SUBJECT: **COJ SECURITY GUARD SERVICES AT VARIOUS CITY LOCATIONS**

BID #: SC-0425-22 OPEN DATE: **08/17/2022**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 44 NUMBER RECEIVED: 5 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with First Coast Security. Period of service is October 1, 2023 through September 30, 2024 with two (2) one (1) year renewal options remaining. Revised estimated annual expenditure amount is $5,100,000.00. Total expenture amount not to exceed $9,846,781.42.

The funding will be encumbered by individual releases against the Purchase Order Agreement (POA), dependent on funding, the appropriate account, and fiscal year. To be executed by formal contract through Office of General Counsel.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Agency Memo, Vendor Letter, Insurance Certificate, Previous Award

BUYER: _____ RESPECTFULLY SUBMITTED _____
Corey Sidlo DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Roy Birbal, Chief, Public Buildings 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 _____

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
www.coj.net

ONE CITY, ONE JACKSONVILLE

August 14, 2023

TO: **Dustin Freeman, Chief**
Procurement Division

THRU: **Steven D. Long, Jr., P.E.**
Director, Public Works

FROM: **Roy Birbal, Chief**
Public Buildings Division

SUBJECT: **Renew and increase request Bid SC-0425-22 First Coast Security**

The current Bid SC-0425-22 for Joint Agency Security Guard Services at Various Locations is scheduled to expire September 30, 2023.

The Public Buildings Division recommends approval to utilize the first of three 1-year renewal options with current vendor First Coast Security for the period beginning October 1, 2023, through September 30, 2024.

The total revised annual expenditure will be $5,100,000.00. The revised not to exceed amount will be $9,846,781.42.

Work will be performed by purchase orders against the contract purchase agreement. Account to be determined by the building being serviced.

Your assistance in concurring with this recommendation would be appreciated. If you have questions or need additional information regarding this request, please contact Kirah Bays 255-4342.

Attachments: Vendor's Agreement Letter
Copy of Insurance Certificate
Previous Award

cc: Tammy Duggan, Public Works Contracts & Finance Manager
Kirah Bays, Contract Administration Coordinator

August 7, 2023

Kirah Bays, Contract Administration Coordinator
City of Jacksonville
Department of Public Works, Public Buildings
Facility Manager
555 West 44th Street
Jacksonville, FL 32208

Re: Security Services Contract between
COJ and First Coast Security dated October 1, 2022
Contract #SC-0425-22

Dear Ms. Bays,

Please accept this letter as our Letter of Intent to renew the above referenced contract for the period of October 1, 2023 through September 30, 2024.

In addition, we are including the most current Certificate of Insurance.

If you have any questions or need any additional information, please let me know.

Sincerely,

Chris Austin
Chief Operating Officer

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/1/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Burnham Risk & Insurance Solutions
15901 Red Hill Ave, Ste 100
Tustin CA 92780

License#: 0F69771
FIRSCOA-08

CONTACT NAME: Melinda Meadows
PHONE (A/C, No, Ext): 714-505-7000 FAX (A/C, No): 714-573-1770
E-MAIL ADDRESS: melinda.meadows@wgblb.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Evanston Insurance Company	35378
INSURER B: Travelers Indemnity Company of Connecticut	25682
INSURER C: The Hartford	914
INSURER D: Hartford Casualty Insurance Company	29424
INSURER E: Federal Insurance Company	20281
INSURER F:	

INSURED
First Coast Security Services Inc.
4875 Belfort Road, Suite 110
Jacksonville FL 32256

COVERAGES

CERTIFICATE NUMBER: 1895847423 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			BMGG100024	5/1/2023	5/1/2024	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000 000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 5,000 000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 5,000 000
	OTHER:							$
B	AUTOMOBILE LIABILITY			8104N0667132243G	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR			BMGE100024	5/1/2023	5/1/2024	EACH OCCURRENCE	$ 10,000,000
	X EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED / RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			16WEOY1102	5/1/2023	5/1/2024	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Equipment Floater			72SBABA5883	9/1/2022	9/1/2023	Scheduled Equipment	$91,000
A	Errors & Omissions			BMGG100024	5/1/2023	5/1/2024	Limit of Liability	$1,000,000
E	Crime			82369473	9/1/2022	9/1/2023	Limit of Liability	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Crime Limit includes Employee Dishonesty and Employee Theft.

Certificate holder(s) is/are named as additional insured per the attached endorsements as required by written contract subject to the terms & conditions of the policy:

Attached Endorsements are:
General Liability - Additional Insured: Ongoing Ops #CG 20 10 04 13
General Liability - Additional Insured: Completed Ops #CG 20 37 07 04
See Attached...

CERTIFICATE HOLDER

The City of Jacksonville
555 W. 44th Street
Jacksonville FL 32208

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: FIRSCOA-08

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY Burnham Risk & Insurance Solutions	NAMED INSURED First Coast Security Services Inc. 4875 Belfort Road, Suite 110 Jacksonville FL 32256
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

General Liability - Primary & Non-Contributory #CG 20 01 04 13
General Liability - Waiver of Subrogation #MGL 1242 03 14
General Liability – Each Project/Location Aggregate #MGL 1242 03 14
Commercial Auto - Additional Insured & Waiver of Subrogation #CA F2 19 03 21
Commercial Auto -Lessor - Additional Insured & Loss Payee # CA 20 01 10 13
Workers Compensation - Waiver of Subrogation #WC 00 03 13

Re: City of Jacksonville, its members, officials, officers, employees and agents are named as additional insured on General Liability and Automobile Liability. Waiver of Subrogation in favor of City of Jacksonville, its members, officials, officers, employees and agents applies to General Liability, Automobile Liability, and Workers Compensation. Primary & Non-Contributory applies, per the attached endorsement forms. Excess Liability is follow form to the General Liability, Automobile Liability, and Workers Compensation. 30 Day Notice of Cancellation to the City of Jacksonville applies to all policies, endorsements to follow from carrier.

© 2008 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

SUBJECT: **COJ SECURITY GUARD SERVICES AT VARIOUS CITY LOCATIONS**

BID #: SC-0425-22 OPEN DATE: **08/17/2022**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 44 NUMBER RECEIVED: 5 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS: Recommend approval to accept addendum received from First Coast Security dated on 09/07/22 and waive as a minor irregularity due to it not affecting the price.

Recommend approval of award to First Coast Security as the lowest responsive responsible bidder for COJ Security Guard Services at Various City Locations. Period of service is for one (1) year with three (3) one (1) year renewal options. Total estimated annual expenditure amount not to exceed $4,746,781.44

The funding will be encumbered by individual releases against the Purchase Order Agreement (POA), dependent on funding, the appropriate account, and fiscal year. To be executed by formal contract through Office of General Counsel.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo, EBO Letter, Bid Tabulation, Terms and Conditions, Specification

BUYER: Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED:
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Roy Birbal, Chief, Public Buildings Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/8/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/9/22

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02