



THE CITY OF DAYTONA BEACH

INTEROFFICE MEMORANDUM

TO: James V. Chisholm, City Manager
FROM: Kirk Zimmerman, Buyer
DATE: July 6, 2018
SUBJECT: Non-Responsive Bid Submitted for Bethune Point UV-UPS Battery Replacement Invitation to Bid # 0218-1870

REQUEST

Staff is requesting that DC Group & Jantec Services, Inc. be declared *non-responsive* due to the submittal of a bid that does not conform to the Bid Documents.

DC Group did not acknowledge any addendums.
Jantec Services, Inc. did not acknowledge addendum #3.

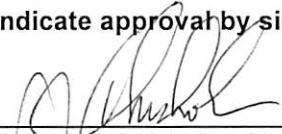
CONSIDERATIONS

The Purchasing Code provides that a bid award be made to the responsible bidder submitting the lowest responsive bid. The Daytona Beach Purchasing Code Section 30-28 defines a responsive bid as a bid that is conforming in all aspects to the invitation to bid or request for proposals except minor irregularities. The bidder(s) submitted a bid that didn't acknowledge all of the addenda.

The Bid Documents contain the following clause regarding bids:

22. RIGHT TO ACCEPT OR REJECT BIDS. The City will reject bids which contain modifications, or which are incomplete, unbalanced, conditional, obscure, or which contain additions not requested, or irregularities of any kind, or which do not comply in every respect with these Instructions to Bidders and the Contract Documents, unless the City in its sole discretion that the non-compliance is minor.

Please indicate approval by signing below.



James V. Chisholm, City Manager

Date: 7-18-18

C: Shannon Ponitz, Interim Utilities Director
Joann Macrina, Deputy Utilities Director
Jason Camera, Bethune Point Wastewater Superintendent
File: bid #0218-1870

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