13

SUBJECT: SEPTIC REPAIR, MAINTENANCE AND INSTALLATION

BID #: CS-0417-23 **OPEN DATE:** August 23, 2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THREE (3) YEARS FROM DATE OF AWARD, WITH ONE (1) ONE (1) YEAR RENEWAL OPTION

AGENCY: PUBLIC BUILDINGS

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

NUMBER OF BIDS INVITED: (31) **NUMBER RECEIVED**: (1) **OTHER**: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing addendum #1 from the proposal submitted by Riverview Pump, Well and Septic Tank Company, Inc. Recommend approval of award to Riverview Pump, Well and Septic Tank Company, Inc, as the lowest responsive, responsible bidder in the amount of $739,250.00. Period of service will be three (3) years from date of award with one (1) one (1) year renewal option.

Funding for this award is encumbered by various accounts and processed by Purchase Orders against the master blanket.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Signed Addendum, Terms and Conditions, Specifications

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo 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 _____

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
www.coj.net

ONE CITY. ONE JACKSONVILLE.

DATE: September 5, 2023

TO: Dustin L Freeman, Chief
Procurement Division

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

FROM: Roy Birbal, CFM, Chief of Public Buildings, Department of Public Works

SUBJECT: Recommendation to Award Bid #CS-0417-23
Riverview Pump, Well and Septic Tank Company, Inc.
Repair, and Installation Septic and Sewer Systems Maintenance

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In response to the solicitation for bids to provide Septic and Sewer Systems Maintenance, Repair, and Installation for the City of Jacksonville, the Procurement Division received one (1) response on August 23, 2023, and forwarded the result to the Public Buildings Division to review for a recommendation to award.

After reviewing the one (1) bid, the Public Buildings Division recommends approval of award to the lowest responsible bidder, Riverview Pump, Well and Septic Tank Company, Inc., in the maximum indebtedness amount of $739,250.00. This agreement will be encumbered by releases against a master blanket with individual purchase orders on an as needed basis dependent on the appropriate account for the building being serviced. (Please see Attachment A (Bid Tabulation Sheet for line-item cost.))

The service period will be from date of award through September 30, 2026, with one (1) one (1) year renewal options.

If you have any questions, please contact Ezra Thomas at 255-4353.

RB/ml

Attachments: Bid Tabulation

cc: Tammy Duggan, Public Works Contracts and Finance Manager

BID TABULATION SHEET

TITLE: SEPTIC AND SEWER SYSTEM INSTALLATION, MAINTENANCE AND REPAIR

BID NO. CS-0417-23

OPEN DATE: AUGUST 23, 2023 @ 2:00 PM

ANALYST: Corey Sidlo

RECORDED: Melissa Pierce ANNOUNCED: Michelle Spitler

No. Invited: (31) No. Received (1) No Bids: (0)

				RIVERVIEW PUMP WELL & SEPTIC, INC.							
ITEM	DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
1	SEPTIC TANK SYSTEM EVALUATION AND REPAIR PERMIT	EACH	15	$1,450.00	$21,750.00						
2	SEPTIC TANK LID REPLACEMENT	EACH	10	$3,000	$30,000.00						
3	(OH & P) PERCENTAGE TO APPLY TO MATERIALS AND SUBCONTRACTORS	%	50,000	50%	$75,000.00						
4	TECHNICIAN LABOR RATE	HOUR	2,500	$175.00	$437,500.00						
5	TECHNICIAN LABOR RATE-EMERGENCY	HOUR	500	$350.00	$175,000.00						
	TOTAL BID PRICE			$	739,250.00	$	-	$	-	$	-
	MANDATORY PRE-BID MEETING:			YES							
	CONFLICT OF INTEREST:			YES							
	SIGNED BID FORM:			YES							
	TERMS:			NOT STATED							
	DELIVERY:			NOT STATED							
	INSURANCE AFFADAVIT:			YES							
	ADDENDUMS ACKNOWLEDGED: (1)			NOT PROVIDED							

DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **ONE (1)**

BID NUMBER: **CS-0417-23**

PROJECT NAME: **SEPTIC AND SEWER SYSTEM INSTALLATION, MAINTENCE AND REPAIR**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, August 23, 2023**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is to notify that there is a new Analyst assigned to this solicitation, contact information is as follows:

Analyst – Corey Sidlo

Email: csidlo@coj.net

This bid will open on 8th floor of the Ed Ball Building, 214 N. Hogan Street, Room #825, Jacksonville, FL 32202

DATE: August 14, 2023 **Analyst: Corey Sidlo** CS

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Owner
Title

Riverview Pumpwell and Septic
Company

9/1/23
Date

TERMS AND CONDITIONS

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 **SEPTIC REPAIR, MAINTENANCE AND INSTALLATION** 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 three (3) years from date of award with one (1), one (1) year renewal option. 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. **PRE-BID CONFERENCE**
A mandatory pre-bid meeting has been scheduled for this bid.
Date: August 2, 2023 Via Teams
Meeting ID: 281 334 222 812 Passcode: QyjPUQ
Time: 10:00 a.m.

5. **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).

6. **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.

7. **DELIVERY**
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 price, and unit of measure.

8. **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, 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.

9. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

10. **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.

11. 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.

12. 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.

13. 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. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

14. 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.

15. 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.

SPECIFICATIONS FOR

SEPTIC AND SEWER SYSTEM INSTALLTION, MAINTENACE AND REPAIR

DESCRIPTION OF WORK

The City of Jacksonville is accepting bids from qualified and experienced Contractors for the following, including, but not limited to, septic tank, lift station, grease trap maintenance and emergency services at any City- owned or leased facility requiring these services.

Mandatory Pre-bid/Site Visit Meeting: via Microsoft Teams

Date: August 2, 2023

Time: 10:00 a.m.

Click here to join the meeting Meeting ID: 281 334 222 812 Passcode: QyjPUQ

Bid Opening Date:

Contractor is responsible for familiarizing themselves with existing field conditions and locations prior to submitting their bid.

All questions regarding the installation shall be made in writing via e-mail to Corey Sidlo at csidlo@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.

PART 1 – GENERAL

1.1 SCOPE OF WORK

A. The work shall consist of septic system repairs or replacement, lift station repairs, OSTDS annual operating permits, grease trap repairs as needed, and when requested, emergency response at the sole discretion of the Public Buildings Division.

B. If awarded, the term of the Contract shall be for three (3) years from the date on the Contract with one (1) year renewal options at the sole discretion of the City. The City shall not incur any liability should it choose not to exercise its exclusive option to renew the Contract.

C. Periodic maintenance as requested by the Public Buildings Division.

1.2 SCHEDULING OF OPERATIONS

A. 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.

B. 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.

1.3 REQUIREMENTS OF REGULATORY AGENCIES

A. Perform all work in accordance with applicable state and municipal codes, including FDEP, DOH, Jacksonville Environmental Protection Board's Rule 3 requirements, and JEA's Fats, Oils, and Grease Program. The work shall be completed by certified and experienced persons skilled in the trade and in accordance with the best practices of the trade.

B. Give all necessary notices, obtain all State and Municipal permits, pay all fees necessary in connection with the installation, including sales and use taxes as applicable, and make all tests as are called for by the regulations of such authorities.

C. The contractor performing the work must comply with Florida Administrative Code Chapter 64E-6 and be licensed as a Septic Tank Contractor or licensed as a Plumber. Any and all permits, approvals, applications licenses, or reporting required shall be the responsibility of the Contractor.

1.4 GUARANTEE

All work shall be made in a workmanlike manner, with all parts securely installed and secured according to accepted standards. Unless specified by the Public Buildings Division, all materials shall be new and free of defects and shall be installed using the manufacturer's latest standard design. All newly installed materials shall meet or exceed the quality and performance of the materials presently installed. The Contractor shall guarantee 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 acceptance of project. Equipment warranties, serial and model numbers shall be included with the invoices submitted for payment.

1.5 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 amount of approved services actually performed to the date of termination. Access to any and all work papers will be provided to City after the termination of the Contract.

1.6 WORK IN HARMONY

The Contractor shall work in harmony with any other forces the City decides to utilize for related work. The City is not required to utilize this Contract and may solicit or purchase services from others while this non-exclusive Contract is in place.

PART 2 – OUTLINE OF SERVICES

2.1 INSTALLATION, MAINTENANCE AND REPAIR SERVICES SHALL INCLUDE, BUT IS NOT LIMITED TO:

A. Repairs of lift stations and dosing tanks.

1. Obtaining access to each tank.
2. Replacing/closing lids and any ground cover disturbed from these services.
3. City Standards and material specifications shall be utilized for any cover/lid replacements.
4. Cleaning/jetting/pressure washing the tank and surrounding areas upon completion.
5. Using bacteria-killing lime on any spillage around the service area and immediately removingthe spillage.
6. Using deodorants around the service area to minimize or eliminate odors due to spillage.

7. Sewage over flow response including containment, control, recovery and cleanup.
8. Repair or replace control panels, pumps and floats, pipe lines and related components.

B. System Replacements
1. Replacing dosing tank, solids tank or grinder station
2. Replacing drain field
3. Acquiring engineering and permitting for installation if necessary
4. Pumping and proper disposal of contents.

C. System Abandonment and Sewer Tie-in or Connection.
1. Acquiring connection permits and if necessary engineering services.
2. Coordinating and verifying sewer connection points with utility provider.
3. Completing connection to City Sewer.
4. Abandoning tanks in compliance with Department of Health Standards including pumping and proper disposal of content.

2.2 REGULAR REQUESTS

The Contractor shall respond to the facility for routine service requests within two (2) business days of being called by the City or as scheduled. The City reserves the right to use additional contractors at its discretion.

2.3 EMERGENCY REQUESTS

A. The Contractor shall respond to the facility for emergency service requests within (2) hours of being called 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/or 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 at the Contractor's earliest available time for approval before completing any further non-emergency scope of work and invoicing for any completed work.

1. After hours requests are defined as emergency requests made between 7:00 pm and 6:59 am the following morning.

2. Weekend requests are defined as emergency requests made between 7:00 pm on Friday and 06:59 am Monday.

2.4 ADDITIONAL WORK/INDIVIDUAL PROJECT REQUESTS

Additional work or individual projects will require a separate release. The City has the right to bid any work over $4,500 and is not obligated to use the Contract.

2.5 PRICE

A. This shall be a labor and materials Contract guided by the rates and pricing structure identified in the Bid Proposal Form. The City reserves the right to request firm price quotations on work/individual projects from the successful Contractor or any other Contractor.

B. Rates shall be in effect as of the Contract start date, and remain constant for an initial Contract term and expire 12 months after the Contract date unless terminated, canceled, or extended.

C. Markup percentage on materials, supplies and sub-contractors used for contract work shall not exceed the contract's approved mark-up percentage for overhead and profit (OH & P).

D. The quantities used on the Bid Proposal Form are annual estimates.

E. Service calls & repairs shall be invoiced at the completion of each project, according to the rates submitted on Bid Proposal Form. Upon project completion, invoices must be submitted within 30 days. All invoices shall include, at a minimum, the following information:

1. Current open/standard purchase order number;
2. Facility name and address of where work was completed;
3. City Facility Manager who initiated work;
4. Contract rates and charges extended by service quantities;
5. Description of work performed;
6. Backup invoices for materials or equipment purchased and included, as requested by the City.
7. A one year warranty on parts and labor will be included on invoice for replacement parts or installation of new equipment, with model number, serial number and operating manuals.

PART 3 - EXECUTION

3.1 INSTALLATION

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

B. Equipment must be in good mechanical repair and not require excessive maintenance, repair or create excessive down time that jeopardizes the Contractor's ability to provide the work agreed to.

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

D. 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).

3.2 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 may be required from staff.

1. Once a project has been initiated and the cost is over $10,000, but less than $20,000, a weekly status report will be required. Report shall be submitted via email to Facility Manager.
2. Once a project has been initiated and the cost is over $20,000, a daily status report will be required. Report shall submitted via email to Facility Manager

B. The Contractor is responsible for installing temporary restrictions, barricades and signs during service/repair operations.

C. Contractor is required to schedule work with the local users and accommodate those who cannot allow shut down of their operations.

D. Contractor must inform Public Buildings immediately if any safety hazard is discovered.

E. Contractor has the responsibility of locating any underground utilities if present to ensure damage does not occur. If damage occurs, Contractor will repair the damage at its own expense.

3.3 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.

3.4 CLEANING

At the end of each work day and at the conclusion work, the Contractor shall clean up all debris, promptly remove any equipment or materials, and leave the site of work in a clean and tidy condition. Work site must be returned to original condition. This may include sod replacement, fence restoration, sanitation activities, sidewalk or driveway replacement or seeding.

CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **ONE (1)**

BID NUMBER: **CS-0417-23**

PROJECT NAME: SEPTIC AND SEWER SYSTEM INSTALLATION, MAINTENCE AND REPAIR

OPENING TIME AND DATE: 2:00 P.M., Wednesday, August 23, 2023

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Analyst – Corey Sidlo

Email: csidlo@coj.net

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DATE: August 14, 2023 **Analyst: Corey Sidlo** CS

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Owner
Title

Riverview Pumpwell and Septic
Company

9/1/23
Date