10

SUBJECT: RENTAL OF MOBILE OFFICE TRAILERS/MODULAR UNITS

BID #: SC-0431-23 **OPEN DATE: 2023-09-06**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2024, WITH FOUR (4) 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: 18 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder, Williams Scotsman, Inc. in the amount of $222,074.40 for Rental of Mobile Office Trailers/Modular Units. Period of service will be from the date of award through September 30, 2024, with four (4) one (1) year renewal options.

Funding Sources: 00113.133101.549040.000000.Multiple Activities.00000.0000000
00113.133101.544020.000000.Multiple Activities.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by Purchase Order

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

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

---

(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 T. Joseph, Director

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

September 14, 2023

To: Dustin Freeman, Chief
Procurement Division

Thru: Daryl T. Joseph, Director
Parks, Recreation & Community Services

From: Alex Alston, Acting Chief
Sports & Entertainment Division

Subject: SC-0431-23 Rental of Mobile Office Trailers/Modular Units Recommendation

The Parks, Recreation and Community Service Department; Sports and Entertainment Division respectfully requests the Procurement Division proceed with awarding Williams Scotsman, Inc. as the lowest responsible bidder for SC-0431-23 Rental of Mobile Office Trailers/Modular Units . Award service period will be from the date of the award through September 30, 2024 with four (4), one (1) year renewal options available.

The annual estimated expenses for this award is not expected to exceed $222,074.40 and shall be procured with Purchase Orders released from the assigned Contract Purchase Order Agreement.

Funding Source: 00113.133101.549040.000000.Multiple Activities.00000.0000000
00113.133101.544020.000000.Multiple Activities.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

JMK

Attachments: Bid Tabulations

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Jennifer Malice Kelly, Sports & Entertainment Division

BID TABULATION SHEET

TITLE:	RENTAL OF MOBILE OFFICE TRAILERS/MODULAR UNITS
BID NO.:	SC-0431-23
OPEN DATE:	September 6, 2023
PURCHASING ANALYST:	RUBEN OLA

BID ANNOUNCER: P.MITCHELL, BID RECORDER: M. PIERCE

No. Invited: (18) No. Received (1) No Bids: (1)

ITEM	DESCRIPTION	QUANTITY	WILLIAMS SCOTSMAN, INC. UNIT PRICE	WILLIAMS SCOTSMAN, INC. EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	Mobile Office Trailer #1, including delivery, setup and labor	3 EA	$ 12,870.58	$ 38,611.74								
2	Mobile Office Trailer #2, including delivery, setup and labor	9 EA	$ 12,377.40	$ 111,396.60								
3	Modular Flex Unit #1, including delivery, setup and labor	4 EA	$ 9,139.63	$ 36,558.52								
4	Modular Flex Unit #2, including delivery, setup and labor	2 EA	$ 17,753.77	$ 35,507.54								
		GRAND TOTAL:	$	222,074.40								
		TERMS:										
		DELIVERY (Business Days):										
		CONFLICT OF INTEREST:	✓									
		ADDENDUM(S)( )										
		NOTES:										

TERMS AND CONDITIONS

RENTAL OF MOBILE OFFICE TRAILERS/MODULAR UNITS

1. SCOPE

The City of Jacksonville, Parks, Recreation and Community Services Department, Division of Sports and Entertainment is currently accepting bids to obtain source(s) of supply for the items 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 to purchase RENTAL OF MOBILE OFFICE TRAILERS/MODULAR UNITS, 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 will be from date of award through September 30, 2024, 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 conditions 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. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

None

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 add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Parks, Recreation and Community Services, Division of Sports and Entertainment (Chief of Sports & Entertainment). A packing list shall accompany all shipments, 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.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (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.

10. PRICES

All unit prices shall include delivery/pickup/shipping, equipment, and accessories required to successfully execute this service.

11. 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.

12. 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.

13. 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

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.

SPECIFICATIONS

RENTAL OF MOBILE OFFICE TRAILERS/MODULAR UNITS

A. **SCOPE OF WORK**: To provide Rental of Mobile Office Trailers/Modular Units for the City of Jacksonville Special Events including but not limited to, Florida-Georgia Football Game, Veterans Day Parade, Sea & Sky Air Show, Jacksonville Light Boat Parade, World of Nations Celebration, Jax River Jams, and the Jacksonville Jazz Festival. City will notify Supplier within thirty (30) days of events when services will be needed.

Supplier should designate a project manager for each event. The City's designated representative shall correspond with the project manager on each event's needs and expectations. The supplier must be able to deliver the required equipment according to site map supplied by Sports and Entertainment Division. Supplier must coordinate with Special Events representative for site delivery locations, set up and removal of equipment according to event timeline. Setup and removal of equipment may be during weekends, non-business hours and holidays.

Within thirty (30) days of the event, at a mutually agreeable time between the City and Supplier, a logistical meeting is to take place. During this meeting, often a walk-through, the City will provide the event layouts, tentative delivery schedule and logistical details. At this time, Supplier should provide the City with the point-person representing the Supplier at set-up and tear-down of equipment.

When all equipment has been installed by the Supplier, a final walk-through meeting must be conducted onsite between the Supplier and City event staff. This meeting will confirm all services are complete and meet the quality standards as outlined in this bid document. If it is determined in the final walk-through that further work is required, Supplier is to remain onsite to complete the tasks accordingly and shall notify the City event staff once completed.

B. OTHER REQUIREMENTS:

1. Supplier shall have the capacity to send current high-resolution images (minimum 300 dpi) of units to City. Photos must be original digital files, not scans of photos.
2. Supplier shall provide all adequate staffing to complete the job as outlined in this bid.
3. Supplier staffing shall be professional, speak fluent English, and in easily identifiable uniforms. Staff may not consume tobacco or alcohol while working at event.
4. Drivers must possess an appropriate, valid U.S. motor vehicle operator's license and be adequately trained to transport units.
5. Supplier must include as an attachment a full proposal for this project. At minimum, include the following in your proposal response:
    A. Technical specifications that will be included with each unit, such as:
        i. Heating/Cooling
        ii. Exterior Finish
        iii. Interior Finish
        iv. Windows/Doors
        v. Electrical Outlets
        vi. Lighting

vii. Bathrooms
viii. Stairs and ADA ramps

B. Floor plans for each proposed unit with scale measurements included.
C. Photos of each proposed mobile trailer/modular unit (minimum of 3 photos per unit)
   a. One photo of front of trailer
   b. One photo of left or right side of trailer
   c. One photo of inside of trailer

C. EQUIPMENT QUALITY AND SPECIFICATIONS

All trailer units must be fully functional and have a clean and professional appearance. The following terms are specific details that outline the minimum quality requirements of all trailer units:

1. All Units must be of high-quality to meet the needs of the event. Broken panels, doors, and windows, bent frames and panels, stains, rips or other signs of disrepair will not be permitted.
2. All Units must be modern in style. Dark panel walls, floors, doors and ceilings are not acceptable.
3. All Units Must include breaker panels and lights.
4. All Units Must include a central HVAC or thru-wall AC unit in all rooms.
5. Company logo may only be acceptable on one side of trailer unit. City reserves the right to cover or request to remove any company logos.

D. TRAILER SPECFICATIONS AND MODULAR UNIT SPECIFICATIONS

1. Mobile Office Trailer #1
   a. Must be 36'wide by 10' deep exactly. Cannot be larger or smaller than this exact size.
   b. Must include panel doors with standard locks or steel doors with dead bolt lock.
   c. Must include at least two (2) standard window on outside wall with no security bars.
   d. Must include restroom.
   e. Must have a minimum of 8' Ceiling height.
   f. Must have fluorescent ceiling lights.
   g. Must include a central HVAC or thru-wall AC unit.
   h. Must include steps and/or ramps to be attached to all doors. At least one of the doors must utilize a ramp to be ADA compliant.
   i. Must include breaker panels.
   j. Unit may not be of construction quality, must be of showroom or office quality.

2. Mobile Office Trailers #2
   a. Trailer Width: No less than 36' and no greater than 44' wide
   b. Trailer Depth: No less than 10' and no greater than 12' deep
   c. Must include panel doors with standard locks or steel doors with dead bolt lock.
   d. Must include at least two (2) standard windows on outside wall with no security bars.
   e. Must include restroom.
   f. Must have a minimum of 8' Ceiling height.
   g. Must have Fluorescent ceiling lights.
   h. Must include a central HVAC or thru-wall AC unit.
   i. Must include steps and/or ramps to be attached to all doors. At least one of the doors must utilize a ramp to be ADA compliant

j. Must include breaker panels.
k. Unit may not be of construction quality, must be of showroom or office quality.

3. Modular Flex Unit #1– Single Unit
    a. Single Story – 20' long x 8' wide FLEX modular unit
    b. Must include ability to be reconfigured and combined with other flex units
    c. Must include one (1) restroom. If flex units are combined, one restroom in a 2-unit configuration is acceptable.
    d. Must include a central HVAC or thru-wall AC unit.
    e. Must include steps and/or ramps to be attached to all doors. At least one of the doors must utilize a ramp to be ADA compliant
    f. Must include breaker panels.
    g. Must include up to 8 large format FLEX windows
    h. Must include at least two (2) standard windows on outside wall with no security bars.
    i. Unit may not be of construction quality, must be of showroom or office quality.

4. Modular Flex Unit #2 – Double Unit
    a. Single Story – must be able to be configured as 20' long x 16' wide OR 40' long x 8' wide FLEX modular unit
    b. Must include ability to be reconfigured and combined with other flex units
    c. Must include at least one (1) restroom.
    d. Must include a central HVAC or thru-wall AC unit.
    e. Must include steps and/or ramps to be attached to all doors as needed. At least one of the doors must utilize a ramp to be ADA compliant
    f. Must include breaker panels.
    g. Must include up to 8 large format FLEX windows
    h. Must include at least two (2) standard windows on outside wall with no security bars.
    i. Unit may not be of construction quality, must be of showroom or office quality.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK