SUBJECT: ANNUAL PLUMBING SERVICES FOR CITY BUILDINGS

BID #: SC-0292-23 **OPEN DATE:** 2/22/2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE (1) FROM YEAR 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: 27 **NUMBER RECEIVED: 2** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject all bids. Bid specifications and requirements will be sent for rebid in the near future.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Scope of Work, Rejection Letters

ANALYST: _____ **RESPECTFULLY SUBMITTED:** _____
JACLYN STAMOS
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: ROBIN SMITH, P.E., CHIEF, ENINGEERING AND CONSTRUCTION MANAMEMENT

(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

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY. ONE JACKSONVILLE

MEMORANDUM

DATE: **March 14, 2023**

TO: **Dustin L. Freeman, Chief of Procurement Division**
City of Jacksonville

FROM: **Roy Birbal, CFM, Chief of Public Buildings Division**
City of Jacksonville

RE: **Recommendation to Reject and Rebid SC-0292-23**

In reference to bid **SC-0292-23,** The City received two bids for this award. One of the two vendors that bid, did not meet the minimum qualification requirement. Public Buildings acknowledges that having only one qualified bidder does not produce competition to ensure the city is getting the best price for the level of service expected. Public Buildings believes it would be in the City's best interest to rebid with revised specifications and qualifications.

cc: Steven D. Long Jr. P.E., Director, Department of Public Works
Will Williams, Operations Director, Department of Public Works
Ezra Thomas, Facility Manager

TITLE: ANNUAL PLUMBING SERVICES FOR CITY BUILIDINGS BID NO.: SC-0292-23 OPEN DATE: February 22, 2023 @ 2 P.M. ANALYST: JACLYN STAMOS No. Invited: (27) No. Received (2) No Bids: ( ) Recorded By: MELISSA PEIRCE Announcer: Renata Barnett				TURNER PLUMBING		THE KEATON GROUP, INC DBA BALWIN'S QUALITY PLUMBING	
ITEM	DESCRIPTION	EST. QTY	UNIT	MONTHLY PRICE PER STATION	TOTAL	MONTHLY PRICE PER STATION	TOTAL
1	PLUMBER - REGULAR	1,000.00	HR		$ -		$ -
2	HELPING - REGULAR	500.00	HR		$ -		$ -
3	PLUMBER- OVERTIME	100.00	HR		$ -		$ -
4	HELPER- OVERTIME	50.00	HR		$ -		$ -
5	OH&P PERCENTAGE TO APPLY TO MATERIALS AND SUBCONTRACTORS	50,000.00	%				
			GRAND TOTAL	$ -		$ -	
			BID FORM:	Y		Y	
			BID PROPSAL	Y		Y	
			CONFLICT OF INTEREST:	Y		y	
			PROVIDED INSURANACE:	N		N	
			PROVIDED LINCENSES:	Y		Y	
			JSEB COMPANY:	n/a		Y ON WEBSITE BUT NEED TO VERIFY WITH JSEB	
			ADDENDUMS (3) :	INCLUDED ONLY 2		Y	
			NOTES	ADDED EQUIPEMENT FEES IN WRITING UNDER THE BID PROPOSAL		n/a	

TERMS AND CONDITIONS

ANNUAL PLUMBING SERVICES FOR CITY BUILDINGS

1. SCOPE

The City of Jacksonville's **Public Works Department/Public Buildings 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 **Annual Plumbing Services for City Buildings** as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s). 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.

3. TERM OF AGREEMENT

The term of this agreement will be one (1) year from date of award with three (3) 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. CONTRACTORS SPECIAL QUALIFICATION REQUIREMENTS

A. The bidding contractor must show a minimum 5 years as a State of Florida Licensed Plumbing Contractor and must be in good standing with the State of Florida Contractor Licensing Board. Must provide proof with the submitted bid docs.
B. The bidding contractor must maintain a minimum 6 plumbers on stall full time with a minimum 2 Journeyman qualified plumbers on staff full time. Must provide proof of Journeyman Qualifications with the submitted bid docs.
C. The bidding contractor must have a minimum 4 fully equipped service vehicles containing the following tools and equipment used in Commercial Plumbing Contracting Service and Installation. Public Buildings will verify prior to award of the low bidder that the required inventory and qualifications are met, also will be verified throughout the term of the award and the renewal time.

MINIMUM TOOL INVENTORY REQUIRED FOR EACH SERVICE VEHICLE

1. PPE
2. Full Set of Plumbers Lock Out Tag Out Kit
3. Full Set of Electrical Lock Out Tag Out
4. Full set of Pipe Wrenches
5. Basin Wrench
6. Full Set of Flat and Phillips Head Screw Drivers
7. Volt Meter/Non-Contact Voltage Tester
8. Full Set of Allen Wrenches Metric and Standards
9. Full Set of Channel Locks
10. Wire Cutters
11. Easy Outs
12. Full Set of Adjustable Wrenches
13. Security Bits
14. Hack Saw
15. PVC Cutters
16. 1 Set Mini Cutter
17. 1 Set Large Copper Cutters
18. #15 Cutter
19. 24" Breaker Bar
22. Full Set of Socket's 3/8" and ½" Drive Deep Well and Standard Up to 2 ¼"
23. Full Set of Wrench's up to 2 ¼"
24. Full Set of Levels
25. Element Wrench
26. Shop Vac
27. Painter's Tool/Scraping Tool
28. 30', 50', and 100' Tape Measures
29. Map Gas Torch
30. Full Set of Pliers
31. Sheetrock Knife
32. Razor Knife
33. Large Pump Pliers
34. Sewer Camera 50' min.
35. Ridgid K-45 Hand Machine-.25 inch Cable
36. Ridgid K-50 Sewer Machine
37. Ridgid K-60 Sewer Machine
38. Jetter Machine

20. 20. Full Set of Cordless Power Tools
21. Chipping Hammer/Hammer Drill
39. Jet Rod Machine for 2" through 8" SS Pipe

EQUIPMENT REQUIRED BEING AVAILABLE AT ALL TIMES TO THE CONTRACTORS EMPLOYEES BY EITHER THE CONTRACTORS OWNERSHIP OR RENTAL CAPABILITY.

1. Mini Excavator
2. Jackhammer
3. Concrete Cutting Tool
4. Two Story Extension Ladder
5. A-Frame Ladder up to 18'
6. Chain Hoist with Portable Adjustable A frame

5. PRE-BID CONFERENCE

Mandatory – February 2, 2023 at 10:00 am

Location: Ed Ball Building, 214 N. Hogan Street, Suite 801, Jacksonville, FL 32202

6. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

7. 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).

8. 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 as needed basis.

9. DELIVERY

All materials delivered are required to have the packing list which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

10. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

11. PRICES

All unit prices shall include **freight, delivery, tear down, and all labor charges** to the delivery location when needed.

12. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

13. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

14. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: PBInvoicing@COJ.NET and mailed to City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

16. BUSINESS LICENSES

Each supplier shall provide current proof of all business licenses required by local, state and federal law as applicable include a copy in bid package.

SPECIFICATIONS

ANNUAL PLUMBING SERVICES FOR CITY BUILDINGS

DESCRIPTION OF WORK

The City of Jacksonville is accepting bids from qualified experienced plumbing Contractors for Plumbing Installation, Maintenance, and Repair Services at all City of Jacksonville owned or leased facility.

LOCATION

All City owned or leased facilities at the request of the Public Buildings.

All questions regarding this bid shall be made in writing via e-mail to Jaclyn Stamos – City of Jacksonville Procurement Analyst, jstamos@coj.net. No interpretation of the meaning of any part of this bid, nor corrections of any apparent ambiguity, inconsistency, or error herein, will be made to any bidder orally. All requests for written interpretation or correction must be in writing. Additional information or clarifications should be submitted in writing. All such interpretations and supplemental instructions will be in the form of written Addenda to the bid documents, which if issued will be e-mailed to all known prospective Bidders.

GENERAL

SCOPE OF WORK

A. The term of this agreement is for 12 months from the date of award, with three (3) one (1) year renewal options available. The City shall not incur any liability should it choose not to renew the agreement.

B. The work of this solicitation shall consist of plumbing installation, maintenance, and repair services on an as requested basis or mandatory response emergency call out from the City of Jacksonville's Public Building Division.

SCHEDULING OF OPERATIONS

Contractor acknowledges that buildings and parks will be occupied in most situations. Prior to the beginning of work, the authorized representative of the facility and the Contractor shall prepare a work schedule to be followed as closely as possible.

As deemed necessary due to the nature of the contract work and related emergencies, the Contractor must be available 24 hours per day, 7 days per week, 365 days per year. No additional charges or increased rates will occur for services that occur on holidays.

Contractor must upon arrival to the facility requiring work and before departure from that facility log in and out with the Public Buildings Division Building Supervisor or the Public Buildings Division on call Plumber or the Facility's Security. Mandatory compliance is required for every service request and or callout and must be completed before any work phase starts and after each work phase is completed. The Contractor and their employees must obtain a start/stop date and time notation and signature from the notating staff member on the Contractors documentation. This documentation is to be included with each invoice submitted for payment.

REQUIREMENTS OF REGULATORY AGENCIES

Perform all work in accordance with applicable codes. Complete all required inspections. The work shall be completed by licensed and experienced persons skilled in the trade and in accordance with the best practices of the trade. Give all necessary notices; obtain all State and Municipal permits, pay all fees necessary in connection with the project including all sales and use taxes as applicable and are called for by

the regulations of such authorities.

GUARANTEE

The contractor shall guarantee that the materials and workmanship of the work by him under this specification are first-class quality by industry standards and code compliant in every respect, and that he will make good any defects not due to ordinary wear and tear or improper use or care, which may develop within one year from date of final payment.

CITY'S RIGHT TO TERMINATE FOR CONVENIENCE

City reserves the right to terminate the Contract for any reason by giving 30 days' written notice to Contractor. If the Contract is terminated for convenience, City will be relieved of all further obligations other than payment for that number of approved services actually performed to the date of termination. Access to all work papers will be provided to City after the termination of the Contract.

OUTLINE OF SERVICES

REGULAR REQUEST

The contractor shall respond to the facility for routine service requests within (2) business days of being called by the City. This work can proceed without approval of a quotation up to $500. Services requested over $500 will require an estimate be submitted and approval from the City prior to commencing the work.

EMERGENCY REQUESTS

The contractor shall respond to the facility for emergency service requests within (2) hours of being contacted by the City. Emergency services shall include corrective repair of any problem required to restore the facility and/or ground to an operational, secure and safe condition. This work will commence with verbal authorization from the requesting agency and prior to having an approved and signed estimate. Once the emergency scope of work is completed a follow up cost estimate will be submitted within **(14) Fourteen Business Days** for approval before completing any further non-emergency scope of work and invoicing for any completed work.

PLUMBING INSTALLATION, MAINTENANCE, AND REPAIR SERVICE SHALL INCLUDE BUT IS NOT LIMITED TO:

- Removing stoppages
- Installing new plumbing fixtures and equipment
- Repairing existing plumbing fixtures and equipment
- Water Heater repairs, maintenance, and installation
- Jetting of sewer lines
- Leak detection and repairs
- Video Camera inspections of water and sewer lines
- Backflow prevention equipment repairs (Fire and Domenstic)
- Sewage Grinder repairs and replacement
- Grease Trap repairs and replacements
- Lift Station repairs

2.5 PRICE

A. This contract is a not to exceed time and materials-based contract guided by the rates and pricing structure identified in the signed contract award.
B. Requested project estimates shall be prepared for the total labor and materials required to complete the project.
C. The City reserves the right to request estimates for projects over $2,500 from this successful Contractor or any other Contractor.
D. Rates and pricing structure identified in the signed contract award shall be in effect as of the contract start date and remain fixed for 12 months after the contract date unless terminated, cancelled or extended by the contract's renewal.
E. Markup percentage on materials, supplies, and sub-contractors used for contract work shall not exceed the contract's approved markup percentage for overhead and profit (OH & P).
F. Completed projects shall be invoiced at the rates and pricing structure identified in the signed contract award

All invoices shall include, at a minimum, the following information:

- **Current Open/Standard Purchase Order Number or RPA Number**
- **The Facility Manager or imitating City of Jacksonville staff members contact information (name)**
- **The signed time and date notation document for all work completed**
- **Detailed description of work performed**
- **Hourly rates and total man hours worked and invoiced**
- **Detailed list of materials supplied and installed to include receipts supporting invoiced costs as requested.**
- **Show markup percentage on all applicable totals invoiced.**

EXECUTION

INSTALLATION

A. Contractor is responsible for familiarizing themselves with existing field conditions prior to submitting their estimates. All labor, materials and any additional charges necessary to complete the service request and installation shall be included in the Contractor's cost estimate.

B. Installation to proceed as specified per the manufacturer's published installation instructions and to industry best standards.

C. At a minimum, only qualified/licensed personnel will be permitted to service city facilities.

D. If required the installer shall be certified by the manufacturer to insure warrantable installation when applicable.

E. Contractor shall ensure that they have the necessary resources for the successful completion of all work.

F. Contractor's equipment and tools must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the contractor's ability to provide the work agreed to.

G. All work performed shall be subject to inspection and shall meet the approval of the City. If the work is not approved the City shall have the right to reject the completed work or to require remedial corrections made.

H. Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the contractor from responsibility for the work provided not in accordance with the contract.

I. The City will not be deemed to have accepted the work by virtue of a partial or full payment.

J. The City shall be the final judge of all work completed and the City's decisions on all questions in dispute will be final.

K. The City may have its own work forces and other contractors on the site while the work of this agreement is under way. The City shall coordinate the work of all contractors on the site and require their cooperation and coordination with each other.

L. If the Contractor is unable to provide the services within the time frame required, or is unavailable, the City reserves the right to contact another Contractor to perform the Service(s).

M. Contractor shall ensure that all repairs and/or replacement materials shall take into account the City's obligation for sustainability.

N. All repairs and/or replacement materials shall be of the same or higher standard in terms of Consumption to achieve significant and sustainable savings in use and cost.

O. The Contractor is also expected to identify any improvement opportunities during the course of maintenance or repair services within City facilities for installation of products and equipment that would reduce consumption, or other forms of environmental benefits.

WORKSITE PROCEDURES

a. The Contractor will be required to report to City staff upon arrival before starting any work, and prior to departure from the facility. An identity badge, parking pass and or keys for equipment roof access may be required from staff.

b. Contractor's qualified personnel required to work at the Police Memorial Building, Pre Trial Detention Facility, CTC, and any other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this agreement.

c. The Contractor must have on call, at least one security cleared employee for after-hours callouts to the Police Memorial Building, Pre Trial Detention Facility, CTC, or other security designated sites. Any employees denied security clearance shall be restricted from entering the designated City Facilities, and the Contractor shall provide an employee who has obtained a security clearance.

d. Any costs for obtaining security clearance will be the responsibility of the Contractor.

e. The Contractor shall utilize safety procedures and methods during service/repair operations.

f. Contractor must inform Public Buildings immediately if any safety hazard is discovered or work injury accident occurs.

g. The Contractor must ensure that all staff are wearing clearly visible identification badges (company name/first name) when working on a City facility.

PROTECTION

The Contractor shall use due care so that no persons are injured, or no property is damaged in providing the work. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the work or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible immediately at no charge to the City and to the satisfaction of the City.

CLEANING

At the end of each work day and at the conclusion of work the Contractor shall clean up all debris, promptly remove any equipment or materials, and leave the site of the work in a clean and tidy condition.

PERFORMANCE GUARANTEE

The Contractor shall assume full responsibility to provide an operational and correctly functioning lift station upon completion of work.

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: 15 MARCH 2023

Via Email: rhonda@baldwinsplumbing.com

Bidder's Name: The Kenton Group, Inc dba Baldwin Plumbing

Contact Name: Rhonda Johnson

Bid No: SC-0292-23

Title: ANNUAL PLUMBING SERVICES FOR CITY BUILDIGNS

Date Opened: 22 FEBRUARY 2023

REASON FOR RECOMMENDED BID REJECTION:.

City has the right to reject all bids. Bid specifications will be revised and rebid at a later date.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, 23 March 2023 at 1:00 p.m.

Purchasing Analyst's Signature:

Jaclyn L. Stamos, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Stamos, Jaclyn

From: Stamos, Jaclyn
Sent: Tuesday, March 21, 2023 10:58 AM
To: rhonda@baldwinsplumbing.com
Subject: SC-0292-23 Annual Plumbing Services For City Buildings
Attachments: baldwin.pdf

Good morning,
Thank you for your bid proposal submission for the bid above. Please find the Bid Rejection Notification, see attachment for more details.

V/R
Jaclyn Stamos
Purchasing Analyist
City of Jacksonville
214 Hogan Street
Jacksonville, FL 32202
(o) (904) 255-8844
(f) (904) 255-8837
jstamos@coj.net

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: COJ.net - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 21, 2023 10:54 AM
To: Stamos, Jaclyn <JStamos@coj.net>
Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Multifunction Printer Name: P0697

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: 15 MARCH 2023

Via Email: jim@turnerplumbingco.com

Bidder's Name: Turner Plumbing

Contact Name: Jim Smith

Bid No: SC-0292-23

Title: ANNUAL PLUMBING SERVICES FOR CITY BUILDIGNS

Date Opened: 22 FEBRUARY 2023

REASON FOR RECOMMENDED BID REJECTION:.

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Purchasing Analyst's Signature: _____

Jaclyn L. Stamos, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Stamos, Jaclyn

From: Stamos, Jaclyn
Sent: Tuesday, March 21, 2023 10:59 AM
To: Jim Smith
Subject: SC-0292-23 Annual Plumbing Services For City Buildings
Attachments: turner.pdf

Good morning,
Thank you for your bid proposal submission for the bid above. Please find the Bid Rejection Notification, see attachment for more details.

V/R
Jaclyn Stamos
Purchasing Analyist
City of Jacksonville
214 Hogan Street
Jacksonville, FL 32202
(o) (904) 255-8844
(f) (904) 255-8837
jstamos@coj.net

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Sent: Tuesday, March 21, 2023 10:55 AM
To: Stamos, Jaclyn <JStamos@coj.net>
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Multifunction Printer Location: Ed Ball 8th Floor
Multifunction Printer Name: P0697