SUBJECT: CECIL COMPLEX–JANITORIAL SERVICES

BID #: JSC-0443-21 **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: 54 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder About Service, LLC in the amount of $219,903.00 for CECIL COMPLEX–JANITORIAL SERVICES. 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 _____

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

ONE CITY. ONE JACKSONVILLE.

October 11, 2021

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief
Recreation & Community Programming Division

RE: **JSC-0443-21 Cecil Complex Janitorial Services**

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, About Services, LLC.

Parks, Recreation and Community Services respectfully recommends approval to select About Service, LLC for one (1) year with three (3), one (1) year renewal option.

The annual estimated expenditure is not to exceed $219,903.00

The funding source will be RPCM1DACF03410 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 – JANITORIAL SERVICES

BID NO.: JSC-0443-21

OPEN DATE: September 29, 2020

ANALYST: RUBEN OLA

No. Invited: (54) No. Received (2) No Bids: (0)

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

ITEM	DESCRIPTION	QUANTITY	WATAKE INC. PRICE EACH	WATAKE INC. EXT. PRICE	ABOUT SERVICE, LLC PRICE EACH	ABOUT SERVICE, LLC EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	CECIL COMPLEX – JANITORIAL SERVICES	12 MONTHS	$ 33,973.36	$ 407,680.32	$ 18,325.25	$ 219,903.00						
		GRAND TOTAL:		$407,680.32		$219,903.00						
		TERMS:										
		DELIVERY (Business Days):			1 DAY							
		CONFLICT OF INTEREST:	✓		✓							
		ADDENDUM(1):	✓		✓							
		NOTES:										

TERMS AND CONDITIONS

CECIL COMPLEX – JANITORIAL SERVICES

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 – JANITORIAL SERVICES** 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 11:00 A.M.,
Join Zoom Meeting
https://us02web.zoom.us/j/83301721381?pwd=TTBBZXFLSUphanFETHFhdjdXbzFzdz09
Meeting ID: 833 0172 1381
Passcode: 376994
One tap mobile
+16465588656,,83301721381# US (New York) 13017158592,,83301721381# 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 Janitorial Services for CECIL COMPLEX as listed in the bid documents.

Recreation Center/Community Center (13611 Normandy Blvd)

1. Perform daily restrooms cleaning to include sanitizing toilets, sinks, and water fountains, cleaning stall walls, doors and partitions, keeping the restrooms and doorways free of cobwebs.
2. Provide daily dusting, vacuuming of all floors and daily window cleaning.
3. Stock all supplies in restrooms (hand soap, toilet paper, paper towels), and all cleaning materials necessary to perform job.
4. Provide daily trash removal of all restrooms and offices.
5. Perform yearly waxing of all VCT, and regular maintenance using floor machine to keep floors maintained with a good shine. Provide all supplies and chemicals to perform this function.
6. Provide dumpster service, to be dumped twice per week.
7. Keep lawn and grounds free of debris and litter at all times.

Cecil Gym & Fitness Center

1. Perform daily restrooms cleaning to include sanitizing toilets, sinks, and water fountains, cleaning stall walls, doors and partitions, keeping the restrooms and doorways free of cobwebs,
2. Provide daily dusting, vacuuming of all floors and daily window cleaning.

3. Perform yearly waxing of all VCT, and regular maintenance using floor machine to keep floors maintained with a good shine. Provide all supplies and chemicals to perform this function.
4. Perform daily dust-mopping and damp-mopping of basketball and racquetball court floors.
5. Stock all supplies in restrooms (hand soap, toilet paper, paper towels), and all cleaning materials necessary to perform job.
6. Provide daily trash removal of all restrooms and offices.
7. Provide dumpster service, to be dumped twice per week.
8. Keep lawn and grounds free of debris and litter at all times.

Lake Fretwell Park

1. Perform restrooms cleaning on M, W, F, Sundays, to include sanitizing toilets, sinks, and water fountains, cleaning stall walls, doors and partitions, keeping the restrooms and doorways free of cobwebs. Stocking of toilet paper, hand soap and paper towels.
2. Cleaning of pavilions and amenities (picnic tables, grills)
3. Bi-annual pressure washing of restrooms and pavilion pads.

New World Park

1. Perform restrooms cleaning on M, W, F, Sundays, to include sanitizing toilets, sinks, and water fountains, cleaning stall walls, doors and partitions, keeping the restrooms and doorways free of cobwebs. Stocking of toilet paper, hand soap and paper towels.
2. Cleaning of pavilions and amenities (picnic tables, grills)
3. Bi-annual pressure washing of restrooms and pavilion pads.