SUBJECT: GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

BID #: SC-0057-22 **OPEN DATE:** 3/9/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second renewal option with Duval Glass and Mirror, Inc. in the not-to-exceed expenditure amount of $75,000.00. Total revised not-to-exceed award amount will be $436,750.00. Period of service will be from March 24, 2024 through March 23, 2025 with two (2) one (1) year renewal options remaining.

Funding for this award will be encumbered from various agency accounts and processed via Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Term of Agreement, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
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 _____

DocuSign Envelope ID: 50492C8F-5D19-4CDF-8577-1AAB63DD571F

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works

Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 630-CITY
Jacksonville.gov

MEMORANDUM

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

THRU: **Nina Sickler, P.E., Director**
Department of Public Works

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

SUBJECT: **Renewal and NTE Increase Request - SC-0057-22, POA-71696-22**
Duval Glass & Mirror, Inc.
Glass, Door, and Window Repair & Replacement Services for all City Buildings

DATE: **February 6, 2024**

The Department of Public Works, Public Buildings Division recommends approval to utilize the second of four (4) 1-year renewal options for Glass, Door, and Window Repair & Replacement Services for all City Buildings with Duval Glass and Mirror, Inc. on an as needed basis2024, the period March 24, 2024, through March 23, 2025, with no change to the Terms and Conditions.

We request to add an additional $75,000.00 to increase the maximum indebtedness to a not-to-exceed amount of $436,750.00.

Funding will be encumbered by individual releases against the purchase order agreement 71696-22, dependent on funding, the appropriate account and fiscal year.

Your assistance in concurring with this recommendation would be appreciated. If you have any questions or concerns regarding this matter, please contact Kelly Hooten at 904-255-4340.

Attachments: **Previous Award**
Vendor Letter of Intent to Renew
COI – Certificate of Insurance

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DUVAL
GLASS & MIRROR

623 Westbrook Road
Jacksonville, FL 32209

P 904.389.6854
F 904.389.8783

January 29, 2024

Kelly Hooten
Contract Administration Coordinator
City of Jacksonville|Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, Florida 32208

Dear Kelly:

Please allow this letter to serve as our interest to renew our Contract- SC-0057-22- Glass, Door and Window Repair/ Replacement for City of Jacksonville with no changes to terms and conditions.

Thank you and please let me know if you have any questions or require additional information.

Sincerely

Bill Olson- President
Duval Glass and Mirror

TERMS AND CONDITIONS

GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for **Glass, Door, and Window Repair/Replacement Services at Various City Buildings** as listed in the bid documents. The low bidder must have the necessary organization, capital, and equipment to perform the services as described under this solicitation. Pre-award inspection of the company's place of business may be conducted prior to award.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

Award will be granted only after all necessary inquiries have been met and that the Public Buildings Division is satisfied that the low bidder meets or exceeds the minimum qualifications to do the work. The Public Buildings Division may consider a solicitation response irregular and reject or ask for additional documentation/clarification if any of the prices are considered excessively unbalanced (either above or below the amount of a reasonable response) to the detriment of the city.

3. **TERM OF AGREEMENT**
The term of this agreement will be one (1) year from the date of award with four (4), One (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**
Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

   a. Contractor shall provide proof of applicable local business license if located within Duval County.
   b. The Contractor must provide documentation to demonstrate that the company is a specialized in commercial door and window installations and related commercial services for a minimum of five (5) years.
   c. Proof of Certification and Licensure shall be provided at the time of bid submission.
   d. Contractor must provide proof that they have and are able to maintain a minimum staff of five (5) technicians.
   e. Contractor must provide proof they have a minimum of three (3) fully equipped service trucks. Photographic proof of ownership must be submitted with bid.
   f. Contractor must have a local office within Duval County or within the abutting counties of Nassau, Baker, Clay, or St. Johns before the execution of the Contract. Contractors are not required to have a local office in order to respond to this solicitation; however, the selected Contractor will be required to open a local office before the contract execution.

5. **PRE-BID CONFERENCE**
N/A.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. **The City reserves the right to add or delete items during the contract period.** The City will order on an

SUBJECT: GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

BID #: SC-0057-22 **OPEN DATE: 2022-03-09**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THE TERM OF THIS AGREEMENT WILL BE ONE (1) YEAR FROM THE DATE OF AWARD WITH FOUR (4), ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PUBLIC BUILDINGS

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with Duval Glass and Mirror, Inc. in the estimated annual amount of $200,000.00. The total revised not-to-exceed amount is $361,750.00. Period of service will be from March 24, 2023 through March 23, 2024, with three (3), one (1) year renewal options remaining.

Funding for this award will be encumbered by Purchase Order Agreement dependent on funding and location served.

ATTACHMENTS: Recommendation Memo, Agency Email, Vendor Letter, Previous Award

ANALYST: JACLYN STAMOS **RESPECTFULLY SUBMITTED:** 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 3 MEMBERS DISAPPROVING 0 DATE 3/9/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 3/9/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

BID #: SC-0057-22 **OPEN DATE: 2022-03-09**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THE TERM OF THIS AGREEMENT WILL BE ONE (1) YEAR FROM THE DATE OF AWARD WITH FOUR (4), ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PUBLIC BUILDINGS

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to award Duval Glass and Mirror Inc. as the lowest responsive, responsible, and only bidder. Period of service shall be one (1) year from the date of award with four (4), one (1) year renewal options. The total award to Duval Glass and Mirror Inc. shall not exceed $161,750.00.

Funding for this award will be encumbered by Purchase Order Agreement dependent on funding and location served.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms and Conditions, Specifications

ANALYST: _____ BRYAN MATUS

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: 3/24/2022

Teresa R. Eilhers _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 3/24/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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