Docusign Envelope ID: 1BD03AF5-F952-4A1A-8D18-77A56C04A506

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Temporary Day Labor Services 15712-24-2

Requested Action/Authority:

Recommendation of award for temporary day labor services to the lowest responsible bidder. Period of service is from October 1, 2024 through September 30, 2025 in the not to exceed amount of $649,040.00.

Justification/Explanation:

The Solid Waste Division has reviewed and tabulated the three (3) bids that were received on the referenced project for accuracy and compliance with the contract documents. After a thorough review of the submissions for the above mentioned bid, the Solid Waste Division recommends awarding Waterfield Florida Staffing, LLC. Waterfield Florida Staffing, LLC was the lowest responsible bidder.

Legal Contract #:	N/A	Contract Date:	07/31/2024	Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	07/31/2024	Awarded Supplier:	Waterfield Florida Staffing, LLC	
Licenses Verified:	N/A	Effective Date:	10/01/2024	Basis of Award:	LPTA	
Federally Funded:	No	No. Invited:	6	Responses Received:	3	Attachments:
Solicitation:	ITB - 15712-24-2 - N/A			Procurement Contract #:	N/A - N/A	
Executed By:	Office of General Counsel					

PoP:Base:	1 year	Options:	4	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	43101	Center:	157008	Acct:	549040	Proj:	000000	Activity:	00000000	$	649,040.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 649,040.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	PWSW:SOLID_WASTE			
Concurrence:	Signed by: Williams, Will 2F1C3BA2BC9346F...	Title:	CHIEF OF SOLID WASTE DIVISION	8/15/2024
Concurrence:	DocuSigned by: Nina Sicker 1EFA223D5D23487...	Title:	DIRECTOR OF PUBLIC WORKS	8/15/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Benjamin Kemp 17483D5CD0EE4C1...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 8/16/2024
Name:	Benjamin Kemp	Name:	Dustin L. Freeman

Initial DT

Initial DT

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

Docusign Envelope ID: 1BD03AF5-F952-4A1A-8D18-77A56C04A506

PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

Docusign Envelope ID: 1BD03AF5-F952-4A1A-8D18-77A56C04A506

Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 1BD03AF5-F952-4A1A-8D18-77A56C04A506

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works
Solid Waste Division
1031 Superior Street
Jacksonville, FL 32254
(904) 255-7500
www.coj.net

A NEW DAY

TO: Dustin L. Freeman
Chief of Procurement

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

FROM: Will Williams, M.B.A.
Chief of Solid Waste Division

DATE: August 15, 2024

SUBJECT: Recommendation of Award for Temporary Day Labor
Bid No. 15712-24-2
Bid Date: July 31, 2024
Funding Account: 43101.157008.549040.000000.00000000.00000.0000000

The Solid Waste Division has reviewed and tabulated the three (3) bids that were received on the referenced project for accuracy and compliance with the contract documents. After a thorough review of the submissions for the above mentioned bid, the Solid Waste Division recommends awarding Waterfield Florida Staffing, LLC. Waterfield Florida Staffing, LLC was the lowest responsible bidder at a rate of $23.18 per hour.

The initial term of the contract is October 1, 2024 – September 30, 2025 with four (4) one (1) year renewal options. Solid Waste has an estimated need of 28,000 hours for FY2425 totaling an annual not to exceed amount of $649,040.00.

Please notify Solid Waste Division when this item will be placed on the Awards Committee agenda so a division representative can attend.

If additional information is needed, please contact Nickii Brookins at nbrookin@coj.net or 255-7504.

ACCOUNT	AMOUNT
43101.157008.549040.000000.00000000.00000.0000000	$649,040.00

Attachments

cc: Nickii Brookins, Accounting Manager, Solid Waste Division

TITLE:	Temporary Day Labor Services	# of bids: 3							
BID NO.	15712-24-2	# of no bids:		Waterfield Florida Staffing LLC		Harris Ventures Inc		ZenTech Consulting LLC	
OPEN DATE:	July 31, 2024	Opener:							
BUYER:	BEN KEMP	Tabber:							
ITEM	DESCRIPTION	UOM	QTY	UNIT PRICE	Total Cost	UNIT PRICE	Total Cost	UNIT PRICE	Total Cost
	TEMPORARY DAY LABOR SERVICES; DAY LABOR WORKERS FOR SOLID WASTE COLLECTION DUTIES	HRS	28,000	$ 23.18	$ 649,040.00	$ 23.98	$ 671,400.00	$ 25.16	$ 704,480.00
	If vendor is located in Duval County, Vendor shall provide proof of applicable local business license.								
	Provide at least three (3) verifiable references of services related to this bid			YES		YES		YES	
	Bidder must provide a list of contract held for the previous twenty-four months, including company name, address, and telephone number.			YES				YES	
	Bidder must have been in business for a minimum of thirty-six (36) months and engages in the business of providing temporary day labor services as described in the bid specification for a minimum of twenty (20) months prior to bid opening date.			YES				YES	
	Provide a copy of the company's Business and Occupational License, operating with a business bookkeeping system outside of personal checking accounts								
	Bidder must possess an established Federal Employer Identification Number.			YES		YES		YES	
	Bidder must have an operating office within Duval County or surrounding counties prior to October 1, 2024			YES					
	Provide a properly zoned business address and maintain an active local phone number, fax, and email. Fax machine and email must be accessible at all hour for receipt of any written communications.			YES		YES		YES	
	Conflict of Interest			YES		YES		YES	
				NOTE: I do not see any business liscense attached					

Docusign Envelope ID: 1BD03AF5-F952-4A1A-8D18-77A56C04A506