

Appendix B – Bid Workbook/Form for One-Time Inventory Purchases  
1411985646 TRAMI001 - One-Time Purchase for JEA Inventory

Submit the Bid electronically as described in the Solicitation.

Company Name: \_\_\_\_\_  
Company's Address \_\_\_\_\_  
License Number (if applicable) \_\_\_\_\_  
Phone Number \_\_\_\_\_ EMAIL Address: \_\_\_\_\_

Please quote prices for items described in specific unit of measure and furnish information requested. Freight to be included in the unit cost, FOB destination unless otherwise specified by Respondent. Please notate Manufacturer and Manufacturer Part Number (where applicable) in Quote. Lead time is defined as the number of weeks from receipt of order to delivery of material on site. JEA accepts electronic invoices from Vendors offering discounted early payment terms.

This is not a Purchase Order. Form must be signed, or quote may be rejected. By submitting this form, Respondent is affirming that they comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding ethics and they have not been convicted of a public entity crime as listed on the Convicted Vendor list maintained by the Florida Department of Management Services.

**Basis of Award – Highest Evaluated**

JEA will Award a Contract to the responsive and responsible Respondent whose Response meets or exceeds the Minimum Qualifications set forth in this Solicitation, and whose Response receives the highest number of points based on JEA's evaluation of the Selection Criteria stated in this RFP. The following criteria will be used by JEA to evaluate and rank Responses from Respondents who meet the Minimum Qualifications specified in this Solicitation.

**Quotation of Rates - Maximum Score: 50 Points**

Respondent shall provide a firm-fixed price quote for all Work in this Solicitation by completing the Response Workbook included in Appendix B. The prices quoted must include all profit, delivery, taxes, benefits, travel, and all other overhead items. The prices quoted by Respondent on the Response Workbook must be firm-fixed prices, not estimates. The low bid will receive the maximum 50 points and the amount of that bid will be the basis for awarding points to all other bids based on the following formula:

Other bidders' points =  $50 * (\text{Low Bidder/Bidder})$ .

For Example: Bid #1 = \$100, Bid #2 = \$125. Bid #1 is low bid and will receive 50 points. Bid #2 will receive 40 points ( $50 \times (100/125)$ ).

**Lead Time - Maximum Score: 50 Points**

Respondent will provide lead times in the Response Workbook. The following scores will be assigned based on lead times provided in weeks:

0-30 weeks – 50 points  
31-52 weeks – 40 points  
53-78 weeks – 30 points  
>78 weeks – 20 points

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Line 1 Description	Location	Quantity	U/M	Unit Price	Ext Price	Country of Origin	Lead Time After Receipt of Order
<b>TRAMI001</b>  TRANSFORMER, 2500 KVA, 22860Y/13200 PRIMARY, 4160Y/2400 SECONDARY SUBSTATION STYLE FOR GLOBAL SHREDDING ONLY	JEA, CSC Storeroom	1	EACH				
--- See Technical Specifications ___ABB Power T&D ___CamTran ___Delta Star, Inc. ___Hyundai ___Prolec GE ___PTI Transformers ___VanTran ___WEG		Vendor Comments:					

**BID SECURITY REQUIREMENTS**

- ☒ None required  
☐ Certified Check or Bond (Five Percent (5%))

**TERM OF CONTRACT**

- ☒ One Time Purchase  
☐ Annual Requirements  
☐ Other, Specify - Project Completion

**SAMPLE REQUIREMENTS**

- ☐ None required  
☐ Samples required prior to Bid Opening  
☒ Drawings may be required subsequent to  
 Bid Opening

**SECTION 255.05, FLORIDA STATUTES CONTRACT BOND**

- ☒ None required  
☐ Bond required 100% of Bid Award

**QUANTITIES**

- ☒ Quantities indicated are exacting  
☐ Quantities indicated reflect the approximate quantities to be purchased  
 Throughout the Contract period and are subject to fluctuation in accordance  
 with actual requirements.

**INSURANCE REQUIREMENTS**

**Insurance may be required.**  
 See Solicitation

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<b>PAYMENT DISCOUNTS</b>	
<input type="checkbox"/> 1% 20, net 30 <input type="checkbox"/> 2% 10, net 30 <input type="checkbox"/> Other _____ <input type="checkbox"/> None Offered	

☐ I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.

**Respondent's Certification**

By submitting this Response, the Respondent certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Respondent's Company, and that the Company is legally authorized to do business in the State of Florida. The Respondent also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation, and that the Respondent is an authorized distributor or manufacturer of the equipment as required in this Solicitation.

We have received addenda

\_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Handwritten Signature of Authorized Officer of Company or Agent      Date

\_\_\_\_\_  
Printed Name and Title

Appendix B – Minimum Qualifications Form  
1411985646 (RFP) TRAMI001 – One-Time Purchase for JEA Inventory

**THE RESPONDENT MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW. IN ORDER TO BE CONSIDERED A QUALIFIED RESPONDENT BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW AND MEET ALL THE TECHNICAL SPECIFICATIONS LISTED IN THIS SOLICITATION.**

**BIDDER INFORMATION**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

Respondent must meet the following Minimum Qualifications to be considered eligible to have its Response evaluated by JEA. Respondent must complete and submit the Minimum Qualification Form provided in this Solicitation. Respondents that are working or have worked for JEA in the past 2 years involving similar work must submit JEA as a reference. JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated above.

JEA may reject Responses from Respondents not meeting all of the following Minimum Qualifications:

I. The Respondent must be the approved manufacturer or authorized distributor of the items listed in the Appendix B Response Workbook. Approved manufacturers for JEA are found in the Appendix B Response Workbook. JEA may accept Responses from vendors who have previously produced comparable products to the items found within this Solicitation; each submission should notate any specification deviations in their proposal and overall design is subject to JEA Standards approval to be considered for Award.

II. The Respondent must be able to meet all the specifications listed in Appendix A – Technical Specifications of this Solicitation. Respondent will annotate any proposed changes to the Technical Specifications and must have those changes approved by JEA before submitting bid.

III. The Respondent must provide a lead-time as part of the information entered into Appendix B – Response Workbook.

IV. The Respondent is not on the State of Florida Convicted Vendor List, State of Florida's Suspended Vendor List, The City of Jacksonville's Disqualified Vendor List, have not had their bidding privileges actively suspended by JEA, been debarred by JEA, or have had a contract with JEA terminated for default within the last two (2) years.



## **VENDOR CONFLICT OF INTEREST DISCLOSURE FORM INSTRUCTIONS**

Vendors shall not try to gain an unfair competitive advantage or influence the ability of JEA officers and employees to make impartial and objective decisions on behalf of JEA.

All vendors interested in conducting business with JEA must complete and return the Vendor Conflict of Interest Disclosure Form found on the following page in order to be eligible to be awarded a contract with JEA. Please note that all vendors are subject to comply with JEA's conflict of interest policies provided below.

1. No JEA officer (e.g., JEA Board member and elected City official) or employee has an ownership interest of more than 5% in vendor's company.
2. No JEA officer or employee is an officer, director, partner or proprietor of vendor's company.
3. No JEA officer or employee is employed by or being considered for employment by vendor's company.
4. No JEA officer or employee work as a consultant or has a contractual relationship with vendor's company.
5. No JEA officer or employee will derive a personal financial gain or loss from this contract.
6. No relative of a JEA officer or employee will derive a personal financial gain or loss from this contract. (Relatives include a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.)

If a vendor has one or more relationships with a JEA officer or employee or a relative of a JEA officer or employee that meets the criteria described above, then the vendor shall disclose the information by completing the Conflict of Interest Form on the following page.



# CONFLICT OF INTEREST DISCLOSURE FORM

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest, and they are detected by JEA, vendor may be **disqualified** from doing business with JEA. Questions about this form? Contact (JEA, fill in the blank)*

JEA Bid/Solicitation/Contract Number:	Name of JEA Employee(s) Working on Vendor's Current Contract(s) with JEA:	
Vendor Name:		Vendor Phone:
Vendor's Authorized Representative Name and Title:		Authorized Representative's Phone:
<b>NAME(S) OF JEA EMPLOYEE(S) / PUBLIC OFFICER(S) WITH POTENTIAL CONFLICT OF INTEREST</b>		
Name of JEA public officer(s), employee(s), or relatives with whom there may be a potential conflict of interest. If more than five, attach a second form.		Relationship of JEA public officer(s)/employee(s) and/or relative(s) to vendor's company from list above (e.g. 1(a), 2, etc.). Please list all that apply:
1.		
2.		
3.		
4.		
5.		
<input type="checkbox"/> Vendor has no conflict of interest to report.		
<input type="checkbox"/> Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any JEA officer or employee to obtain or maintain a contract.		
<input type="checkbox"/> I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor.		
Vendor's Authorized Representative Signature:		Date:
<hr/>		

**FOR JEA USE ONLY IF CONFLICT NOTED**  
**This form has been reviewed by:**

Name of JEA Ethics Officer:	Signature:	Date:
Note:		