



THE CITY OF DAYTONA BEACH

INTEROFFICE MEMORANDUM

TO: James V. Chisholm, City Manager

FROM: Kirk Zimmerman, Buyer

DATE: June 12, 2019

SUBJECT: Non-Responsive Bid Submitted for FIRE ALARM MONITORING, TESTING, AND INSPECTION; FIRE SUPPRESSION SYSTEM INSPECTION AND MAINTENANCE; BACKFLOW PREVENTER CERTIFICATION; SECURITY SYSTEM INSTALLATION AND MONITORING

Invitation to Bid # 19401

REQUEST

Staff is requesting that Cintas Fire Protection Services be declared *non-responsive* due to the submittal of a bid that does not conform to the Bid Documents.

Cintas Fire Protection submitted an incomplete & unbalanced bid by not submitting unit prices for all line items.

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 Bid Documents contain the following clause regarding bids:

2C. The Bid Proposal Form and the other documents included in the Bid Package, all contain blank spaces that the Bidder must complete. The Bidder must fill in these blank spaces in ink or by typewriter, and must initial with ink, all corrections and erasures to the information provided by the Bidder in these blank spaces.

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.

Date: 6-18-19

C: Frank Van Pelt, Technical Services Director
Joseph Paul, Technical Services Project Manager
File 19401