SUBJECT: Purchase of 2020 Articulated Telescopic Construction Loader

BID #: SC-0358-20 **OPEN DATE:** 1/15/2020

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Supply Contract - Date of award through September 30, 2020 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Briggs Equipment, Inc. DBA Mackinnon Equipment & Services for the purchase of a 2020 articulated telescopic construction loader. Period of service is from date of award through September 30, 2020 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $130,495.00.

Funding Source: AFFM513-06401 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

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

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management 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 _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: January 21, 2020

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: David Hylazewski, Equipment Control Administrator DH

Re: Recommendation of Approval of Award for SC-0358-20 Purchase of Articulated Telescopic Construction Loader

Fleet Management Division is requesting approval of award to the lowest responsive, responsible bidder, MacKinnon Equipment & Services in the amount of $130,495.00. Period of Service is Date of Award through September 30, 2020, with Two (2) Renewal Options. Estimated amount of expenditures will be $130,495.00.

Funding Source: AFFM513-06401 to be encumbered by purchase order

TITLE: Purchase of 2020 Articulated Telescopic Construction Loader BID NO.: BC-0355-20 OPEN DATE: January 15, 2020 @ 2 p.m. ANALYST: Annette Burney No. Invited: (5) No. Received (1) No Bids: (1) Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen				MacKinnon Equipment & Services					
ITEM	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Articulated Telescopic Loader (Construction)	1	EA	$ 130,495.00	$ 130,495.00		$ -		$ -
Equivalent Brand Offered									
2	2 Year/2000 Hour Full Machine Warranty	1	EA	Included			$ -		$ -
			GRAND TOTAL:	$ 130,495.00		$ -		$	
			TERMS:	N/S					
			DELIVERY (Business Days):	N/S					
			CONFLICT OF INTEREST:	Y					
			ADDENDUM(1):	Y					

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 goods outlined in the bid documents. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for the purchase of an Articulated Telescopic Construction Loader per the attached specifications.

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.

3. TERM OF AGREEMENT

The term of this agreement is **date of award through September 30, 2020 with two (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 conditions set forth in the bid documents.

4. PRE-BID CONFERENCE

Not 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 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 of Jacksonville reserves the right to add or delete items and options as necessary during the contract period.

7. PRICES

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

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. 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.

10. 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.

11. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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. 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 outlines 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.

13. 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.

14. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of and the vehicles have passed PDI at the COJ upfitter. At a minimum, invoices must include; purchase order 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: Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, Florida 32254.

15. 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. **A copy of the insurance certificate must be submitted within ten (10) days of award notice.** Bid number should be listed on the insurance certificate.

```
  QWS3270X   1/24/2020  10:31 AM
FAML6350 V5.1              **    NW COJ FAMIS PRODUCTION      **     01/24/2020
LINK TO:                       ACCOUNT SUMMARY INQUIRY                  10:31 AM

FISCAL MO/YEAR  : 04 2020                                CURRENCY CODE :
INDEX CODE      : AFFM513       FLEET MGMT-VEHICLE REPLACEMENT PAY-GO
SUBOBJECT       : 06401         MOBILE EQUIPMENT
PROJECT         :
PROJECT DETAIL  :
GRANT           :
GRANT DETAIL    :
USER CODE       :
-------------------------------------------------------------------------------
S                                 JAN  2020    ANNUAL BALANCE ALL YEARS BALANCE
  ESTIMATED REVENUES                    .00               .00               .00
  REVENUES                              .00               .00               .00
    UNREALIZED REVENUES                 .00               .00               .00
  BUDGET                                .00     46,943,406.44     46,943,406.44
  EXPENDITURES                 1,877,998.98      7,769,408.14      7,769,408.14
  ENCUMBRANCES                 3,543,307.73     25,163,398.12     25,163,398.12
  PRE-ENCUMBRANCES                 3,077.00         59,956.00         59,956.00
    REMAINING BALANCE         -5,424,383.71     13,950,644.18     13,950,644.18
F1-HELP      F2-SELECT                  F4-PRIOR     F5-NEXT
                          F9-LINK      F10-PRIOR-MO F11-NEXT-MO
G014 - RECORD FOUND
```