SUBJECT: CECIL COMPLEX–FACILITY MAINTENANCE

BID #: SC-0442-21 **OPEN DATE: 2021-09-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

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 of award to the lowest responsive, responsible bidder Fusco Management Company, LLC in the amount of $225,000.00 for CECIL COMPLEX–FACILITY MAINTENANCE. Period of service will be one (1) year from the date of award.

Funding to be encumbered by account 11308.166104.534100.000000.00000000.00000.0000000, to be executed by individual purchase order(s).

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

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief, Recreation and Community Programming Division

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(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 _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

October 11, 2021

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief KAM
Recreation & Community Programming Division

RE: **SC-0442-21 Cecil Complex- Facility Maintenance**

In response to the bid solicitations for the Facility Maintenance at Cecil Complex, the Procurement Division received two (2) bids and forwarded the results to the Parks, Recreation and Community Services Department to review for a recommendation of award.

After reviewing the two (2) bids as documented on their attached Bid Proposal Forms, Parks, Recreation and Community Services respectfully recommends to award to the lowest responsible, responsive bidder, Fusco Management Company, LLC.

The annual estimated expenditure is not to exceed $225,000.00

The funding source will be RPCM1DACF 03410 11308.166104.534100.000000.00000000.00000

Your assistance in concurring with this recommendation for the respective recommendation would be appreciated. If you have questions or need additional information regarding this request, please contact Amy Honey at 255-7909.

Attachment: Bid Tabulation Sheet

KM/ah

BID TABULATION SHEET

TITLE: CECIL COMPLEX – FACILITY MAINTENANCE

BID NO.: SC-0442-21

OPEN DATE: September 29, 2020

ANALYST: RUBEN OLA

No. Invited: (27) No. Received (2) No Bids: (0)

Bid Recorder: M. Pierce, Announcer: C. Spitler

ITEM	DESCRIPTION	QUANTITY	FUSCO MANAGEMENT COMPANY, LLC		ABOUT SERVICE, LLC							
			PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	CECIL COMPLEX – FACILITY MAINTENANCE	12 MONTHS	$ 18,750.00	$ 225,000.00	$ 20,107.75	$ 241,293.00						
		GRAND TOTAL:		$225,000.00		$241,293.00						
		TERMS:										
		DELIVERY (Business Days):			1 DAY							
		CONFLICT OF INTEREST:	✓		✓							
		ADDENDUM(1):	✓		✓							
		NOTES:										

TERMS AND CONDITIONS

CECIL COMPLEX – FACILITY MAINTENANCE

1. SCOPE

The Parks, Recreation and Community Services Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for **CECIL COMPLEX – FACILITY MAINTENANCE** as listed in the bid documents.

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. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is one 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. REQUIREMENTS

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

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

A non-mandatory Pre-Bid conference will be held via Zoom on Sept. 17, 2021 at 10:30 A.M.,
Join Zoom Meeting
https://us02web.zoom.us/j/86026281778?pwd=SVJjMU5odEVLWmU0QzdKZ0V2SExmUT09
Meeting ID: 860 2628 1778
Passcode: 286866
One tap mobile
+16465588656,,86026281778# US (New York) 13017158592,,86026281778# US
+(Washington DC)

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.

SPECIFICATIONS

A. BACKGROUND/PROPERTY & FACILITY DESCRIPTION:

The history of Cecil Field dates to the early years of World War II, when new military based were built across the United States to fight a two-front war. Cecil Field was decommissioned in September 1999. More that 2,000 acres on the northern end were reserved for recreation use, with 832 acres designated for active recreational use. Park amenities include playscapes, grills, a community and aquatics center, a gymnasium, picnic shelters, restrooms, youth and adult softball fields, multi-use fields and tennis courts.

FACILITY DESCRIPTIONS
Recreation Center/Community Center (13611 Normandy Blvd) is a 37,000 square foot facility that houses 2 classrooms, 4 offices, storage, a kitchen and multipurpose meeting room, 602,000 gallon Olympic size pool, a 42,750 gallon general use pool, [4] Softball fields and parking area.

Cecil Gym & Fitness Center (13531 Lake Newman Drive) houses [3] racquetball courts, [1] regulation wood floor basketball court, 15,000 sq foot weight room, [2] locker rooms, 2 saunas (men's' and women's'), and 6 tennis courts (located two blocks from the Gym).

Lake Fretwell Park (13,725 Lake Fretwell St) consists of [1] set of restrooms, [3] pavilions, volleyball court, playground, [2] adult softball fields, [3] horseshoe pits and surrounding area.

New World Park (Off of New World Road) consists of [1] set of restrooms, [2] pavilions, and a multi-use field.

B. SCOPE OF WORK

Contractor to provide all facility inspection and routine maintenance services for the CECIL COMPLEX as listed in the bid documents.

1. Perform monthly inspection of each of the [4] facilities and structures to ensure all areas are structurally sound, safe and present a pleasing appearance for employees and patrons.
2. Submit monthly inspection report to contract administrator.
3. Lighting shall be inspected weekly and all lights that need replaced should be replaced as detected.
4. Electrical Panels shall be inspected quarterly and noted on inspection report.
5. Fire Suppression and Alarm Systems - maintain, test and certify all fire systems as per NFPA Regulations.
6. Softball Complex Elevator – shall be inspected quarterly, maintained tested and certified as per current local and State of Florida code requirements.
7. Gymnasium Boilers – to be cleaned, pressure tested and certified as per current local and State of Florida code requirements.
8. Diesel Fire Pump – Pump located at Aquatic Center will be tested, lubricated and maintained to ensure proper operation.
9. Plumbing Systems: Shower valves and heads, lavatory faucets and drains, toiler bowls and flush valves shall be inspected weekly and maintained in good operational condition.

10. Attend to ongoing immediate maintenance issues at each of the facilities and make all repairs as needed on routine maintenance items, including but not limited to, plumbing, minor electrical and lighting replacement.
11. HVAC – Report observed issues to contract manager. Service to be performed by City of Jacksonville or others.
12. Roofing – Report observed issued to contract manager. Service to be performed by City of Jacksonville or others.
13. Payment requests for reimbursement for reasonable expenses due to replacement of equipment other than routine maintenance of lighting, plumbing or other items as listed and exceeding the monthly compensation, shall be paid by City to selected contractor. Contractor shall itemize items and submit to City\Parks Contract Manager for review/approval. Must receive permission prior to proceeding. No disbursement shall be made until the repairs have occurred.
14. All repairs over $2,500 shall be reported to contract manager and are subject to bidding under City of Jacksonville procurement rules.