SUBJECT: PORT-O-LET RENTALS

BID #: SC-0430-17 **OPEN DATE: 2017-03-15**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM 4/15/17, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the second (2) renewal option with Floaters Portable Sanitation, Inc. (primary vendor) and BluSite Solutions of North Florida, Inc. (secondary vendor) for citywide port-o-let rentals. Period of service will be from April 15, 2019 through April 14, 2020, with one (1), one (1) year renewal option remaining. The requested expenditure for Floaters Portable Sanitation, Inc. in the amount of $100,000.00 and $20,000.00 for BluSite Solutions of North Florida, Inc., with the total annual expenditure not-to-exceed $120,000.00, for a revised award amount of $360,000.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Vendor Letters, Previous Awards

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dustin Freeman, Manager of Purchasing Services

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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

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

TO: Gregory Pease, Chief, Procurement Division

FROM: Dustin Freeman, Manager of Purchasing Services

DATE: February 20, 2019

SUBJECT: Recommendation to exercise second renewal option for SC-0430-17 Port-O-Let Rentals

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The Procurement Division is requesting approval to exercise the second (2) renewal option with Floaters Portable Sanitation, Inc. (primary vendor) and BluSite Solutions of North Florida, Inc. (secondary vendor) for citywide port-o-let rentals. Period of service will be from April 15, 2019 through April 14, 2020, with one (1), one (1) year renewal option remaining. The requested expenditure for this period in the amounts of $100,000.00 for Floaters Portable Sanitation, Inc., and $20,000.00 for BluSite Solutions of North Florida, Inc., for a total annual expenditure amount not-to-exceed $120,000.00. The total revised award expenditure not-to-exceed $360,000.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Thank you for your assistance in this matter.

/clf

FLOATERS
PORTABLE SANITATION
"You Float 'm - We Tote 'm"
(904) 751-2614

February 18, 2019

Ms. Chelsey Fleming,
Purchasing Analyst
Procurement Division
City of Jacksonville
117 W. Duval St. Ste 280
Jacksonville, FL. 32202

RE: Renewal SC-430-17 PORT-O-LET RENTALS

1. Floaters Portable Sanitation would like to exercise their Contract Renewal Option #2

2. The extension of this contract should take effect as of April 15, 2019 and shall remain in effect for one full year.

3. No change to contract pricing.

Contract Documents under Bid No. SC-430-17 and the Master Contract Agreement dated April 15, 2017.

Toni L Moon

Toni L Moon
CEO
Floaters Portable Sanitation Inc.

13075 Lanier Rd~Jacksonville~FL~32226
Portable Restrooms*A/C Restroom Trailers*Holding Tanks*ADA Handicap Units*Handwash Stations
www.FloatersNow.com
customerservice@FloatersNow.com

Fleming, Chelsey

From: Jean Casanave <jcasanave@Blusitesolutions.com>
Sent: Monday, February 4, 2019 2:35 PM
To: Fleming, Chelsey
Subject: RE: Renewal Notice - SC-0430-17 PORT-O-LET RENTALS

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I, Jean Casanave, would like to exercise the renewal option for the Portable Sanitation Bid that was effective April 15, 2017 for the year 2019-2020 with the same pricing and terms. Thank you.

Jean Casanave
Special Event Sales
Blu Site Solutions of the Southeast
NC, GA, FL
Mobile: (910) 750-1080 | VOIP 919-704-3007
jcasanave@blusitesolutions.com | www.blusitesolutions.com

From: Fleming, Chelsey <CFleming@coj.net>
Sent: Monday, February 4, 2019 2:14 PM
To: Jean Casanave <jcasanave@Blusitesolutions.com>
Subject: RE: Renewal Notice - SC-0430-17 PORT-O-LET RENTALS

I only need an email or memo stating that BluSite Solutions of North Florida, Inc. would like to exercise the renewal option agreeing to the same terms and conditions, and pricing.

Thanks,
Chelsey Fleming
Manager of Purchasing Svcs., Asst.
Procurement Division
City of Jacksonville
cfleming@coj.net

From: Jean Casanave <jcasanave@Blusitesolutions.com>
Sent: Monday, February 4, 2019 2:10 PM

TERMS AND CONDITIONS
PORT-O-LET RENTALS

SCOPE

The Procurement 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 **Rental of Port-O-Lets** as listed in the bid documents.

AWARD

Award will be **BY GROUP** 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.

The basis of award for this bid shall be a primary and secondary vendor, based on the total extended pricing per the estimated quantities listed herein. The secondary vendor will only be issued a purchase order if the primary is not able to meet the City requirements at time of the event.

TERM OF AGREEMENT

The term of this agreement is one year from April 15, 2017, 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.

REQUIREMENTS

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

- Bidders are required to submit a listing of full or partial inventory showing capability to meet the estimated quantities listed on the proposal form.

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).

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.

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.

PRICES

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

Prices shall include the item and all related parts and accessories for the operation of the equipment. All unit prices shall include freight, delivery, setup and pick-up to and from various destinations as a need is indicated. **The vendor must provide delivery within 24 hours of the City placing an order. Failure to comply with this requirement may result in rejection of bid.** The City of Jacksonville reserves the right to make use of this contract for other agencies and locations as requirements are identified.

DELIVERY

Delivery will be made to various locations throughout the City of Jacksonville and surrounding areas. The vendor must be prepared to provide delivery within 24 hours of the City placing an order. Failure to comply with this requirement may result in rejection of bid.

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.

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. Products shall be "first quality" and within the "sell by" date. As products reach an expiration date they must be replaced with new products. The City or its agencies will determine compliance with bid specifications.

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.

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, 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: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

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 vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

SPECIFICATIONS

PORT-O-LET RENTALS

All units must be constructed to meet applicable health regulations.

1. The units must be clean, free from dents, scratches, graffiti and other aesthetic attributes.
2. Single units must be no more than three (3) years in age.
3. Each unit must have a toilet paper dispenser installed and toilet paper must be furnished on the dispenser at the time of delivery. Each set up shall consist of full, unused roll and at a minimum, 2 back up rolls.
4. Each unit must have a latch installed inside.
5. Units on site exceeding 24 hours but less than five (5) days may require service at the users' request. **Units to be serviced twice weekly at no charge to the City of Jacksonville, all year round.**
6. Units are to be moved from location to location by vendor, if requested, on regular service day.
7. Projects may vary from one week to several months and will be predominately in built up areas. Successful bidder will be notified of locations.
8. The City of Jacksonville agrees to be responsible only for units totally destroyed as result of negligence on the part of the user activity. Vandalism is considered to be normal wear and tear and the City will not be held accountable for damaged units.

   On a separate attachment, the vendor is to state their replacement cost to the City for units damaged beyond repair. This item will not be considered in award.
9. Payment of rental units and responsibility or damages ends at 5:00pm on the day of notification for pick-up.
10. Vendor to report every two (2) weeks the number of units in service and location to user activity.
11. Installation of deodorizers in each unit (service of deodorizers included in standard service)
12. All units must be delivered to the site by the designated time established and communicated by the City of Jacksonville.
13. Prior to initial delivery of unit, report to the representative on the job for a suitable location (that will not interfere with the public); if representative is not available, driver will execute own good judgment.
14. Emergency requests must be delivered with two (2) hours of notification, if notification given before 12:00 noon. If notification is after 12:00 noon, delivery is required by 8:00 am, the following workday.

15. All units must be removed from the site by the designated time established and communicated by the City of Jacksonville. The City is not responsible for units past the designated pick-up time and date.

16. The Oceanfront Parks (Hanna; Huguenot & Alimacini) requires the following units and service schedule:

    a) **Kathryn Abbey Hanna Park** – Six (6) ADA Units annually serviced on Fridays and Mondays of each week. The units are to be cleaned twice a week all year round.

    b) **Huguenot Memorial Park** – Three (3) Standard Units and two (2) Handicapped Units, serviced on Fridays and Mondays of each week. The units are to be cleaned twice a week all year round.

    c) **Alimacini Park** – One (1) Handicapped Unit annually (12 months), serviced on Fridays and Mondays of each week. The units are to be cleaned twice a week all year round.

17. Parks and Recreation Department requires the following estimated units and service schedule:

    a) **Coordinated by JaxPark Division** - Seventeen (17) Standard Units, Twenty (20) Handicapped Unit, One (1) Flushable Unit with Sink, and ten (10) holding tanks annually, serviced as needed or directed, to include weekends/holidays. Pricing to include two (2) services per week as required in specifications.

18. The awarded vendor will be contacted when a need of the units is required. The City of Jacksonville reserves the right to add other type units (i.e. shower) or locations as needed.

19. The City of Jacksonville reserves the right to make use of this contract to other government agencies when a need is indicated.

20. All unit rentals are to include standard service in the unit prices offered. Standard service is to occur in 24-hour intervals or as requested by the City. Unit prices are to include the standard service that occurs at time of pick-up from the site.

21. Larger events shall require prior delivery and set-up for logistical reasons, charges for rental(s) begin the first day of scheduled event.

22. All material(s) disposed shall be done in accordance with any and all local, state and federal laws at the vendor's expense. Vendor shall keep adequate records of all material(s) disposed. The City reserves the right to inspect all disposal receipts at any time.

23. Standard Service is defined as the pump-out and disposal of waste, cleaning sanitizing and stocking of essentials (toilet tissue, deodorizer).

24. Bidders are required to submit a listing of full or partial inventory showing capability to meet the estimated

quantities listed on the proposal form. The City reserves the right to perform a site visit to inspect equipment prior to award and during the contract duration.

25. The awarded vendor shall not subcontract any rental units or services under this bid without prior written approval from the City.

SUBJECT: PORT-O-LET RENTALS

BID #: SC-0430-17 OPEN DATE: 2017-03-15

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM 4/15/17, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) renewal option with BluSite Solutions of North Florida, Inc. as the secondary vendor for citywide port-o-let rentals. Period of service will be from April 15, 2018 through April 14, 2019, with two (2), one (1) year renewal options remaining. The total requested expenditure amount not-to-exceed $20,000.00, for a revised annual expenditure not-to-exceed $120,000.00 and a revised award expenditure of $240,000.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Vendor Letter, Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: For: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chrissy Nunziato, Manager of Purchasing Services, Asst.

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4/12/2018

Teresa R. Eicher OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/13/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: PORT-O-LET RENTALS

BID #: SC-0430-17 OPEN DATE: 2017-03-15

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM 4/15/17, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) renewal option with Floaters Portable Sanitation, Inc. (primary) for citywide port-o-let rentals. Period of service will be from April 15, 2018 through April 14, 2019, with two (2), one (1) year renewal options remaining. The total requested expenditure amount not-to-exceed $100,000.00, for a revised award amount of $220,000.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Vendor Letter, Previous Award

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chrissy Nunziato, Manager of Purchasing Services, Asst.

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/05/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/05/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: PORT-O-LET RENTALS

BID #: SC-0430-17 OPEN DATE: 2017-03-15

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM 4/15/17, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject United Site Services of Florida, Inc., for failing to sign the Bid Form as required in the Supplemental Conditions.

Floaters Portable Sanitation, Inc., failed to submit a listing of full or partial inventory showing capability to meet the estimated quantities listed for this project as requested in the Terms and Conditions, Procurement has received and requests to accept and waive the technicality as a minor irregularity.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder (primary) for Groups 1 and 2, Floaters Portable Sanitation, Inc., for an annual estimated expenditure not-to-exceed $100,000.00, for the citywide rental of port-o-let units. Period of service is one year from April 15, 2017, with three (3) one (1) year renewal options.

Recommend approval of award to BluSite Solutions of North Florida, Inc., (secondary) for Groups 1 and 2, in the annual estimated expenditure not-to-exceed $20,000.00. Total annual award expenditure not-to-exceed $120,000.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief, Procurement Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 3/30/17

Teresa R. Eichen

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/30/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05