City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Gregory W. Pease, Chairman Professional Services Evaluation Committee

FROM: Ed Randolph, Director of Business Development
Michael Thomas, Real Estate Manager MRT

SUBJECT: VT Griffin Services, Inc. Contract (No. 7846-02) Amendment Number Seven (7)

DATE: October 12, 2017 P-16-13

The subject contract was awarded with an effective date of August 1, 2013, to procure caretaker and facilities maintenance support for Cecil Commerce Center over a five-year period. The contract has been amended six (6) times to date, four of which included exercising one-year extension options.

Amendment 6 dated July 27, 2017 stated sufficient funds for the period August 1, 2017 through July 31, 2018 were available in the contract's budget and no additional funds were requested as there was a sufficient balance to complete the contract. These funds included those allocated in Amendment 2 to the N1/N2 Cecil Access Road Project as detailed in Exhibit D. Following the execution of Amendment 6, the VT Griffin obligation for the N1/N2 project was cancelled. A total of $758,590.21 of the remaining $915,454.28 balance previously allocated to the N1/N2 commitment must be reallocated to cover maintenance expenses as outlined in Exhibit H. The maximum indebtedness under Amendment 6 was $7,614,361.69. The new maximum indebtedness for the contract will be $7,457,497.62, or a total reduction of $156,864.07.

Accordingly this is to recommend the City amend the subject contract with VT Griffin Services as follows:

(i) amend Exhibit 'D' to reduce the scope of Over and Above Services to reflect the actual work performed to date;

(ii) decrease the Over and Above Services balance in 3.1.2 of the contract by $915,454.28 and reallocate those funds to Section 3.1.1 for Management and Maintenance/caretaker Support Services;

(iii) and decrease the maximum indebtedness by $156,864.07 to a new total maximum of $7,457,497.62.

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable Federal and State laws.

Please contact Ed Randolph at 630-1185 or Mike Thomas at 630-3650 if you have any questions concerning this matter.

Thank you for your assistance.

Attachment:

1) VT Griffin Services letter/proposal dated April 17, 2017 (Exhibit "H")

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

EXHIBIT "H"

VT Griffin
6112 New World Avenue
Jacksonville, FL 32221

Tel 904.777.1900
Fax 904.777-0097

VT Group

April 17, 2017

Mr. Edward W. Randolph
Cecil Commerce Center Manager
Office of Economic Development
117 West Duval Street, Suite 275
Jacksonville, Florida 32202

Re: Budget Estimate Aug. 1, 2017-July 31, 2018, P-16-13
Agreement between the City of Jacksonville and VT Griffin;
Management and Maintenance/Caretaker Support at Cecil Commerce Center

Dear Mr. Randolph:

In response to your request the Budget Estimate for the upcoming year (August 1, 2017 through July 31, 2018) is attached. The total remains the same at $1,840,598.

Should you have any questions, please do not hesitate to call me at (904) 777-1900, extension 11.

Thank you.

Sincerely,

James D. Jelsma, C. G. C. 061080
Project Manager

JDJ/ss

Enclosure (1) Budget Estimate

BUDGETED ESTIMATE PLAN
AUGUST 1 2017 - JULY 31, 2018

		ESTIMATED BUDGET ESITMATE PLAN AUG. 1, 2017 - JUL 31, 2018
	GENERAL COST AREA	
1	Adminitrative Requirement	$ 247,535
2	Facility Maintenance Services	$ 697,703
3	Pest Control Services	$ 5,945
4	Grounds and Surfaced Areas Maint Serv	$ 492,495
5	Enironmental	$ 6,135
6	Refuse/Recycle	$ 3,137
7	Contingency (Over & Above)	$ 300,000
	Sub Totals	$ 1,752,950
	Management Fee (5.0%)	$ 87,648
	Contract Amount Subtotal	$ 1,840,598
	GRAND TOTAL	**$ 1,840,598**

ANNEX 1
ADMINSTRATIVE REQUIREMENTS

ANNEX 1 COSTS ADMN REQ	EST
	08/01/17-07/31/1
3.1 DIRECT COSTS	
A. VEHICLE OPERATING EXPENSE	28,642
B. TELEPHONE & COMMUNICATION	11,499
C. INSURANCE	10,647
D. PERMITS, LICENSES, REGISTRATION, &	1,278
E. SOFTWARE/OFFICE EQUIPMENT RENTA	6,176
MAINTENANCE	
F. OFFICE SUPPLIES	5,324
G. POSTAGE, FEDERAL EXPRESS, COURIE	1,278
H. UTILITIES	1,278
SUBTOTAL	66,121
3.2 LABOR	181,414
SUBTOTAL	181,414
	-
TOTAL ANNEX 1	247,535

ANNEX 2
FACILITIES MAINTENANCE SERVICES

ANNEX 2 COSTS FAC MAINT SERV	EST
	01/17-07/31
1.1 SUBCONTRACTOR COSTS	
A. SERVICE CALLS	$ 91,568
B. HVAC MAINTENANCE & REPAIR	$ 99,021
D. CUSTODIAL	$ 14,253
E. FIRE PROTECTION MAINTENANCE	$ 3,194
SUBTOTAL	$ 208,036
1.2 LABOR	
A. SALARIES	$ 473,057
SUBTOTAL	$ 473,057
1.3 MATERIALS & OTHER EXPENSES	
A. MATERIALS	$15,332.31
B. SUB/SOLICITATION COSTS	$ 1,278
SUBTOTAL	$16,610.01
TOTAL ANNEX 2	$ 697,703

ANNEX 3
PEST CONTROL SERVICES

ANNEX 3 COSTS PEST CONTROL	
	08/01/17-07/3
1.1 SUBCONTRACTOR COSTS	
C. * PEST CONTROL, BUILDINGS	4825
SUBTOTAL	4825
1.2 LABOR	
A. SALARIES	1120
SUBTOTAL	1120
* termite bonding #332 incl	
TOTAL ANNEX 3	5945

ANNEX 4
GROUNDS AND SURFACED AREAS MAINTENANCE SERVICES

ANNEX 4 COSTS GROUNDS	EST
	08/01/17-07/3
1.1 SUBCONTRACTOR COSTS - SOUTH SIDE	
A. GRASS MOWING & MAINT (GREEN)	156821
B. GRASS MOWING & MAINT (YELLOW)	14657
C. LEVEL "A" BUILDINGS	24031
D. STREET SWEEPING	4222
E. CURB, SIDEWALK EDGING	16648
F. STORM WATER DRAINAGE LAKE FRETWELL	2895
G. CLEAN MISC. STORM DRAINS	1086
H. HYSLER CEMETERY	2171
I. TREAT/MAINTAIN LAKE FRETWELL	9168
J. IRRIGATION SYSTEM MAINT	7238
K. FLOWERBED MAINT	2432
L. GENERAL FUND/SERVICE CALLS	12064
	253433
1.2 SUBCONTRACTOR COSTS - NORTH SIDE	
A. GRASS MOWING & MAINT	24450
B. CURB, SIDEWALK EDGING	17169
C. FLOWERBED MAINT	15924
D. IRRIGATION SYSTEM MAINT	7238
E. STORM WATER DRAINAGE W. NEW WORLD	53060
F. CLEAN RETENTION POND OUTFALLS	2895
G. STREET SWEEPING	3619
H. GENERAL FUND/SERVICE CALLS	12064
	136419
SUBTOTAL	389853
1.3 LABOR	
A. SALARIES	57163
SUBTOTAL	57163
1.4 MATERIALS & OTHER EXPENSES	
A. FERT/PEST CONTROL/GRNDS EQUIPMENT	1206
B. FERT/PEST CONTROL/GRNDS MATERIALS	13873
C. SPRINKLER SYSTEM MAINTENANCE	4343
D. UTIL/METERS	26057
SUBTOTAL	45480
TOTAL ANNEX 4	492495

ANNEX 5
ENVIRONMENTAL

ANNEX 5 COSTS	EST
ENVIRONMENTAL	08/01/17-07/31/18
7.1 LABOR/SUBCONTRACTORS COSTS	6135
SUBTOTAL	6135
TOTAL ANNEX 5	6135

ANNEX 6
REFUSE/RECYCLE SERVICES

ANNEX 6 COSTS REFUSE/RECYCLE	
	08/01/2017-07/31
1.1 SUBCONTRACTOR COSTS	
A. WASTE DISPOSAL	$ 2,016.81
SUBTOTAL	$ 2,016.81
1.2 LABOR	
A. SALARIES	$ 1,120.11
SUBTOTAL	$ 1,120
TOTAL ANNEX 6	$ 3,137

OVER ABOVE PROJECTS

OVER & ABOVE		
MAINTENANCE, REPAIR & REPLACEMENT PROJECTS		
	REPAIRS AND MAINTENANCE TO VARIOUS BLDGS/FACILITIES	$ 300,000
TOTAL OVER & ABOVE		**$ 300,000**