4" x 18"	Bundle	40	$108.65	$4,346.00			$37.89	$1,515.60
3	Bag, Brown Paper: 57 lbs., Minimum 12" x 7" x 17"	Bundle	95	$95.95	$9,115.25			$67.99	$6,459.05
4	Broom: Push Floor, 18", No Handle	EA	30	$12.86	$385.80			$7.53	$225.90
5	Broom: Push Floor, 24", No Handle	EA	100	$15.79	$1,579.00			$11.15	$1,115.00
6	Broom: Push Floor, Soft Bristle, Poly, 18", No Handle	Each	10	$14.00	$140.00			$7.92	$79.20
7	Broom: Street, Plastic, No Handle	EA	100	$14.18	$1,418.00			$3.73	$373.00
8	Broom: Warehouse, No Handle	EA	105	$17.37	$1,823.85			*$8.05*	$845.25
9	Broom: Whisk, 8"	EA	50	$4.31	$215.50			$2.45	$122.50
10	Brush: Counter, 8"	Each	125	$3.97	$496.25			$4.81	$601.25
11	Brush: Toilet Bowl, Minimum Over All Length 21"	Each	120	$35.50	$4,260.00			$2.56	$307.20
12	Brush: Truck w/Rubber Bumper, Poly Bristle	Each	380	$13.53	$5,141.40			$8.56	$3,252.80
13	Dust Pan, Plastic, 12"	Each	25	$12.54	$313.50			$2.17	$54.25
14	Handle: Wet Mop, Wood, 60" x 1 1/8" Diameter	Each	150	$28.78	$4,317.00			$2.43	$364.50
15	Handle: Mop, Fiberglass, Speed Change, 60" x 1"	Each	110	$19.55	$2,150.50			$7.83	$861.30
16	Handle: Push Broom, Metal Tip, 60" x 15/16"	Each	400	$5.64	$2,256.00			$5.19	$2,076.00
17	Handle: Street Broom, Tapered Tip, 60" x 1 1/8"	Each	15	$5.23	$78.45			$3.18	$47.70
18	Mop: Dust Mop Head Frame, 24"	Each	25	$5.20	$130.00			$2.76	$69.00
19	Mop: Dust Mop Head, Looped End, 24"	Each	15	$14.50	$217.50			$3.45	$51.75
20	Mop: Mop Head, White Cotton, Cut Ends	Each	150	$10.62	$1,593.00			$3.22	$483.00
21	Mop: Mop Head, 70% Cotton	Each	480	$14.36	$6,892.80			$3.29	$1,579.20
22	Mop: Mop Wringer & Bucket Combination	Each	25	$138.86	$3,471.50			$47.91	$1,197.75
23	Mop: Deck Mop, Wooden Handle, 4-ply, 60" x 1 1/8"	Each	420	$12.49	$5,245.80			$7.44	$3,124.80
24	Mop: Standard, 4-ply, Blend Loop, Large	Each	410	$14.95	$6,129.50			$5.32	$2,181.20
	Group 2 Total (Items 1 - 24):			***$62,952.99***		***NO BID***		***$27,674.35***	

Item	Group 3 - Cleaning Supplies Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Absorbing Compound: Oil Absorbent, Minimum 30 lb. Bag	Bag	1,080					$11.08	$11,966.40
2	Air Freshener: Aerosol, Minimum 7 oz. Can, 12/Case	Case	110					$32.98	$3,627.80
3	Bleach: 5% Chlorine, 6% Germicadle, 1 Gallon Bottle, 6/Case	Case	615					$17.69	$10,879.35
4	Bleach: Spray, 32 oz. Bottle, 9/Case	Case	375					$42.85	$16,068.75
5	Cleaner: Damp Mop Cleaner, Minimum 1 Gallon Bottle, 4/Case	Case	570					$34.38	$19,596.60
6	Cleaner: Floor, Neutral, 1 Gallon Bottle, 4/Case	Case	10					$35.77	$357.70
7	Cleaner: Foam, Minimum 1,250 ml Bottle, 4/Case	Case	460					$63.65	$29,279.00
8	Cleaner: Glass, w/o Ammonia, Minimum 18 oz. Can	Case	145					$31.52	$4,570.40
9	Cleaner: Glass, Window, 1 Gallon Bottle, 4/Case	Case	35					$18.25	$638.75
10	Cleaner: Multi-Purpose Concentrate, 1 Gallon Bottle, 4/Case	Case	230					$25.45	$5,853.50
11	Cleaner: Oven, Aerosol, Minimum 14.5 oz. Can, 12/Case	Case	50					$46.01	$2,300.50
12	Cleanser: Powder/Scouring, Minimum 20 oz. can, 24/Case	Case	60					$27.53	$1,651.80
13	Disinfectant: Aerosol, Minimum 19 oz. Can, 12/Case	Case	250					$39.69	$9,922.50
14	Disinfectant: Lemon, 1 qt. Bottle, 12/Case	Case	175					$33.75	$5,906.25
15	Disinfectant: Pine Oil 20%, Minimum 144 oz. Bottles, 3/Case	Case	500					$34.49	$17,245.00
16	Disinfectant: Wipes, Minimum 80/Canister, 6/Case	Case	140					$14.85	$2,079.00
17	Garbage Can (Can Only): Plastic, 44 Gallon	Each	20					$38.75	$775.00
18	Garbage Can Lid (Lid Only): For 44 Gallon Plastic Can	Each	20					$9.62	$192.40
19	Hand Sanitizer: Pump, Minimum 8 oz. Bottle, 12/Case	Case	50					$41.88	$2,094.00
20	Insecticide: Aerosol, Ant & Roach, Minumum 9 oz. Can, 12/Case	Case	10					$79.09	$790.90
21	Insecticide: Aerosol, Wasp, Minumum 9 oz. Can, 12/Case	Case	60					$63.41	$3,804.60
22	Laundrey Detergent: Liquid, Minimum 46 oz. Bottle, 6/Case	Case	365					$30.56	$11,154.40
23	Mat: Rubber, Heavy Duty, Outdoor, 32" x 42"	Each	25					$11.56	$289.00
24	Scouring Pad: Minimum 20/Pack, 60 Packs/Case	Case	145					$12.80	$1,856.00
25	Soap Dispenser: Liquid/Foaming Dispenser, Minimum 800 ml Bags	Each	15					$15.44	$231.60
26	Soap: Bar, Minimum 4 oz., 48/Case	Case	15					$36.38	$545.70
27	Soap: Foaming Hand Soap, 1,250 ml Bottle, 4/Case	Case	120					$63.65	$7,638.00
28	Soap: Liquid Dishwashing Soap, Minimum 50 oz. Bottle, 6/Case	Case	585					$40.88	$23,914.80
29	Soap: Liquid Hand Soap, 1 Gallon Bottle, 4/Case	Case	25					$30.28	$757.00
30	Soap: Liquid Refill, Minimum 800 ml Bag, 12/Case	Case	165					$50.09	$8,264.85
31	Soap: Liquid Refill, Minimum 1,500 ml Bag, 4/Case	Case	40					$79.97	$3,198.80
32	Soap: Pumice Hand Cleaner, Minimum 27 oz. Can, 6/Case	Case	10					$39.53	$395.30
33	Trash Grabber: Squeeze Handle, 36" Length	Each	100					$200.69	$2,069.00
34	Spray Bottle w/ Graduations (Bottle Only): Plastic Spray Bottle, Minimum 32 oz.	Each	370					$0.60	$222.00
35	Spray Bottle (Trigger Only): For Plastic Spray Bottle	Each	900					$0.54	$486.00
36	Urinal Screen w/ Block: 12/Case	Case	30					$18.89	$566.70
	Group 3 Total (Items 1 - 36):			***NO BID***		***NO BID***		***$211,219.35***	
	Signed Bid Form:			**Y**		**Y**		**Y**	
	Bid Proposal Form:			**Y**		**Y**		**Y**	
	Conflict of Interest Certificate:			**Y**		**Y (no signature)**		**Y**	
	Addendum: (2)			**MISSING A1**		**MISSING A1 & A2**		**Y**	

Title:	CITYWIDE JANITORIAL SUPPLIES
Bid No.:	SC-0274-23
Opening Date:	January 18, 2023
Analyst:	Corey Sidlo
No. Invited:	(64) **No. Received:** (8) **Other:** (2)
Recorded By:	

	Group 1 - Paper Supplies			Tidy Shine, Inc.		Staples Contract & Commercial, LLC	
Item	**Description**	**Unit of Measure**	**Estimated Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Aluminum Foil: 18 Micron Heavy Duty. Anchor - 6402185	Each	300			$94.66	$28,398.00
2	Cups: Styrofoam, 10 oz., 1,000/Case	Case	10			$67.59	$675.90
3	Dispenser: Paper Towel Dispenser, Pull-Down	Each	10			$50.66	$506.60
4	Dispenser: Paper Towel, Push Paddle	Each	10			$31.23	$312.30
5	Dispenser: Twin Toilet Roll Dispenser	Each	40			$26.88	$1,075.20
6	Facial Tissue: 2-ply, 100/Box, 72 Boxes/Case	Case	210			$98.50	$20,685.00
7	Hand Towel: Paper, 1-ply, C-Fold, White, Minimum 13" x 10", 2,400/Case	Case	455			$27.15	$12,353.25
8	Hand Towel: Paper, 1-ply, Multi-Fold, Natural, Minimum 9.5" x 9", 4,000/Case	Case	2,700			$28.59	$77,193.00
9	Hand Towel: Paper, Single-Fold, Natural, Minimum 10" x 9", 4,000/Case	Case	835			$34.05	$28,431.75
10	Hand Towel: Roll Paper, Brown, Minimum 8" x 800', 6 Rolls/Case	Case	1,400			$27.77	$38,878.00
11	Household Paper Towel: 2-ply, White, Minimum 10" x 150 Sheets/Roll, 12 Rolls/Case	Case	60			$16.13	$967.80
12	Sanitary Bag: Waxed Liner Paper, Minimum 10" x 9", 250/Case	Case	20			$22.14	$442.80
13	Sanitary Napkins: (Inmate Supplies) Individually Wrapped, Maxi Sanitary Napkins, Semi-Transparent Wrapping, 250/Case	Case	610			$60.22	$36,734.20
14	Sanitary Napkins: Individually Wrapped, #8 for Coin Machine, 250/Case	Case	320			$56.87	$18,198.40
15	Toilet Seat Cover: White, 1/2 fold, Disposable, 5,000/Case	Case	110			$27.94	$3,073.40
16	Toilet Tissue: 2-ply, Jumbo Roll, 1,000', 12 Rolls/Case	Case	865			$34.98	$30,257.70
17	Toilet Tissue: 2-ply, Jumbo Roll, 1,600', 6 Rolls/Case	Case	125			$32.12	$4,015.00
18	Toilet Tissue: 2-ply, Regular Roll, 96 Rolls/Case	Case	1,600			$52.12	$83,392.00
19	Toilet Tissue: 1-ply, Regular Roll, 96 Rolls/Case.	Case	2,060			$68.59	$141,295.40
	Group 1 Total (items 1 - 19):			**INCOMPLETE BID**		**$526,885.70**	

Item	Group 2 - Brooms, Mops, Etc. Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price	Unit Price	Extended Price
1	Bag, Brown Paper: 6 lbs., Minimum 6" x 3 5/8" x 11 1/16"	Bundle	45			$20.48	$921.60
2	Bag: Brown Paper, 25 lbs., Minimum 8 1/4" x 5 1/4" x 18"	Bundle	40			$46.28	$1,851.20
3	Bag, Brown Paper: 57 lbs., Minimum 12" x 7" x 17"	Bundle	95			$70.88	$6,733.60
4	Broom: Push Floor, 18", No Handle	EA	30			$12.67	$380.10
5	Broom: Push Floor, 24", No Handle	EA	100			$13.88	$1,338.00
6	Broom: Push Floor, Soft Bristle, Poly, 18", No Handle	Each	10			$12.67	$126.70
7	Broom: Street, Plastic, No Handle	EA	100			$10.12	$1,012.00
8	Broom: Warehouse, No Handle	EA	105			*$8.65*	$908.25
9	Broom: Whisk, 8"	EA	50			$8.68	$434.00
10	Brush: Counter, 8"	Each	125			$2.09	$261.25
11	Brush: Toilet Bowl, Minimum Over All Length 21"	Each	120			$3.01	$361.20
12	Brush: Truck w/Rubber Bumper, Poly Bristle	Each	380			*$9.89*	$3,758.20
13	Dust Pan: Plastic, 12"	Each	25			$4.25	$106.25
14	Handle: Wet Mop, Wood, 60" x 1 1/8" Diameter	Each	150			$6.24	$936.00
15	Handle: Mop, Fiberglass, Speed Change, 60" x 1"	Each	110			$11.04	$1,214.40
16	Handle: Push Broom, Metal Tip, 60" x 15/16"	Each	400			$5.56	$2,224.00
17	Handle: Street Broom, Tapered Tip, 60" x 1 1/8"	Each	15			$3.58	$53.70
18	Mop: Dust Mop Head Frame, 24"	Each	25			$5.49	$137.25
19	Mop: Dust Mop Head, Looped End, 24"	Each	15			$3.91	$58.65
20	Mop: Mop Head, White Cotton, Cut Ends	Each	150			$3.86	$579.00
21	Mop: Mop Head, 70% Cotton	Each	480			$4.75	$2,280.00
22	Mop: Mop Wringer & Bucket Combination	Each	25			$36.35	$908.75
23	Mop: Deck Mop, Wooden Handle, 4-ply, 60" x 1 1/8"	Each	420			$3.92	$1,646.40
24	Mop: Standard, 4-ply, Blend Loop, Large	Each	410			$9.68	$3,968.80
	Group 2 Total (Items 1 - 24):			***INCOMPLETE BID***		***$32,248.30***	

Item	Group 3 - Cleaning Supplies Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price	Unit Price	Extended Price
1	Absorbing Compound: Oil Absorbent, Minimum 30 lb. Bag	Bag	1,080			$28.81	$31,114.80
2	Air Freshener: Aerosol, Minimum 7 oz. Can, 12/Case	Case	110			$50.61	$5,567.10
3	Bleach: 5% Chlorine, 6% Germicadle, 1 Gallon Bottle, 6/Case	Case	615			$25.24	$15,522.60
4	Bleach: Spray, 32 oz. Bottle, 9/Case	Case	375			$33.57	$12,588.75
5	Cleaner: Damp Mop Cleaner, Minimum 1 Gallon Bottle, 4/Case	Case	570			$61.48	$35,043.60
6	Cleaner: Floor, Neutral, 1 Gallon Bottle, 4/Case	Case	10			$61.48	$614.80
7	Cleaner: Foam, Minimum 1,250 ml Bottle, 4/Case	Case	460			$71.88	$33,064.80
8	Cleaner: Glass, w/o Ammonia, Minimum 18 oz. Can	Case	145			$16.60	$2,407.00
9	Cleaner: Glass, Window, 1 Gallon Bottle, 4/Case	Case	35			$24.79	$867.65
10	Cleaner: Multi-Purpose Concentrate, 1 Gallon Bottle, 4/Case	Case	230			$32.12	$7,387.60
11	Cleaner: Oven, Aerosol, Minimum 14.5 oz. Can, 12/Case	Case	50			$44.75	$2,237.50
12	Cleanser: Powder/Scouring, Minimum 20 oz. can, 24/Case	Case	60			$33.83	$2,029.80
13	Disinfectant: Aerosol, Minimum 19 oz. Can, 12/Case	Case	250			$60.48	$15,120.00
14	Disinfectant: Lemon, 1 qt. Bottle, 12/Case	Case	175			$66.24	$11,592.00
15	Disinfectant: Pine Oil 20%, Minimum 144 oz. Bottles, 3/Case	Case	500			$32.72	$16,360.00
16	Disinfectant: Wipes, Minimum 80/Canister, 6/Case	Case	140			$24.06	$3,368.39
17	Garbage Can (Can Only): Plastic, 44 Gallon	Each	20			$60.96	$1,219.20
18	Garbage Can Lid (Lid Only): For 44 Gallon Plastic Can	Each	20			$14.53	$290.60
19	Hand Sanitizer: Pump, Minimum 8 oz. Bottle, 12/Case	Case	50			$27.00	$1,350.00
20	Insecticide: Aerosol, Ant & Roach, Minumum 9 oz. Can, 12/Case	Case	10			$33.02	$330.20
21	Insecticide: Aerosol, Wasp, Minumum 9 oz. Can, 12/Case	Case	60			$49.68	$2,980.80
22	Laundrey Detergent: Liquid, Minimum 46 oz. Bottle, 6/Case	Case	365			$23.55	$8,595.75
23	Mat: Rubber, Heavy Duty, Outdoor, 32" x 42"	Each	25			$69.62	$1,740.50
24	Scouring Pad: Minimum 20/Pack, 60 Packs/Case	Case	145			$40.88	$5,927.60
25	Soap Dispenser: Liquid/Foaming Dispenser, Minimum 800 ml Bags	Each	15			$13.65	$204.75
26	Soap: Bar, Minimum 4 oz., 48/Case	Case	15			$42.68	$640.20
27	Soap: Foaming Hand Soap, 1,250 ml Bottle, 4/Case	Case	120			$71.88	$8,625.60
28	Soap: Liquid Dishwashing Soap, Minimum 50 oz. Bottle, 6/Case	Case	585			$22.57	$13,203.45
29	Soap: Liquid Hand Soap, 1 Gallon Bottle, 4/Case	Case	25			$18.05	$451.25
30	Soap: Liquid Refill, Minimum 800 ml Bag, 12/Case	Case	165			$93.39	$15,409.35
31	Soap: Liquid Refill, Minimum 1,500 ml Bag, 4/Case	Case	40			$91.00	$3,640.00
32	Soap: Pumice Hand Cleaner, Minimum 27 oz. Can, 6/Case	Case	10			$49.09	$490.90
33	Trash Grabber: Squeeze Handle, 36" Length	Each	100			$27.34	$2,734.00
34	Spray Bottle w/ Graduations (Bottle Only): Plastic Spray Bottle, Minimum 32 oz.	Each	370			$0.64	$236.80
35	Spray Bottle (Trigger Only): For Plastic Spray Bottle	Each	900			$0.86	$774.00
36	Urinal Screen w/ Block: 12/Case	Case	30			$20.73	$621.90
	Group 3 Total (Items 1 - 36):			***INCOMPLETE BID***		***$264,653.16***	
	Signed Bid Form:			**Y (not signed)**		**Y**	
	Bid Proposal Form:			**Y**		**Y**	
	Conflict of Interest Certificate:			**Y**		**Y**	
	Addendum: (2)			**NO A1 or A2**		**Y**	

TERMS AND CONDITIONS

CITYWIDE JANITORIAL SUPPLIES

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 **Citywide Janitorial Supplies** as listed in the bid documents.

2. **AWARD**
Award will be **BY GROUP** to the lowest responsive, responsible bidder of the group, subject to the Buy American Preference clause described below. Bidders may bid on one group, all groups, or any combination of groups. **Bidders must bid on all items in a group to be considered for award of that group.** 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 from February 4, 2023 through February 3, 2024 with three (3) 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. **MINIMUM REQUIREMENTS**
Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

   a. Supplier shall provide proof of applicable local business tax receipt if located within Duval County.

   b. Supplier must provide validation that they have been in the business of providing these items and similar janitorial products for a minimum of twelve (12) months prior to the bid opening date.

   c. Supplier MUST maintain a warehouse and must have stock of at least 50% of the items specified herein (for the group(s) they are bidding on) at the time of bid submission. The City of Jacksonville reserves the right to make a site visit at any time during the contract period to determine if a bidder meets and maintains these requirements.

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 or less than the estimated quantities listed if it so deems necessary anytime during the contract period or to not make any purchases against this bid. **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**
Delivery will be to various locations within Duval County. 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 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.

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

CITYWIDE JANITORIAL SUPPLIES

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to Corey Sidlo, Purchasing Analyst, at csidlo@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.

Pricing must be based on the Description, the Unit of Measure, and the Estimated Quantity on the Bid Proposal Form. Example: If the Description calls for four (4) 1-gallon bottles per case, the Unit of Measure is "Case", and the Estimated Quantity is 10 then the Unit Price would be the cost for one (1) case of four (4) 1-gallon bottles and the Extended Price would be the cost for ten (10) cases.

For bidding purposes, if the supplier's packaging does not coincide with the packaging and/or quantity on the Bid Proposal Form, the supplier should determine the cost of his/her product as if it was packaged per the solicitation. **Bidders shall not markup or alter the Bid Proposal Form in any way.** Doing so will be grounds for rejection of the bid.

All items furnished shall be completely new, unopened, and free from defects. **All orders must be received within five (5) business days after receipt of a Purchase Order.** No backorders shall extend beyond ten (10) business days. Products may be shipped or hand delivered. In the event the supplier fails to deliver within these guidelines, the City reserves the right to make necessary purchases outside of this contract. Continuous failure to deliver product as specified above will be considered justification to rescind the contract and award to the next lowest responsive, responsible bidder.

Deliveries shall be made F.O.B. Destination to the location listed on the Purchase Order, which can be anywhere throughout Duval County.

All products shall be delivered in the ordering unit of measure (case, box, each, etc.) per the Purchase Order or the product will be returned. Pick-up and returns shall be made within 48 hours of notification and at no cost to the City.

Note: For products delivered under *Group 3 – Cleaning Supplies*, the supplier must be able to provide Material Safety Data Sheets (MSDS) immediately upon request from the City.

The product descriptions on the Bid Proposal Form are generic item descriptions. All items furnished shall be standard commercial grade quality for the janitorial industry. During the bidding process and at any time during the contract period, the City reserves the right to request samples of any item to determine acceptability. The City reserves the right to make the final determination with regards to acceptability. **Unless requested by the City, samples will not be required.** Samples requested by the City shall become the property of the City at no cost to the City.

At any time during the contract period, the City may request pricing for specific brands/item numbers. When specific brands/item numbers are ordered, the supplier shall provide the specific brands/item numbers. **If the supplier cannot provide the specific brands/item numbers due to availability, the supplier shall notify the contact person listed on the Purchase Order prior to shipping substitute items.**

The City reserves the right to refuse acceptance of any item ordered if it feels said item does not meet its expectations. In such a case, the supplier shall provide an alternative brand/item number. If the City and the supplier fail to agree on the acceptability of a brand/item number, the City reserves the right to make the purchase of said item outside of this contract and at no penalty (cost) to the City.

In addition to the invoicing requirements listed in the Terms and Conditions of this solicitation, invoices shall also contain the brand/item number for all items delivered. Invoice pricing shall not exceed the price offered on the Bid Proposal Form, aside from approved increases, or the price originally offered upon request for specific brands/item numbers, aside from approved increases.

SUBJECT: CITYWIDE JANITORIAL SUPPLIES

BID #: SC-0274-23 **OPEN DATE: 1/4/2023**

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: (64) **NUMBER RECEIVED:** (8) **OTHER:** (2)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
All Florida Paper failed to acknowledge the Insurance Agent Acknowledgement form, Conflict of Interest, and Addendum 1 & 2. Procurement has since received all acknowledgements and recommends waiving the technicality as a minor irregularity.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder for Group 1 to All Florida Paper. Recommend approval to award to the lowest responsive, responsible bidder for Groups 2 and 3 to 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 $557,963.86.

Group 1 – Paper Supplies - $319,070.16
Group 2 – Brooms, Mops, etc. - $27,674.35
Group 3 – Cleaning Supplies - $211,219.35

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

Analyst: _____ Corey Sido

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: 2/9/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 2/9/23

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02