

Appendix B - Bid Form for One-Time Inventory Purchases
1411934848 TRAPF006 - 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 days 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. Basis of Award: Unless otherwise stated, JEA intends to award based on lowest total cost.

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.

JEA Reserves the Right:

To reject any Quote and instead award to a non-lowest cost Respondent in the instance a disproportionate amount of lead-time to cost exists. To revise to mutually agreed upon terms with the awarded Respondent in advance of PO issuance.

To reject any responses that JEA deems is not in compliance with JEA standards or not in the best interests of JEA.

To accept or decline all or part of this Request for Quote. To reject any Respondent whose Contract with JEA was terminated for default within the last two (2) years.

Line 1 Description	Location	Quantity	U/M	Unit Price	Ext Price	Lead Time After Receipt of Order
TRAPF006 TRANSFORMER, 3750KVA, 13200Y/7620 VOLT PRIMARY, 4160Y/2400 VOLT SECONDARY, 3-PHASE, PADMOUNTED, STEPDOWN, (DELIVERY TO BE SCHEDULED 72 HOURS IN ADVANCE OF ARRIVAL, WITH 2325 EMERSON ST. JAX. FL 32207).	JEA, SSC Storeroom	2	EACH			

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--- The following manufacturers are approved: ABB Eaton VanTran See Technical Specifications	Vendor Comments:
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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 Qualification Form
IFB 1411934848 TRAPF006 - One Time Purchase for JEA Inventory

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES AND MATERIALS LISTED IN THIS SOLICITATION.

THE RESPONDENT MUST COMPLETE THE RESPONSE INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE RESPONDENT MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

BY SIGNING THIS FORM, THIS IS YOUR CONCURRENCE THAT YOU MEET MINIMUM QUALIFICATIONS FOR SUBMISSION OF A RESPONSE.

RESPONDENT INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS FOR SUBMISSION

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.

JEA will 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 Response Workbook. Approved manufacturers for JEA are found in the Appendix B Response Workbook.
- 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. Delivery must be made on or before September 15, 2025.
- 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.

The following manufacturers are approved:

ABB

Eaton

VanTran

See attached Technical Specifications for additional details.



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:	
NAME(S) OF JEA EMPLOYEE(S) / PUBLIC OFFICER(S) WITH POTENTIAL CONFLICT OF INTEREST		
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:
_____		_____

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

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