SUBJECT: **FIRE EXTINGUISHER INSPECTION & MAINTENANCE**

BID #: SC-0476-17 OPEN DATE: **2017-05-24**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM AUGUST 1, 2017 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS DIVISION

BASIS OF AWARD: LOWEST RESPONSIVE, RESPONSIBLE BIDDER- ALL OR NONE, TOTAL OF ALL GROUPS

NUMBER OF BIDS INVITED: 11 NUMBER RECEIVED: 10 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was administratively awarded on 06/26/17 to Cintas Corporation No. 2, in the amount of $48,490.00; Increased on 06/7/18 in the amount of $15,000.00.

Recommend approval of award to utilize the first renewal option with Cintas Corporation No. 2. Period of Service will be from August 1, 2018 through July 31, 2019, with three (3) one (1) year renewal options remaining. Total annual estimated expenditure amount will be $70,000.00, for a revised total award amount not-to-exceed $133,490.00.

The funding will be encumbered by individual releases against the master blanket, dependent on funding, the appropriate account and fiscal year.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Previous Award(s)

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED
GREGORY PEASE, 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

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY ONE JACKSONVILLE

June 12, 2018

MEMORANDUM

TO: Gregory W. Pease, Chief Procurement Division

THRU: John P. Pappas, P.E., Director

FROM: Roy Birbal, Chief

SUBJECT: SC-0476-17 – CINTAS CORPORATION NO. 2 - REQUEST FOR 1ST RENEWAL

The Public Buildings Division recommends approval to utilize the first of four 1-year renewal options with Cintas Corporation No. 2 to continue providing Fire Extinguisher Inspection and Maintenance for the period 08/01/2018 through 07/31/2019.

The estimated annual expenditure will be $70,000.00, with a revised not to exceed expenditure of 133,490.00.

The funding will be encumbered by individual releases against the master blanket, dependent on funding, the appropriate account and fiscal year.

Your assistance in concurring with this recommendation would be appreciated. If you have questions or need additional information regarding this request, please contact David Smith 255-4342.

Attachments: Vendor's Agreement Letter
Copy of Insurance Certificate
Last Award Copy

cc: Ann Brackin, Public Works Contracts & Finance Manager
Marilyn Laidler, Purchasing Analyst
David Smith, Contract Administration Coordinator

Memo:
To: David Smith, Contract Administration Coordinator
From: Chad Johnson, General Manager
Subject: Bid SC-0476-17, first of four 1-year renewal options from 08/01/2018 – 07/31/2019
Date: 6/6/2018

This memo is to indicate our desire to renew Bid SC-0476-17 for the first of four 1-year renewals from 08/01/2018 – 07/31/2019 under the same Terms and Conditions as in the Bid.

Attached to this memo you will find:

1) A Current Certificate of Insurance – This document will renew in July 2018
2) A Current Business License
3) A Current Fire Equipment Dealer License

Chad Johnson
Regional Manager
6/6/2018

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Northeast, Inc.
c/o Aon Client Services
4 Overlook Point
Lincolnshire IL 60069 USA

CONTACT NAME:
PHONE (A/C, No, Ext): (800) 363-0109
FAX (A/C, No): (800) 363-0109
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	The Travelers Indemnity Co of CT	25682
INSURER B:	Travelers Property Cas Co of America	25674
INSURER C:	Westchester Fire Insurance Company	10030
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Cintas Corporation and its Subsidiaries
6800 Cintas Blvd
PO Box 625737
Cincinnati OH 45262 USA

COVERAGES CERTIFICATE NUMBER: 570087719300 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	HCZEGLSA472M471TCT17	07/01/2017	07/01/2018	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
	X Contractual Liability						MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$1,000,000
	OTHER:							
A	AUTOMOBILE LIABILITY	Y	Y	HCZE-CAP-472M4651-TCT-17 AOS	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident)	$3,000,000
	X ANY AUTO						BODILY INJURY (Per person)	
	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	
	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	X Comprehensive							
C	X UMBRELLA LIAB X OCCUR			G22035277012 SIR applies per policy terms & conditions	07/01/2017	07/01/2018	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION							
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	HC2JU8472M470617 WC-AOS	07/01/2017	07/01/2018	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N N	N/A				E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cintas Corporation #2 and Cintas Fire Protection located at 7251 Salisbury Road, #1, Jacksonville, FL 32256 are included as a Named Insured. RE: Cintas Employee Picnic Hannah Park 9-23-2017. The City of Jacksonville, its members, officials, officers, employees and agents are included as Additional Insured on the General Liability and Automobile Liability policies, but only with respect to work performed under contract between the Certificate Holder and the Insured. The General Liability and Automobile Liability insurance afforded the Additional Insured are Primary and Non-Contributory where required by written contract. On the General Liability, Automobile Liability and Workers' Compensation Policies, a Waiver of Subrogation exists in favor of the Certificate Holder as required by written contract, but only on the condition that negligent acts of the

CERTIFICATE HOLDER

The City of Jacksonville
117 West Duval Street, Suite 335
Cincinnati OH 45262 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Northeast, Inc.

Holder Identifier : F61

Certificate No : 570087719300

©1988-2015 ACORD CORPORATION. All rights reserved

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: 10238985

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Northeast, Inc.	NAMED INSURED Cintas Corporation and its Subsidiaries
POLICY NUMBER See Certificate Number: 570067719300	
CARRIER See Certificate Number: 570067719300 — NAIC CODE	EFFECTIVE DATE

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

ADDITIONAL REMARKS (Continuation of Description of Operations / Locations / Vehicles)

Certificate Holder are excluded.

© 2008 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

ADMINISTRATIVE AWARD
BID No.: SC-0476-17

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to amend and increase the award to Cintas Corporation No. 2 by adding $15,000.00 for unanticipated services of Fire Extinguisher Inspection and Maintenance Services through the end of the current contract year ending July 31, 2018. The revised annual expenditures amount not to exceed $63,490.00.

FUNDING SOURCE: PWPB5A1MAPR-03410/4603 - $15,000.00
To be executed by purchase order.

FOR AGENCY/DEPARTMENT: Public Works/Public Buildings

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 11 **NUMBER FIRMS BIDDING:** 10

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Cintas Corporation No. 2

CONCURRENCE BY: Roy Birbal, CFM, Chief, Public Buildings

PRICE: $63,490.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Buyer
6/5/2018
Date

Manager of Purchasing Svcs, Asst.
6/6/2018
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division Date 6/7/18

ADMINISTRATIVE AWARD
BID No.: SC-0476-17

DESCRIPTION OF GOODS/SERVICES: Recommend approval to reject R&R Fire and Safety for not using the corrected bid form issued in Addendum one (1) and Pya-Barker Fire & Safety, LLC for not possessing both Type 7, Class 1 and Type 7, Class 4 licenses as required in the bid specifications. Recommend approval of award to the lowest responsive, responsible bidder, Cintas Corporation No. 2 for Fire Extinguisher Inspection and Maintenance Services. Period of service is for one (1) year from date of award with four (4) one (1) year renewal options. Total estimated expenditure in the amount of $48,490.00.

FUNDING SOURCE: Funding for this award to be encumbered by account PWPBSA1MAPR-03410/04603, to be executed by Purchase Orders.

FOR AGENCY/DEPARTMENT: Public Buildings

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 11 **NUMBER FIRMS BIDDING:** 10

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Cintas Corporation No. 2

CONCURRENCE BY: John Pappas, P.E., Director, Department of Public Works

PRICE: $48,490.00 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst

6/21/17
Date

Assistant Manager of Purchasing Services

6/23/2017
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

6/26/17
Date

SC-0476-17	Cintas Corporation No.2	
6/26/2017	$48,490.00	Award
6/7/2018	$15,000.00	Increase
Pending	$70,000.00	1st renewal option

$133,490.00 Total Award