SUBJECT: Septic and Sewer System Maintenance and Pump-out Services

BID #: SC-0440-18 **OPEN DATE: 4/25/18**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: One (1) year from date of award with three (3) one (1) year renewal options

AGENCY: Public Buildings Division

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, A1 Septic Service, Inc. Period of service is one (1) year from date of award with three (3) one (1) year renewal options. Total expenditure amount not to exceed $235,000.00.

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Building 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

DATE: **May 11, 2018**

TO: **Gregory W. Pease, Chief**
Procurement Division

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

FROM: **Roy Birbal, CFM, Chief**

SUBJECT: **Recommendation to Award**
Bid #SC-0440-18 Septic and Sewer Systems Maintenance and Pump-Out Services

In response to the solicitation for bids to provide Septic and Sewer Systems Maintenance and Pump-Out Services for the City of Jacksonville, the Procurement Division received two (2) responses on April 25, 2018, and forwarded the result to the Public Buildings Division to review for a recommendation of award.

After reviewing the two (2) bids, the Public Buildings Division recommends approval of award to the lowest responsible bidder, A1 Septic Service, Inc., in the not-to-exceed amount of $235,000.00. 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.

The term of this agreement is one (1) year from date of award with three (3) one (1) year renewal options.

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or need additional information regarding this request, please contact Roy Birbal at 255-4330.

RB/ml

Attachments: Bid Tabulation
Vendor Bid

cc: Roy Birbal, CFM, Chief
Ann Brackin, Public Works Contracts and Finance Manager
Annette Leslie-Burney, Procurement Analyst

BID TABULATION SHEET

Title: Septic and Sewer Systems Maintenance and Pump-Out Services
Bid No.: SC-0440-18
Open Date: April 25, 2014 @ 2:00 p.m.
Analyst: Annette Burney
No. Invited: (4) No. Received: (2) No Bids: (0)
Recorded By: Renata Barnett Announcer: Sharon Williams

ITEM NO.	DESCRIPTION	EST. QTY	UOM	A1 Septic Service, Inc. UNIT PRICE	A1 Septic Service, Inc. EXTENDED TOTAL	Wind River Environmental, LLC DBA Metro Rooter UNIT PRICE	Wind River Environmental, LLC DBA Metro Rooter EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Septic Tank System Evaluation and Repair Permit	10	EA	$ 1,295.00	$ 12,950.00	$ 735.00	$ 7,350.00		$ -
2	Septic Tank Lid Replacement	20	EA	$ 1,400.00	$ 28,000.00	$ 2,000.00	$ 40,000.00		$ -
3	OSTDS Annual Operating Permit	40	EA	$ 435.00	$ 17,400.00	$ 925.00	$ 37,000.00		$ -
4	Septic/ Sewer Pump-Out - Up to 1500 Gallons	60	EA	$ 225.00	$ 13,500.00	$ 225.00	$ 13,500.00		$ -
5	Septic/ Sewer Pump-Out - Over 1500 Gallons	150,000	GAL	$ 0.18	$ 27,000.00	$ 0.18	$ 27,000.00		$ -
6	Emergency Response multiplier for Items 4 & 5	40,000	%	0.25	$ 10,000.00	0.10	$ 4,000.00		$ -
7	Grease Trap Pump-Out Under Sink Trap	35	EA	$ 75.00	$ 2,625.00	$ 80.00	$ 2,800.00		$ -
8	Grease Trap Pump-Out - 750 GALLONS	30	EA	$ 175.00	$ 5,250.00	$ 135.00	$ 4,050.00		$ -
9	Grease Trap Pump-Out - Over 750	10,000	GAL	0.20	$ 2,000.00	$ 0.18	$ 1,800.00		$ -
10	OH & P to apply to materials and subcontractors.	75,000	%	0.24	$ 18,000.00	0	$ -		$ -
11	Technician Labor Rate	2,000	HR	$ 35.00	$ 70,000.00	$ 65.00	$ 130,000.00		$ -
12	Technician Labor Rate - Emergency	500	HR	$ 50.00	$ 25,000.00	$ 75.00	$ 37,500.00		$ -
			GRAND TOTAL:	$	231,725.00	$	305,000.00	$	-
			TERMS:	N/S		N/S			
			DELIVERY (Business Days):	N/S		2			
			CONFLICT OF INTEREST:	Y		Y			
			ADDENDUM (1):	Y		Y			

TERMS AND CONDITIONS

1. SCOPE

The **Public Buildings 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 item(s) / service(s) and to obtain pricing commitments for **Septic and Sewer System Maintenance and Pump-Out Services** as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE to the lowest responsive, responsible bidder.** Bidders must bid on all items to be considered. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is for one (1) year from date of award 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 conditions set forth in the bid documents.

4. PRE-BID CONFERENCE

A **MANDATORY** pre-bid meeting will be held at **10:00 a.m. on Wednesday, April 11, 2018 at the City of Jacksonville Public Buildings Division, 555 W. 44th Street, Jacksonville, FL 32208**

5. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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.

6. 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).

7. QUANTITIES

Quantities indicated reflect the estimated Quantities to purchase 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.

8. PRICES

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

9. 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.**

10. 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 prices, and unit of measure.

11. 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.

12. 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 outlines in the specifications supersede this section.

13. 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.

14. INVOICING

Invoices will be issued once services are delivered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, 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.

15. 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. **A copy of the insurance certificate must be submitted within ten (10) days of award notice.** Bid number should be listed on the insurance certificate. Failure to submit the required certification of insurance will be grounds for rejection of bid award.

16. CERTIFICATION / REGISTRATION

Successful Vendor must be in compliance with DOH Chapter 64E-6, Florida Administrative Code requirements as a Master Septic Tank Contractor and have a licensed Master Plumber on staff.

17. MEANS AND METHODS

The City reserves the right to approve the means, methods proposed for any repair, materials, subcontractors for any work proposed and prior to installation.