

PUBLIC NOTICE
FSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, June 29, 2023, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

Join Teams Meeting

For Teams link, please visit COJ.net/departments/finance/procurement

The Chief of the Procurement Division offers the following items for the FSEC Agenda. The posting of this agenda serves as an official notice of the City's intended decision for all recommended actions above the formal threshold. Please refer to 126.106(e) if you wish to protest any of these items.

Committee Members: Robert Waremburg, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

<i>Subcommittee Members</i>	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Paul Crawford Wendy Khan	1	P-13-23	Fee & Contract Negotiations Contract Management, Maintenance and Caretaker Support for Cecil Commerce Center/Alliance Florida Office of Economic Development	That the City of Jacksonville enter into a contract with VT Griffin Services, Inc. to provide Contracts Management, Maintenance, and Caretaker Support for Cecil Commerce Center / Alliance Florida that: (i) incorporates the attached Scope of Service identified as Exhibit A and Contract Fee Schedule identified as Exhibit B; (ii) provides a maximum indebtedness to the City of \$2,322,860.00; (iii) provides a three-year and two-month initial period of service from August 1, 2023 through September 30, 2026, with the option to renew for two (2) additional one-year periods at terms mutually agreeable and upon satisfactory performance by the contractor. All other terms and conditions will be per the City's standard contract language and the RFP. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the FSEC and the Mayor.	06/30/22	
Harrison Conyers Bill Spann	2	P-10-21	Contract Amendment No. 1 Military Affairs and Mission Advocacy Services Military Affairs and Veterans Department	That Contract No. 71443-22 between the City of Jacksonville and R) Natter and Associates for Military Affairs and Mission Advocacy Services be amended to exercise the first renewal option extending the period of service from July 1, 2023, thru June 30, 2024, with one (1) renewal option remaining; and increase the maximum indebtedness by \$86,000.00 to a new not-to-exceed maximum amount of \$174,000.00. All other terms and conditions shall remain unchanged.	06/26/23	
Jeffrey Foster Mike Pinckney	3	P-02-17	Contract Amendment No. 2 Contamination Assessment & Remediation Services Department of Public Works/Solid Waste Division	That Contract No. 10654 between the City of Jacksonville and Wood Environment & Infrastructure Solutions, Inc., for Contamination Assessment & Remediation Services be amended by exercising the second and final renewal option extending the period of service from June 26, 2023, through June 25, 2024, with no renewal option remaining; The maximum indebtedness shall remain a not-to-exceed amount of \$600,000.00. All other terms and conditions shall remain the same.		
Will Williams Robin Smith	4	P-24-18	Contract Amendment No 4 Construction Engineering and Inspection Services for Hart Bridge Approach Modifications Department Of Public Works/Engineering & Construction Management Division	That Contract No. 8107-12, originally executed February 10, 2020 between the City of Jacksonville and GAI Consultants, Inc., for Construction Engineering and Inspection Services for Hart Bridge Approach Modifications be amended to incorporate the attached Scope of Services identified as Exhibit '1' and Fee Summary identified as Exhibit 'J'; to increase the lump sum amount for Construction Engineering and Inspection Services by \$183,628.09 to a new limit of \$3,795,535.34, thereby, increasing the maximum indebtedness to the City by \$183,628.09 to a new not-to-exceed maximum of \$4,546,418.90. All other terms and conditions shall remain the same.	To Contract Completion	

<p>Will Williams Robin Smith</p>	<p>5</p>	<p>P-40-16</p>	<p>Contract Amendment No. 13 Master Stormwater Management Plan (MSMP) Program Management Services – Annual Contract Department Of Public Works/Engineering & Construction Management Division</p>	<p>That Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith, Inc., for Master Stormwater Management Plan (MSMP) Program Management Services, be amended to ratify the contract from June 21, 2023, to date of award and extend the period of service to December 21, 2023. All other terms and conditions of the agreement remain the same.</p>	<p>06/21/23</p>	
<p>Meeting Adjourned: _____</p>						

"The next PSEC meeting is scheduled to be held on Thursday, July 13, 2023."



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

June 22, 2023

TO: Robert N. Waremburg, Chairman
Professional Services Evaluation Committee

'23 JUN 26 AM 9:47:4'

THRU: Kirk Wendland, Executive Director
Office of Economic Development

COJ PROCUREMENT

FROM: Paul Crawford, Business Development Director
Office of Economic Development

SUBJECT: P-13-23 Contracts Management, Maintenance, and Caretaker Support for Cecil Commerce Center / Alliance Florida

The Office of Economic Development has negotiated with the sole responding firm, VT Griffin Services, Inc., for Contracts Management, Maintenance, and Caretaker Support for Cecil Commerce Center / Alliance Florida resulting in the attached Scope of Services (Exhibit A) and Contract Fee Schedule (Exhibit B).

Accordingly, this is to recommend that the Office of Economic Development enter into a contract with VT Griffin Services, Inc. for Contracts Management, Maintenance, and Caretaker Support for Cecil Commerce Center / Alliance Florida. The maximum indebtedness of the City pursuant to this agreement will be \$2,322,860.00. The initial term of the contract will run from August 1, 2023 through September 30, 2026. The City will have the option to renew the agreement for up to two (2) additional one-year terms upon satisfactory performance by the contractor. All other terms and conditions will be per the City's standard contract language and the RFP. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Attachment: Exhibits A and B

cc: Wendy Khan, Director of Operations, Office of Economic Development
cc: David Klages, Purchasing Analyst

Section 4
Description of Services and Deliverables

Contracts Management and Maintenance/Caretaker Support

INTRODUCTION:

The City of Jacksonville hereby solicits written proposals for a Facilities Management Consultant, herein known as "CARETAKER", to provide facilities management and support services for the Cecil Commerce Center, Jacksonville, Florida.

The primary goal of this Request for Proposal (RFP) is to enter into an agreement with a qualified CARETAKER specializing in integrated facilities management, maintenance and operations and other service functions necessary for the successful daily operations of the Cecil Commerce Center. CARETAKER services will include contracts management and maintenance management of all facilities, roads, grounds, paved areas, ponds, irrigation systems, and surface areas that are located on the 3,170± acres at Cecil Commerce Center, Jacksonville, Florida. The selected CARETAKER will be required to perform in a dynamic and ever-changing scenario with minimal oversight. Efficiencies in management and operations, effectiveness in cost control, and assured customer satisfaction must be hallmarks of performance.

The City has entered into an agreement with Jacksonville/Cecil Commerce Center, LLC as affiliate of Hillwood Development Company, LLC (hereinafter referred to as "Hillwood") to allow Hillwood to develop Cecil Commerce Center as "Alliance Florida at Cecil Commerce Center". Pursuant to that agreement, Hillwood may purchase property at Cecil Commerce Center. Property purchased by Hillwood will be excluded from CARETAKER's contract and fees payable under the CARETAKER's contract will be reduced accordingly. CARETAKER shall work with Hillwood, at the direction of the City of Jacksonville, in future development of and facilities leasing at the Cecil Commerce Center.

Map of Subject Property



Example of Facilities to be Maintained

See Technical Exhibit 1-3 for a Complete List of Facilities

The following is a general description of some of the existing facilities at the Cecil Commerce Center and their systems and not to be considered a complete and all-inclusive listing. Proposing Contractors should verify equipment inventories and quantities prior to submitting their proposal.

Hazardous Materials

Note: The majority of the facilities at the Cecil Commerce Center were constructed prior to 1975 when Asbestos insulation was banned and 1978 when lead paint was banned. Current federal and state laws and regulations must be followed when performing maintenance and or repair in subject facilities.



Bldg. 68 - 60,000 SF Warehouse Constructed in 1953

Air Compressor

Unfired Pressure Vessel

.331 MBTU Hot Water Boiler

(6) Power Overhead Roll Up Doors

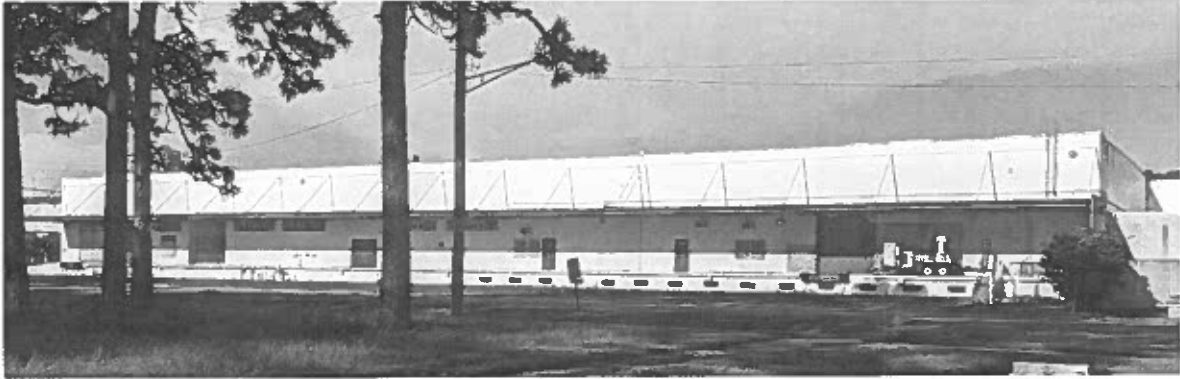
(5) AC Window Units

(4) Fire Sprinkler Systems

(3) Backflow Preventers

Fire Alarm System

Fire Bottles



Bldg. 68A - 60,000 SF Warehouse Constructed in 1957

HVAC - 7.5 Ton Heat Pump

(6) AC Window Units

.180 MBTU Hot Water Boiler

(5) Power Overhead Roll up Doors

(3) Fire Sprinkler Systems

(1) Backflow Preventer

(3) Post Indicator Valves

Fire Alarm System

Fire Bottles



Bldg. 68B - 34,890 SF Warehouse and Office Spaces Constructed in 1985

5 HVAC Units - (1) 10 Ton, (1) 7.5 Ton, (1) 4 Ton, (1) - 3 Ton, (1) Tonnage Unknown

Gas Heating

(2) Roll Up Warehouse Doors

Uninterrupted Power Supply System

Halon System

(2) Fire Sprinkler Systems

Backflow Preventer

Post Indicator Valve

Fire Alarm System

Fire Bottles



Bldg. 190 - 6,663 SF Office Building Constructed in 1961

Air Compressor

150KW Emergency Generator

(2) HVAC Units - (1) 15 Ton and (1) 5 Ton

.331 MBTU Hot Water Boiler

(14) Emergency Light Units

Backflow Preventer

Fire Bottles



Bldg. 198 - 8,122 SF Office Building Constructed in 1960

Air Compressor

(6) HVAC Units - (3) 5 Ton, (1) 4 Ton and (2) 3 Ton

(4) Emergency Lighting Units

Backflow Preventer

Fire Alarm System

Backflow Preventer

Fire Bottles



BLDG. 200 - 14,366 SF Office and Shop Building Constructed in 1976

Air Compressor

Unfired Pressure Vessel

(4) HVAC Units - (1) 4 Ton, (1) 3 Ton, (2) Tonnage Unknown

1.189 MBTU Hot Water Boiler

2000 LB Monorail Chain Hoist

Paint Booth

Fire Sprinkler System

Fire Alarm System

Fire Bottles

(2) Backflow Preventer



Bldg. 332 - 5,476 SF Office Building Constructed in 1957

(2) HVAC Systems - (1) 10 Ton and (1) 7.5 Ton

Backflow Preventer



Bldg. 333 - 8,116 SF Conference Center Constructed in 1957

(4) HVAC Units - (1) 15 Ton, (1) 10 Ton, (1) 4 Ton and (1) 3 Ton

Fire Sprinkler System

Fire Alarm System

Fire Bottles

(2) Backflow Preventer



Bldg. 374 - 1,800 SF Forestry Office Constructed in 1985

(2) HVAC Units - (1) 3 Ton and (1) 1 ½ Ton

Fire Bottles

Backflow Preventer



Bldg. 800 - 14,744 SF POW MIA Memorial Building Constructed in 1965

80 Ton Trane Chiller

1.035 MBTU Hot Water Boiler

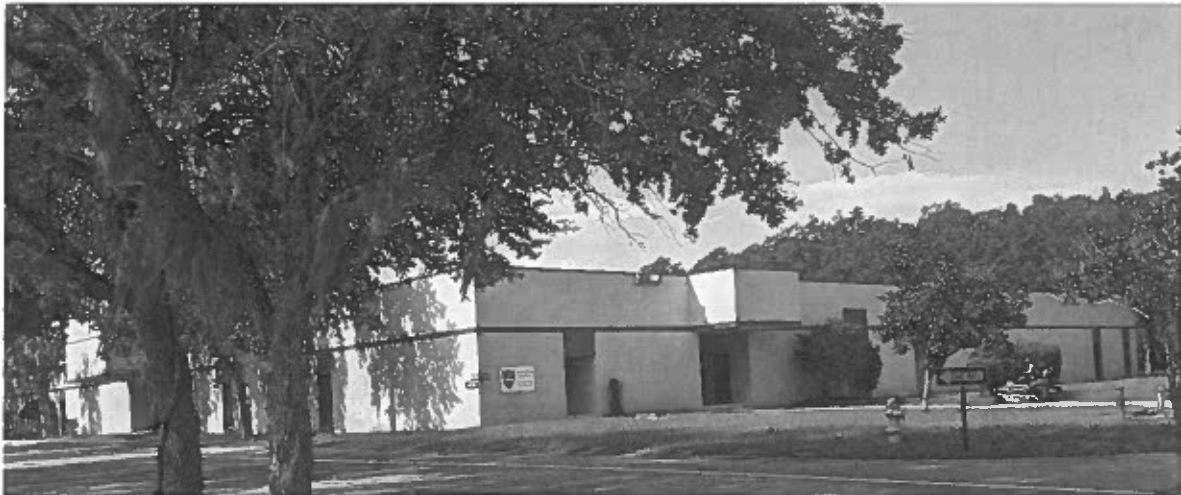
Air Compressor

Refrigerated Air Dryer

Fire Alarm System

Fire Bottles

Backflow Preventer



Bldg. 808 - 46,800 SF Training Facility Constructed in 1976

120 Ton Chiller with Cooling Tower and (4) Air Handlers

150 KW Emergency Generator

Post Indicator Valve

Fire Sprinkler System

Unfired Pressure Vessel

Fire Bottles

Back Flow Preventer



Bldg. 900 - 14,852 SF Office Building Constructed in 1969

HVAC Units - (3) 20 Ton and (1) 5 Ton

Fire Sprinkler System

Fire Alarm System

Fire Bottles

Backflow Preventer



Bldg. 905, 905 N & 905W - 35,366 SF Office Building Constructed in 1969

.685 MBTU Hot Water Boiler

46.8 Ton Air Cooled Chiller

(11) Condensing Units, (1) 7 Ton, (6) 5 Ton, and (4) 3 Ton

(4) Fire Sprinkler Systems

(4) Post Indicator Valves

Fire Alarm Systems

Fire Bottles

(5) Backflow Preventers



Bldg. 907 - 3,870 SF Office Building Constructed in 1981

HVAC Units - (1) 5 Ton and (1) 4 Ton

Fire Sprinkler System

Fire Alarm System

Fire Bottles

(2) Backflow Preventer



Bldg. 993 - 2,500 SF Office Building Constructed in 1984

HVAC Units - (2) 10 Ton and (1) 5 Ton

Backflow Preventer

Fire Bottles

GENERAL INFORMATION:

Owner: City of Jacksonville

Operator: City of Jacksonville's Office of Economic Development

CARETAKER services will be performed for the City of Jacksonville at the direction of the City of Jacksonville's Office of Economic Development (OED). Without limitation, the CARETAKER will be responsible for providing management and oversight of all surface and facilities maintenance, schedule all services, review invoices, (prior to submitting to the City of Jacksonville for payment), and provide Quality Assurance of all services. Scheduled meetings shall be held between the OED Representative and the CARETAKER to discuss past performance and the upcoming schedule of services.

SCOPE OF SERVICES:

Specifications/requirements for caretaker services are provided in Annexes 1 - 6.

Performance locations and inventory quantities provided are approximate and subject to change over the course of the contract. **It is the responsibility of the proposing contractor to verify quantities prior to submitting bid.**

The CARETAKER will provide overall site facilities management, including: identification of emerging customer work requirements; work management and control; facilities data and record files control; procurement / provision of services; equipment, property and key control; safety and environmental management and monitoring; quality control; disaster / emergency preparedness; outages, shutdowns, digging permits coordination; and expertise in managing facilities maintenance and support services.

Support services to be provided include, but due to emerging and unforeseen requirements are not limited to: the full spectrum of facilities, buildings, equipment and mechanical, electrical, plumbing, HVAC, irrigation systems and fire detection / protection systems, recurring and preventative maintenance; specific repair and, alterations work orders over and above recurring work; grounds and surface area maintenance; maintenance of roads, streets, paved areas and drainage structures, ponds, appurtenances and ditches; security guard services; refuse pickup and disposal; pest and rodent control; environmental services; and related facilities and support services.

The electrical distribution system, water and wastewater production and distribution / collection systems will be operated and maintained by JEA, the local municipal utilities authority, under a separate agreement with the City of Jacksonville. The successful CARETAKER, under this RFP, will be required to establish an interface with JEA for successfully managing these utilities services. Likewise, the CARETAKER will be required to

coordinate with AT&T for phone and data line services, and Teco Gas for natural gas delivery, and may be required to provide an indemnification agreement (similar to that required by the City) to the JEA, AT&T, and Teco Gas.

The CARETAKER will provide management and services to meet the requirements of those facilities under lease custody of the City of Jacksonville and its tenants. Upon selection as the proposed management and services provider, subject to successful negotiation of a final Agreement, the selected CARETAKER will be required to submit a comprehensive Work Plan outlining the manner by which the CARETAKER will staff and provide all required management and services. This will include a breakdown of key staffing by individual and qualifications, names and key supervisors for all subcontractors, and work management, control and operating procedures. The scope of services as described above outlines specific support and caretaker needs as currently envisioned.

**APPENDIX 1 - REQUIREMENTS STATEMENT
ANNEX 1
ADMINISTRATIVE REQUIREMENTS**

C 1.1 SCOPE

This requirements statement describes the tasks required to provide Caretaker Operations and Maintenance Services at the Cecil Commerce Center (herein after referred to as CCC). The CARETAKER will be responsible for the following systems and functions as specified in this requirements statement.

- Annex 1 Administrative Requirement
- Annex 2 Facility Maintenance Services
- Annex 3 Pest Control Services
- Annex 4 Grounds, Irrigation, Pond, and Surfaced Areas Maintenance Services
- Annex 5 Environmental
- Annex 6 Refuse/Recycle

A. General Requirements

The City of Jacksonville (hereinafter referred to as COJ), shall procure services of a facilities management consultant / caretaker (hereinafter referred to as CARETAKER), to provide all personnel, equipment, tools, materials, supervision, and other services necessary to manage the maintenance, operations, repairs, security, and other required CARETAKER services at CCC, Jacksonville Florida. Oversight of the CARETAKER's services will be accomplished by the City of Jacksonville's Office of Economic Development (hereinafter referred to as OED Representative).

Estimated quantities of work are listed in the various Annexes and Technical Exhibits (TE) of each Annex of the requirements statement. Technical Exhibit 1-3 lists the building inventories and maintenance level classification.

B. Functional Agreement

The CARETAKER, in response to this Cooperative Agreement and requirements statement, will complete the Technical Execution Plan, Appendix 2. This plan will form the basis of a mutual understanding of the required scope of CARETAKER services to be provided. The CARETAKER will detail estimated cost of services in the Technical Execution Plan in Appendix 3, Budgetary Estimate. The Technical Execution Plan and Budgetary Estimate will be finalized during discussions with the OED Representative, which will conclude with a mutual understanding of the scope and estimated cost of services to be provided. Subsequent to approval by the OED Representative, the Technical Execution Plan and Budgetary Estimate will be incorporated into, and become a part of, this agreement.

C 1.2 REFERENCES AND TECHNICAL DOCUMENTS

A. General Requirements

The CARETAKER will comply with all referenced requirements in publications listed in the technical exhibits of each Annex as they apply to the services covered by this Agreement. When numbered documents are referenced, the most recent version applies. If necessary, these documents will be acquired and maintained in the CARETAKER's technical library. Where discrepancies exist between this Agreement and referenced documents, this Agreement will take precedence.

B. Technical Library

The CARETAKER will maintain all references and documents pertaining to the operation, maintenance, and repair of CCC facilities, systems, and equipment in a Technical Library. All existing and available facility and utility system drawings, facility history files, warranty information, instructions, manuals, regulations, publications, and other relative documents will be transferred to the CARETAKER after a joint inventory which will include representatives from current custodian and

the CARETAKER. Management of the library will include functions such as filing and retrieving drawings, making copies of drawings, updating as built drawings, filing and retrieving submittals for equipment and products used in the facilities, and filing and maintaining certification records and reports. All warranty records will be maintained as part of the library function. The OED Representative will have continual access to and retain ownership of the documents.

C 1.3 CITY OF JACKSONVILLE FURNISHED PROPERTY

A. COJ Furnished Property

Ample space, including utilities, and janitorial services is available at the CCC for the CARETAKER's use under this agreement. The CARETAKER may propose to use such facilities in providing the required services. The CARETAKER will assume responsibility and accountability of such facilities provided for its use and will take adequate precautions to prevent fire hazards, odors and vermin.

B. COJ Furnished Equipment

The CARETAKER will identify equipment required to provide services under this agreement from existing and available COJ property to the maximum extent possible. The COJ will reimburse the CARETAKER only for the direct cost of operation of this equipment, such as maintenance and fuel costs. The CARETAKER will account for, and manage all COJ furnished property in accordance with governing agency rules and procedures. Title to property will remain vested COJ.

C. Availability of Utilities

The COJ will furnish the following utility services at outlets for use as may be required for the work to be performed under the Agreement: electricity, water, natural gas, and sewage collection/disposal. The CARETAKER will provide and maintain the necessary service lines from COJ outlets to the site of work. Utilities specified above will be furnished at no cost to the CARETAKER. The CARETAKER will instruct its employees and subcontractors in utilities conservation practices and operate in ways, which preclude the waste of utilities. All commercial telephone service used by CARETAKER will be the responsibility of the CARETAKER.

C 1.4 GENERAL REQUIREMENTS

A. Personnel

(1) CARETAKER Manager

The CARETAKER will provide a CARETAKER Manager who will be responsible for the performance of the requirements of this agreement. The name of this person, and an alternate who will act for the CARETAKER when the manager is absent, will be designated in writing to the OED Representative.

- (a) The CARETAKER Manager and alternate will have full authority to act for the CARETAKER on all matters relating to daily operation of this agreement. The CARETAKER Manager will be skilled in the area of facility management and maintenance, with a record of demonstrated successful experience, formal education, special training, certifications, etc.
- (b) The CARETAKER Manager, or alternate, will be available during normal duty hours within four hours to meet at the CCC to discuss problem areas. After normal duty hours, the CARETAKER Manager, or alternate, will be available within two hours of the start of the next workday.

(2) Employees

The CARETAKER will furnish qualified operations and maintenance personnel to accomplish all work required. The CARETAKER will comply with all certification and licensing requirements.

- (a) Personnel Identification. All field employees, including those working under a subcontract, will have some identification (hat, shirt, emblem, etc.) that will allow a knowledgeable observer to recognize that person as a worker for the CARETAKER.

- (b) Training. Employee will be properly trained for work being performed. All required training for CARETAKER employees would be obtained by the CARETAKER. All employees involved in operations requiring certification and/or licenses will possess current and valid certificates from the appropriate state, or other authority, as may be required by law or regulation. The CARETAKER will maintain all employee training / certification records.

B. Management.

The CARETAKER will manage the total work effort associated with the operations, maintenance, repair, and all other services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, engineering services, scheduling, cost accounting, report preparation, establishing and maintaining records and inventories, warranty enforcement, and quality control. Technical Exhibit 1-1 lists the projected workload. The CARETAKER will provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work.

- (1) Work Control. The CARETAKER will implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The CARETAKER is responsible for planning and scheduling work to assure material and labor are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal/written scheduling and status reports will be provided when requested by the OED Representative.
- (2) Subcontract Management. The CARETAKER will implement a Subcontract Plan which will incorporate the City of Jacksonville's Small and Emerging Business Program (JSEB) and Small/Minority Business Program. Subcontracting decisions shall meet the requirements of the Jacksonville Ordinance 2004-602, with revised Chapter 126 approved and enacted on August 10, 2004 as well as the 32 C.F.R. 33.36.
- (3) Standards. All work will conform with the standards specified herein and will be accomplished in conformance with all applicable local, state, Federal, and industry standards, including those listed in the technical exhibits of each Annex, as well as applicable building and safety codes, and manufacturer's recommendations. All materials, supplies, and parts furnished will be equal to or better than the manufacturer's original and will comply with applicable Government, commercial, or industrial standards such as National Board of Underwriters or Underwriters' Laboratories, Inc., National Board of Fire Underwriters, National Electrical Manufacturers Association, American Society of Mechanical Engineers, etc. When the quality of materials, equipment, and/or workmanship put in place by the CARETAKER does not meet the standards specified herein, the CARETAKER will, immediately remove the nonconforming portion of the work and replace it with material, equipment, and/or workmanship, which does meet the standards specified.
- (4) Financial Administration Procedures. The CARETAKER will track actual costs by functional area for all Services. The CARETAKER will determine the actual costs accumulated for each functional area during a billing period. CARETAKER's monthly invoice will be submitted in the City of Jacksonville's format, broken down by contract annexes. Invoice will include: (a) documentation noting the amount of JSEB participation, verifying status of each JSEB is current, (b) an itemized list of all expenses detailing all purchases and where purchased materials were used, (c) a copy of all subcontractor and vendor invoices, (d) a sample of before and after pictures of jobs completed, (e) copy of all preventative maintenance completed, (f) employee time sheets including hourly and monthly reports, (g) listing of any utility transfers that may have occurred, and (h) a list of leasable facilities that have been shown during billing period.
- (5) Engineering Support. The CARETAKER will provide the necessary technical management and engineering services to support the work identified in this Agreement. The CARETAKER will be able to assist the work force in troubleshooting, problem solving, and technical assistance as required to accomplish the work in a professional and timely manner.

- (6) **Warranty Enforcement.** The CARETAKER will act as the OED Representative's agent in the enforcement of all current warranty issues and will maintain warranty records as part of the library function. Equipment under manufacturer or installer's warranty shall not be removed or replaced, or deficiencies corrected, while still under warranty. All defects in material or defective parts found by the CARETAKER shall be processed in accordance with the warranty. The CARETAKER shall be knowledgeable of the equipment, parts, and components that are covered by warranty and the duration of such warranties.
- (7) **Quality Control (QC).** The CARETAKER will maintain a complete Quality Control Program to assure all requirements of the Agreement are accomplished in a timely manner and in accordance with specified quality standards, and required records are complete and reliable. The QC plan presented in Appendix 2 will describe the methodology for identifying and preventing defects in the quality of service performed, before the level of performance becomes unacceptable.

C. Quality Assurance (QA)

- (1) The OED Representative will evaluate the CARETAKER's performance under this Agreement by work performed surveillance and reviewing QC records. All surveillance observations will be recorded by the OED Representative. When an observation indicates defective performance, the OED Representative will request the CARETAKER's representative initial the documentation of the observation.
- (2) **Performance Evaluation Meetings.** The CARETAKER Manager may be required to meet at least weekly with the OED Representative during the term of the Agreement. It is expected that the CARETAKER and the OED Representative will work closely and cooperatively on all issues. However, if the CARETAKER requests, a meeting will be held whenever an observation indicating defective performance has been issued.

D. Physical Security

The CARETAKER will be responsible for safeguarding all CCC property provided for CARETAKER use or care. At the close of each work period, CCC facilities, equipment, and materials will be secured as appropriate.

- (1) The CARETAKER will include in Appendix 2 a key control system with which the CARETAKER will maintain and control all keys, combinations and other devices used to control access to buildings, secured spaces, or restricted areas.
- (2) Unless directed otherwise by the OED Representative, the CARETAKER will prohibit the use of keys by any person other than the CARETAKER's employees or subcontractors. The CARETAKER will prohibit the opening of locked areas to permit entrance of persons other than the CARETAKER's employees or subcontractors engaged in the performance of assigned work in those areas, or as required to promote reuse of the property. In the event another party will be granted continuing access to facilities, the CARETAKER will be advised in writing by the OED Representative of specific instructions pertaining to the access rights.
- (3) There will be personal property, supplies, and materials left in a number of facilities. The CARETAKER will be responsible for the physical security of this property. The CARETAKER is not authorized to use any of this personal property without specific written permission of the OED Representative, and will make every effort to assist the OED Representative in safeguarding and protecting this property.
- (4) The CARETAKER will report the damage, pilferage, removal, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful threats to, or disposition of, City of Jacksonville or personal property or acts of espionage, sabotage, or wrongful destruction within the designated areas and will report unauthorized personnel or vehicular entry into areas designated by the City of Jacksonville.

- (5) The CARETAKER will endeavor to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such an event, the CARETAKER shall summon appropriate response forces and then notify the OED Representative and assist in minimizing the effects thereof, and assist in restoring the area to a safe condition.
- (6) The CARETAKER shall provide emergency assistance to police as required.
- (7) Perimeter Checks - The CARETAKER shall conduct frequent checks of the entire CCC perimeter including the Yellow Water area to detect unauthorized entry, attempted or actual. Routes shall be varied in order not to establish a set pattern.
- (8) Building/Equipment Checks. Periodic security checks shall be made of all non-leased facilities identified as level "A" and "D" facilities in Technical Exhibit 1-3 in Annex 1. While such checks are primarily to detect unsecured facilities, fire, flooding, or other condition that could result in damage to buildings / equipment, or injuries to personnel shall be reported immediately.
- (9) In the case of an emergency the OED Representative may direct the CARETAKER to temporarily divert the individual on duty to respond to the emergency. These employees shall return to his/her normally assigned duties when released from the emergency situation.
- (10) Traffic Accidents. The CARETAKER shall immediately notify the police of accidents, and shall assist, as required, in redirecting traffic, placing warning flares, and other safety protective actions.

E. Safety

The CARETAKER will ensure all employees know, receive instructions on, and comply with, all appropriate safety requirements, Occupational Safety and Health Administration (OSHA) standards, and all state and local laws and regulations. The CARETAKER will record and report promptly to the OED Representative all available facts relating to each instance of damage to CCC property, or injury to CARETAKER, subcontractor, or City of Jacksonville personnel. Copies of accident reports will be provided to the OED Representative.

F. Environmental Operations

The CARETAKER shall provide management of asbestos and lead containing paint to the extent that such management is incidental to the maintenance, repair, and other services provided under the cooperative agreement. The OED Representative will provide resources necessary to accomplish all other recurring environmental operations to assure the maximum protection of the environment, personnel, and facilities, in accordance with the requirements of existing Federal, state, and local laws and regulations. PCB removal, asbestos management, lead paint management, underground storage tank monitoring, operation of oil/water separators, etc., are all City of Jacksonville's responsibility. CARETAKER shall provide management of above-mentioned operations as per latest local, state, and federal codes and regulations. Any unforeseen environmental hazards (i.e. fuel contaminated soil, buried explosives; left by the Navy shall be the government and referred to the HAZMAT department at NAS Jacksonville.

- (1) Environmental Emergency Spill Response. The CARETAKER will comply with all applicable environmental protection directives. The CARETAKER will follow manufacturers' guidelines and professional recommendations for control of humidity, temperature, and cleanliness in materials handling. Upon occurrence of any spills that could enter the storm or sanitary sewer system, or could cause any harmful environmental effects, or require reporting to any Federal, state, or local environmental regulatory agencies, the CARETAKER, or its agent will immediately call the OED Representative to report the incident and comply with the Spill Response plan. Immediately after occurrence of an incident, the CARETAKER will initiate action to control and clean up as required to comply with any environmental regulations. The CARETAKER will notify the OED Representative of any communications or correspondence from an environmental regulatory agency. The CARETAKER will prepare an emergency response plan in Appendix 2 delineating

emergency response procedures, key personnel, emergency telephone numbers, and emergency response documentation forms. The CARETAKER will have a spill prevention plan in place in accordance with CFR 114.

- (2) Installation Restoration Program (IRP) Support. The CARETAKER will not remove or disturb, or cause or permit to be removed or disturbed, any material, soil or ground water within the boundaries of any IRP site without specific written permission of the OED Representative.

G. Accuracy of City of Jacksonville Provided Information

Information in this Requirements Statement and attached technical exhibits is not guaranteed to be 100% accurate. However, it is the best available data and should be substantially correct.

H. Definitions

As used throughout this Requirements Statement, the following terms will have the meaning set forth below:

(1) *Budgetary Estimate*

The Budgetary Estimate for the per-acre Common Area Maintenance is established in Appendix 2 and constitutes a portion of the annual operating budget as determined during discussions between the OED Representative and the CARETAKER.

- (2) *CARETAKER Site Office (CSO)*. CARETAKER will establish and occupy a local office to manage the contract requirements. The CSO will be responsible for the day-to-day administration of this Agreement.

- (3) *CSO Project Manager*. The CSO Project Manager will be the individual responsible for the operation of the CARETAKER Site Office. This individual will be the primary representative of the CARETAKER with regard to this Agreement.

- (4) *Defective Service*. A unit of service, which contains one or more defects, nonconformance with specified requirements, or service that has not been performed prior to scheduled completion time.

- (5) *Direct Material Costs*. The actual vendor invoice charges for materials used for performance of work under this Agreement. Direct material costs will include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment.

- (6) *Facilities*. For the purposes of this Agreement, this term is defined to include all buildings, structures, non-Civil Engineering Support Equipment (CESE), weight handling devices and utility systems.

(7) *Frequency of Service*

- (a) *Annual (A)*. Services performed once during each 12-month period of the agreement.
- (b) *Semiannual (A2)*. Services performed twice during each 12-month period of the agreement at intervals of 160 to 200 days. (Also referred to as S/A in the PM Guides.)
- (c) *Quarterly (Q)*. Services performed four times during each 12-month period of the agreement at intervals of 80 to 100 days. (Also referred to as M4 in some PM Guides.)
- (d) *Monthly (M)*. Services performed 12 times during each 12-month period of the agreement at intervals of 28 to 31 days.
- (e) *Semimonthly (M2)*. Services performed 24 times during each 12-month period of the agreement at intervals of 14 to 16 days.

- (f) *Three times per month (M3)*. Services performed 36 times during each 12-month period of the agreement at intervals of 9 to 11 days.
 - (g) *Weekly (W)*. Services performed 52 times during each 12-month period of the agreement at intervals of 6 to 8 days.
 - (h) *Twice Weekly (W2)*. Services performed 104 times during each 12-month period of the agreement at intervals of 2 to 3 days.
 - (i) *Three times per week (W3)*. Services performed 156 times during each 12-month period of agreement at intervals of 2 day.
 - (j) *Daily (D5)*. Services performed once each day, Monday through Friday, excluding holidays unless otherwise noted.
 - (k) *Daily (D7)*. Services performed once each day, seven days per week, including weekends and holidays.
- (8) *Hazardous Waste*. Any substance considered a hazardous waste under Code of Federal Regulations Title 40 Section 261, Identification of Hazardous Waste, or applicable law.
- (9) *Maintenance Level*. Description of support services to be provided to facilities, systems, and equipment during the period of Caretaker operations. Maintenance levels include:
- (a) *Level A, Use / Reuse*. Facilities, systems, and equipment will be maintained at fully operational levels. Most services, including installed utilities, mechanical systems, surface area maintenance, and interior and exterior structural finishes and systems, shall be maintained. In facilities that are vacant, the heat and air conditioning shall remain operational with temperatures maintained at not less than 50* F during the heating season and not more than 85* F during the cooling season. Maintenance and repair shall be conducted as required to maintain the structural integrity, weather tightness, and utilities of the facility to limit deterioration. Fire protection and detection systems shall be maintained. Water is periodically turned on to faucets, toilets, urinals, etc., to keep drain traps wet. Unnecessary electrical circuits are de- energized. Limited surface area maintenance is continued. Scheduled interior inspections are conducted to detect problems.
 - (b) *Level B, LEASED*. All utilities will be provided to the facility on a fee basis. No other maintenance, repair, or services will be provided to the facilities designated at this level. NOTE: CARETAKER responsibility is to provide Quality Control oversight to ensure facility is being properly cared for. The CARETAKER may make separate contracts or agreements for facility support services with lessees.
 - (c) *LEVEL C, LEASED, Maintained by Others*, These facilities are maintained by others, and are not included in the scope of this Cooperative Agreement. NOTE: CARETAKER's responsibility is to provide Quality Control oversight to ensure facility is being properly cared for. The CARETAKER may make separate contracts or agreements for facility support services with lessees.
 - (d) *LEVEL D, NO REUSE LIKELY*, Facilities, systems, and equipment are abandon-in- place and permanently closed. Windows and entrances are secured or boarded, if necessary. Unauthorized personnel and visitors are prevented from entering the facilities and grounds immediately adjacent. Only conditions adversely affecting public health, the environment, and safety will be corrected. Utilities will not be provided. Utility lines may remain connected with the concurrence of the OED Representative provided there is no major line losses associated with leaving the lines connected. Secondary line losses must be minimized, i.e., securing power

at the nearest transformer or pole, turning off exterior off exterior valves and securing all water/sewer lines.

- (10) *Monitoring*. Operational visits to an equipment item or system that requires occasional adjustment and recording of performance data including, but not limited to, soft water systems, boilers, and underground storage tank leak detection systems.
- (11) *Quality Assurance Evaluator (QAE)*. OED Representative is responsible for assuring caretaker performance, complaint evaluation, audits, invoice validation, and documentation.
- (12) *Original Equipment manufacturer (OEM)*. The manufacturer of the complete production vehicle/equipment whether assembled from parts of its own manufacturer or from parts or components furnished by other manufacturers or a combination of both.
- (13) *Parcel*. A given area of land that is to be maintained at a specified level of maintenance.
- (14) *Rebuilt Components/Assemblies*. Components, assemblies, or subassemblies of equipment that have been disassembled and reconstructed using replacement or remanufactured parts as necessary and reassembled to produce a serviceable product whose service life expectancy is at least equal to the original component/assembly.
- (15) *Recurring Services*. Recurring services are those services, which are specified to be performed on a recurring, periodic or standing basis. These recurring services include, but are not limited to, preventive maintenance, watch standing requirements, operations and repair, and other services. Recurring services are specifically detailed in each Annex of this Requirements Statement.
- (16) *Regular Working Hours*. Regular working hours are from 8:00 AM to 4:30 PM, Monday through Friday, except (a) Federal holidays and (b) other days specifically designated by the City of Jacksonville.

C 1.5 SPECIFIC REQUIREMENTS

A. Transition (Phase-In) Period

Beginning on the contract execution date, the CARETAKER will begin to phase – in its operations so as to be fully operational by August 2023. The OED Representative and City of Jacksonville personnel will be made available to the maximum extent possible to provide familiarization with facilities and systems to be maintained. A phase-in plan will be developed and submitted with the CARETAKER’s Technical Execution Plan, as required in Appendix 2. This plan will provide specific plans for recruiting and hiring of key employees and working level personnel, acquisitions, delivery, and inventory or the necessary equipment’s bench stock, and materials; solicitation and award of subcontracts; phase-in of subcontracted services, etc.

B. Recurring (Scheduled) Services

Recurring work includes all services that are performed on a routine or scheduled basis.

- (1) *Preventive Maintenance*. The CARETAKER will schedule and perform preventive maintenance (PM) on the equipment and systems listed in the technical exhibits of all applicable Annexes in accordance with the procedures specified in this clause and applicable checklists shown in the Technical Exhibits of the Annexes. PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (e.g., filters, belts, hoses, fluids, hardware) as required to minimize malfunction, breakdown, and deterioration of equipment. PM will be performed at least as frequently as required by the schedule, and will include all of the checkpoints and services indicated in this paragraph.
 - (a) The CARETAKER will prepare an annual preventive maintenance schedule covering all equipment and facility systems to be submitted for review by the OED Representative within

10 days prior to the Agreement start. This annual schedule will cover operational equipment and systems in all Maintenance Level A and D facilities. The CARETAKER will maintain a current database of the status of all PM actions and requirements, and will provide monthly summaries of work completed versus work scheduled.

- (b) In the event that a checklist is not presented for an item listed in the technical exhibits of an Annex, the CARETAKER will develop PM frequencies and procedures using the manufacturer's recommendations.
 - (c) The CARETAKER will initiate service calls as appropriate to document any repairs made during preventive maintenance inspections, which are beyond the scope of preventive maintenance.
 - (d) Records will be maintained on each item of equipment and system on which preventive maintenance (PM) is required. The PM records will reflect all periodic maintenance performed, including scheduled and accomplished dates, and any repairs made.
- (2) Watch Standing and Equipment Operation. The CARETAKER shall furnish personnel as required to provide watch standing and equipment operation requirements specified in each Annex.
- (3) Mechanical, Equipment, and Utility Spaces Logs. The CARETAKER will establish and maintain an on-site record system in each dedicated mechanical/electrical space including, but not limited to, pump stations, substations, metering stations, treatment plants, generators, and facility equipment rooms. As a minimum, the record system will contain a log for dated entries including time of entry, gauge/instrument readings relative to established parameters, work/inspection performed, problems observed, corrective action taken when readings are out of established parameters, the time problems are observed, and employee's initials. CARETAKER personnel will make appropriate entries in this record system during each visit. The inside front cover of each log will provide a list of established operating and maintenance parameters for equipment in the space where the log is located.

C. Service Work

Work that is required to keep facilities and equipment in a condition that is consistent with its established maintenance level. Service calls are the method of initiating and performing work when recurring maintenance work is too far in the future to correct a deficiency. The CARETAKER as a result of facility maintenance or other inspections that identify a need for work that cannot be performed by the inspector at the time of the inspection can initiate Service calls. Service calls with an aggregate cost in excess of \$2,500.00 (labor and material) shall be approved by the OED Representative before execution. Service calls can also be initiated by authorized City of Jacksonville staff members.

- (1) Service calls may be issued to document and track the accomplishment of services in any of the Annexes in this agreement. The estimated number of service calls is provided in a Technical Exhibit in each Annex.
- (2) Service Call Reception. The CARETAKER shall establish a central local service call phone number to receive service call requests 24 hours per day, 7 days per week. Service calls will be classified as emergency when the work requires immediate action to eliminate hazards that could endanger life or cause serious injury to personnel, to prevent loss or damage to CCC property, or to restore essential services. Service calls will be classified as routine when the work does not qualify as an emergency.

D. Miscellaneous Services

- (1) Utility/Equipment Outages. Planned utility outages will be scheduled at a time of minimum demand and disruption. Approval must be obtained from the OED Representative at least two working days prior to enacting any planned outage. All unplanned utility outages or significant

equipment failures will be investigated by the CARETAKER and a report of cause, corrective action, and future preventive measures will be provided to the OED Representative.

- (2) Utility Excavation Permits. Before any excavation is started at CCC, an excavation request will be completed by the CARETAKER and approved by the OED Representative. Excavation is defined as digging or opening of an existing surface to a depth exceeding eight inches below the existing grade, including driving of poles or auger borings. The request form, shown in Technical Exhibit 1–2 are self-explanatory. All applicable items on the request form will be filled in by the CARETAKER and given to the OED Representative in sufficient time to allow for approval.
- (3) Destructive Weather Plan. The CARETAKER will provide required personnel, management, equipment and material for destructive weather preparation and cleanup of destructive weather preparation. The CARETAKER will manage his work effort for destructive weather preparation and identify additional items of work necessary to minimize the damage incurred by destructive weather. The CARETAKER will use good prudent judgment in identifying these additional items of work. Destructive weather includes, but is not limited to, gales, hurricanes, tornadoes, rainstorms, flooding and wind. The CARETAKER will be required to start performance of work on site, for all destructive weather preparation requests within 30 minutes from the time of the earliest notification (verbal or written) by the OED Representative.

C 1.6 RECORDS AND SCHEDULES

The CARETAKER will maintain management, operation, repair and maintenance records, and prepare management, operation and maintenance reports and schedules as set forth in the technical exhibits of each Annex entitled "LIST OF REQUIRED RECORDS AND REPORTS".

(Remainder of page intentionally left blank)

TECHNICAL EXHIBIT 1-1 PROJECTED WORKLOAD

The OED Representative will not presume to tell the CARETAKER how to administratively operate this Cooperative Agreement but will analyze, discuss, and agree on the staffing proposed in Appendix 2.

The administrative workload includes, but is not limited to, the following:

- Caretaker Management
 - Financial
 - Work Planning and Scheduling
 - Property Management (assisting in showing and leasing property)
 - Key Control
- Technical Publications Library
 - As-built drawings
 - Warranty enforcement
 - Digging permits
 - Outages
 - Reproduction of drawings and facility data
- Miscellaneous Administrative Requirements
 - QC – Quality Control
 - Engineering Support
 - Safety
 - Destructive Weather Planning
 - Environmental Operations

**TECHNICAL EXHIBIT 1-2
EXCAVATION / UTILITY LOCATE REQUEST**

- 1) CARETAKER is responsible for the coordination of excavation requests on Cecil Commerce Center. The requestor is responsible for providing drawings of the excavation site and coordination with the Florida Central Locate Service.
- 2) Cost associated with this excavation request will be the responsibility of the requestor. Details for payment will be coordinated with the CARETAKER.
- 3) The City does not accept any financial responsibility associated with repairs due to damage to utilities that were not previously identified by the utility locate service. The contractor or agency requesting the utility locate will accept this responsibility.

POC: _____ Phone #: _____

Company: _____ Request Date: _____

Date Clearance Required: _____

Location of Dig Site: _____

Method of Excavation: _____

Type of Work to be Performed: _____

FL Central Locate Service: 1-800-432-4770

Locate Permit Number: _____ Valid Until (Date): _____

Remarks: _____

Requestor's Signature: _____ Date: _____

Occupants Notification for this Request (Performed by CARETAKER):

_____	_____
_____	_____

CARETAKER Representative

CARETAKER Environmental Representative

OED Representative

Note: Approval of this locate request DOES NOT fulfill the requirements to obtain all necessary governmental permits, licenses and/or approvals.

**TECHNICAL EXHIBIT 1- 3
INVENTORY**

Level A Use/Reuse -- Full Maintenance			
Building #		Use	Square Ft.
198		OFFICE/VACANT	8,122
808		MEDICAL CLINIC/VACANT	46,800
832		WAREHOUSE/OFFICE/VACANT	12,888
993		VACANT	2,500
4 facilities		TOTAL SQUARE FEET	70,310

Level B			
Building #		Use	Square Ft.
68		WAREHOUSE/BOEING	60,000
68A		WAREHOUSE/NORTHROP GRUMMAN	60,000
68B		DEPT HOMELAND SECURITY	34,890
72		CRASH/FIRE/RESCUE	6,750
190		PUBLIC WORKS/K9	6,663
200		VTG/CITY/JSO	14,366
202		VT STORAGE	400
203		VT STORAGE	1,200
332		NORTHROP GRUMMAN	5,476
333		CONFERENCE CENTER	8,116
374		DIVISION OF FORESTRY	1,800
396		VTG/CITY STORAGE	4,000
800		POW MIA MUSEUM	14,744
900		HILLWOOD/MANTECH	14,852
905-1&2		GRACE ELECTRONICS	5,661
905-3		GRACE ELECTRONICS	5,458
905-4		GRACE ELECTRONICS	24,247
907		TACTICAL AIR SUPPORT	3,870
5845		911/FIRE/RESCUE	27,500
20 facilities		TOTAL SQUARE FEET	299,993

Level C			
Building #		Use	Square Ft.
1		FSCJ	12,359
8		FSCJ	17,400
27		CAPSTONE GOLF CLUBHOUSE	5,390
107		MAINTENANCE STORAGE/CAPSTONE	1,800
108		CECIL PINES GROUNDS EQUIPMENT STORAGE	1,500
109		CECIL PINES LEASING OFFICE	1,519
118		CECIL PINES COMMUNITY CENTER	1,519
140		CECIL PINES MAINTENANCE OFFICES	849
142		CECIL PINES FAMILY HOUSING	1,272
144		CECIL PINES FAMILY HOUSING	1,272
238		COMMUNITY STORAGE, GOLF COURSE	900

**TECHNICAL EXHIBIT 1- 3
INVENTORY**

Level C			
Building #		Use	Square Ft.
325		FLAMMABLE STORAGE/FLANG	2,400
335		HAZARDOUS MATERIAL STORAGE/FLANG	6,500
337		WATER TREATMENT FACILITY, GOLF COURSE	228
338		NADEP	67,980
397		COMMUNITY STORAGE, GOLF COURSE	748
398		GOLF COURSE STORAGE	4,000
400		CECIL PINES FAMILY HOUSING	2,774
401		CECIL PINES FAMILY HOUSING	2,774
402		CECIL PINES FAMILY HOUSING	2,774
403		CECIL PINES FAMILY HOUSING	2,774
404		CECIL PINES FAMILY HOUSING	2,774
405		CECIL PINES FAMILY HOUSING	2,774
406		CECIL PINES FAMILY HOUSING	2,774
407		CECIL PINES FAMILY HOUSING	2,774
408		CECIL PINES FAMILY HOUSING	2,774
412		CECIL PINES FAMILY HOUSING	2,774
413		CECIL PINES FAMILY HOUSING	2,774
414		CECIL PINES FAMILY HOUSING	2,774
415		CECIL PINES FAMILY HOUSING	2,774
416		CECIL PINES FAMILY HOUSING	2,774
417		CECIL PINES FAMILY HOUSING	2,358
418		CECIL PINES FAMILY HOUSING	2,774
419		CECIL PINES FAMILY HOUSING	2,774
420		CECIL PINES FAMILY HOUSING	2,358
421		CECIL PINES FAMILY HOUSING	2,358
422		CECIL PINES FAMILY HOUSING	1,184
423		CECIL PINES FAMILY HOUSING	2,774
424		CECIL PINES FAMILY HOUSING	2,774
425		CECIL PINES FAMILY HOUSING	2,358
426		CECIL PINES FAMILY HOUSING	2,774
427		CECIL PINES FAMILY HOUSING	2,774
428		CECIL PINES FAMILY HOUSING	2,774
429		CECIL PINES FAMILY HOUSING	2,774
430		CECIL PINES FAMILY HOUSING	2,358
431		CECIL PINES FAMILY HOUSING	2,774
432		CECIL PINES FAMILY HOUSING	2,774
433		CECIL PINES FAMILY HOUSING	2,774
434		CECIL PINES FAMILY HOUSING	2,774
435		CECIL PINES FAMILY HOUSING	2,774
436		CECIL PINES FAMILY HOUSING	2,358
437		CECIL PINES FAMILY HOUSING	2,774
438		CECIL PINES FAMILY HOUSING	2,774

**TECHNICAL EXHIBIT 1- 3
INVENTORY**

Level C			
Building #		Use	Square Ft.
439		CECIL PINES FAMILY HOUSING	2,358
440		CECIL PINES FAMILY HOUSING	2,774
441		CECIL PINES FAMILY HOUSING	2,774
559		GOLF ASSOCIATION, GOLF COURSE	1,500
560		GOLF CART STORAGE, GOLF COURSE	5,800
821		RECREATION PAVILLION	960
1006		CECIL PINES FAMILY HOUSING/QUARTERS F	1,629
1007		CECIL PINES FAMILY HOUSING/QUARTERS G	1,462
1008		CECIL PINES FAMILY HOUSING/QUARTERS H	1,462
1009		CECIL PINES FAMILY HOUSING/QUARTERS I	1,462
1010		CECIL PINES FAMILY HOUSING/QUARTERS J	1,462
1011		CECIL PINES FAMILY HOUSING/QUARTERS K	1,462
1012		CECIL PINES FAMILY HOUSING/QUARTERS L	1,462
1013		CECIL PINES FAMILY HOUSING/QUARTERS M	1,462
1014		CECIL PINES FAMILY HOUSING/QUARTERS N	1,462
1015		CECIL PINES FAMILY HOUSING/QUARTERS O	1,462
1016		CECIL PINES FAMILY HOUSING/QUARTERS P	1,462
1017		CECIL PINES FAMILY HOUSING/QUARTERS Q	1,462
1018		CECIL PINES FAMILY HOUSING/QUARTERS R	1,462
1821		NADEP	38,997
1822		FLARNG	38,997
1822A		UTILITY MAINTENANCE BUILDING	1,600
4406A		BELLSOUTH TELEPHONE STATION	190
650		YELLOW WATER H/E BUNKER	2,255
651		YELLOW WATER H/E BUNKER	2,255
652		YELLOW WATER H/E BUNKER	2,255
653		YELLOW WATER H/E BUNKER	2,255
654		YELLOW WATER H/E BUNKER	2,255
655		YELLOW WATER H/E BUNKER	2,255
656		YELLOW WATER H/E BUNKER	2,255
657		YELLOW WATER H/E BUNKER	2,255
658		YELLOW WATER H/E BUNKER	2,255
659		YELLOW WATER H/E BUNKER	2,255
660		YELLOW WATER H/E BUNKER	2,255
661		YELLOW WATER H/E BUNKER	2,255
662		YELLOW WATER H/E BUNKER	2,255
663		YELLOW WATER H/E BUNKER	2,255
664		YELLOW WATER H/E BUNKER	2,255
665		YELLOW WATER H/E BUNKER	2,255
666		YELLOW WATER H/E BUNKER	2,255
667		YELLOW WATER H/E BUNKER	2,255
668		YELLOW WATER H/E BUNKER	2,255

**TECHNICAL EXHIBIT 1-3
INVENTORY**

Level C			
Building #		Use	Square Ft.
669		YELLOW WATER H/E BUNKER	2,255
670		YELLOW WATER H/E BUNKER	2,255
798		YELLOW WATER SPECIAL WEAPONS BUNKER	625
799		YELLOW WATER SPECIAL WEAPONS BUNKER	625
99 facilities		TOTAL SQUARE FEET	387,142

Level D			
Building #		Use	Square Ft.
336		TRUCK WEIGH FACILITY	80
617		YELLOW WATER WAREHOUSE	19,798
2 facilities		TOTAL SQUARE FEET	19,878

SQUARE FOOTAGE GRAND TOTAL:			777,323
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TECHNICAL EXHIBIT 2-3
CARETAKER BUILDING MAINTENANCE PROCEDURES AND INSPECTION CHECKLIST
LEVEL "D" (REUSE NOT LIKELY) FACILITIES

QUARTERLY INSPECTION
*Circle the Quarter and the Condition

BUILDING # _____ BUILDING NAME _____

1ST Quarter 2ND Quarter 3RD Quarter 4TH Quarter

1. Inspect building/facility exterior for signs of damage, deterioration, etc.: SAT. / UNSAT. / N/A
Date Inspected: _____ Date Rectified (if applicable): _____

2. Check for any unsafe conditions (dead trees, sinkholes, etc.): SAT. / UNSAT. / N/A
Date Inspected: _____ Date Rectified (if applicable): _____

3. No dumping of solid or liquid waste materials: SAT. / UNSAT. / N/A
Date Inspected: _____ Date Rectified (if applicable): _____

4. No unauthorized digging/excavation: SAT. / UNSAT. / N/A
Date Inspected: _____ Date Rectified (if applicable): _____

5. No stowage of any flammable debris/substances: SAT. / UNSAT. / N/A
Date Inspected: _____ Date Rectified (if applicable): _____

6. No collection of possible damaging heavy weather/hurricane objects: SAT. / UNSAT. / N/A
Date Inspected: _____ Date Rectified (if applicable): _____

All unsatisfactory conditions shall be reported the same day as found. All safety issues shall be rectified immediately.

Inspector's Name (printed): _____

Inspector's Signature: _____

Date: _____

COPY TO: CARETAKER, OED REPRESENTATIVE, TENANT (WHERE APPLICABLE)

**CARETAKER MAINTENANCE TASK 1.2
LEVEL "D" FACILITIES**

Note: Security drive-by surveillance shall be conducted daily. Check for evidence of unauthorized entry, vandalism, storm damage, security fence damage, etc. Report all deficiencies the same day as found.

1. Building/Facility Exterior

- a. Annually, and after severe storms, inspect building/facility exterior, roof, doors, and windows for signs of damage or deterioration that would allow water or pest intrusion or unauthorized entry. Damage, openings, etc. should be repaired/covered only if required to maintain adequate security, or to prevent safety or environmental hazards.

2. Building/Facility Interior

- a. Annually, and after severe storms, inspect for evidence of water intrusion, pest intrusion, unauthorized entry, or any other unsatisfactory conditions and take corrective actions.

3. Pest Control

- a. Annually, inspect for evidence of rodents and replace bait blocks as necessary.
- b. Annually, inspect for presence of birds and bats and implement control procedures when required.
- c. Annually, inspect for presence of mosquito or biting fly breeding areas and implement control procedures when required.
- d. Annually, implement control procedures when fire ants or bees interfere with maintenance and showing of facilities or grounds.

**TECHNICAL EXHIBIT 2-4
"A" AND "B" FACILITIES HVAC INVENTORY**

The inventory listed below is not a complete listing of HVAC systems to be maintained. It is presented to give the CARETAKER an indication of the types, sizes, and variety of units at Cecil Commerce Center.

Bldg 198	N/W corner 3 ton	1-20x20x1	mod-GT3BA-036KA
Bldg 198	Carrier 1st deck N/E 3ton	1-20x20x1	mod38YCC036-321
Bldg 198	Carrier mech rm 5 ton	1-20x24x1	mod- no number
Bldg 198	Carrier mech rm 5 ton	1-20x24x1	mod- no number
Bldg 198	Carrier mech rm 5 ton	1-20x24x1	mod- no number
Bldg 198	Carrier mech rm 4 ton	1-20x22x1	mod- no number
Bldg 333	Trane 2nd deck 3 ton	1-16x25x1	mod-TWA036A300AT
Bldg 333	Trane 2nd deck 10 ton	6-16x20x2-2-16x25x2	modTWA120A30RGA
Bldg 333	Trane 2nd deck 15 ton	all one unit AHU 2 cond	mod-TWA180B30RGA
Bldg 333	Trane 1st deck S. 4 ton	21 1/2x 27x1	mod-BWR748E100A
Bldg 800	Trane chiller 80ton		mod-RTAA080CYH
Bldg 800	AHU #4 EXT mech rm	1-24x24x2-1-12x24x2	mod-VR
Bldg 800	McQuay INT mech rm	3-20x25x2	mod-?
Bldg 800	McQuay INT mech rm	2-24x24x2	mod-?
Bldg 907	Carrier inside 5 ton	1-20x24x1	mod-213BNA060-A
Bldg 907	Carrier inside 4 ton	1-20x22x1	mod-38YKC060300
Bldg 200	Trane 4ton	1-20x22x1 N hall	mod-4TWA4048A4
Bldg 200	Carrier 3 ton	23 3/8x21 1/2x1	mod-25HBB36
Bldg 200	Carrier 7.5 ton	4-16x20x2 1-A38	mod-?
Bldg 200	Carrier 7.5 ton	2-16x20x2 2-16x25x2	mod-?
Bldg 905	Trane 3 ton	1-20x20x1	mod-TWE036C
Bldg 905	Trane 5 ton	1-20x23x1	mod-TEM40C60
Bldg 905	Trane ? Ton	3-16x25x1	mod-?
Bldg 905	Trane 5 ton	1-20x23x1	mod-TEM4A0C60
Bldg 905	Trane ? Ton	3-16x25x1	mod-?
Bldg 905	Trane ? Ton	4-16x25x1 1-A50	mod-?
Bldg 905	Trane ? Ton	4-16x25x1 1-A50	mod-?
Bldg 905	Trane ? Ton	1-18x20x1	mod-?
Bldg 905	Trane ? Ton	3-16x25x1 1-A47	mod-?
Bldg 905	Trane ? Ton	4-16x25x1 1-A50	mod-?
Bldg 905	Trane ? Ton	3-16x25x1	mod-?
Bldg 374	York 1½ ton; Goodman 3-ton		
Bldg 68B	Trane #2 mech rm 10 ton	4-16x25x2 1-A50	mod-TWE120
Bldg 68B	Trane#4 mech rm 7.5 ton	3-16x25x1	mod-TWE090D
Bldg 68B	Carrier #3 mech rm ? Ton	4-16x20x2 4-16x25x2 B40	mod-40RUQA25
Bldg 68B	Trane #1 mech rm 3 ton	1-20x22x1	mod-15A0B30
Bldg 68B	Trane duty office 4 ton	1-20x22x1	mod-15A0B30
Bldg 332	Trane mech rm 7.5 ton	3- 16x25x1	mod-cond-TWA090D
Bldg 332	Trane mech rm 10 ton	4-16x25x1	mod-cond-TWA120D
Bldg 900	Trane rooftop 20 ton	8 20x25x2	mod-EAC240A3E0A

Bldg 900	Trane mech room 20ton	6-20x25x2	mod-TWA240B300
Bldg 900	Trane mech room 20ton	6-20x25x2	mod-TWA240B300
Bldg 900	Trane inside 5 ton	washable	mod-4TWR3060A
Bldg 993	Daikin 5 ton	unknown	mod-DP14HM6043AA
Bldg 993	Daikin 5 ton	unknown	mod-DP14HM6043AA
Bldg 993	Trane 10 ton	4 - 20x25x2	mod-TSC120F3EUA08

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**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-01

ITEM: CENTRAL AIR CONDITIONING SYSTEM DATE: _____

LOCATION: _____ MODEL NO.: _____

DATE INSTALLED: _____ SIZE/CAPACITY: _____

MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS:

1. Check system performance by observing thermostat and interior temperatures.
2. Check air filters, registers, louvers, and screens for cleanliness
3. Inspect coils, fans, and fan motors for proper operation.
4. Check evaporator drain pan for adequate drainage and rust.
5. Check exterior units for rust and corrosion.
6. Check thermal insulation for damage.

PM TASKS REQUIRING TRADE SKILLS:

1. Check all drive belts for excessive wear, proper tension, and adjustment; replace with new belts as required.
2. Check and lubricate shaft and motor bearings.
3. Check and add compressor oil on open compressors, when needed.
4. Clean or replace air filters as appropriate.
5. Check proper operation of unit by observing outlet temperatures and all operating parts for excessive heating or noise.
6. Check refrigerant pressures and add refrigerant as required. If a refrigerant leak is suspected, check all piping and connections for leaks.
7. Check and clean evaporator drainage system as required.
8. Check air-cooled condenser coils for cleanliness, freedom from shrubs and other obstructions, excessive vibration and noise, and loose, missing, or damaged parts.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-02ITEM: CHILLED WATER, CHILLER / PLANT DATE: _____

LOCATION: _____ MODEL NO.: _____

DATE INSTALLED: _____ SIZE/CAPACITY: _____

MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING TRADE SKILLS:

1. Check chiller operation and performance.
2. Record all chiller data (e.g., entering/leaving chilled water temperature, entering/leaving condenser temperature, oil temperature/level, low/high side refrigerant pressures, etc.) on a log sheet.
3. Check condenser water conductivity, hardness, bleed-off, etc.
4. Check for refrigerant leaks and repair all that are found.
5. Recharge chiller as necessary.
6. Add condenser water chemical treatment as necessary to control/prevent scale in condenser water tubes.
7. Check cooling tower operation.
8. Check condenser water by-pass valve for proper operation.
9. Check condenser water and chilled water circulating pumps for leaks, excessive vibration, or overheating; replace pump seals, packing or other parts as necessary.

Semi-annually:

10. Lubricate all pump and motor bearings.
11. Check all water lines, fittings, joints, flanges, and other components for leaks; repair as necessary.
12. Check electrical wiring and all controls for loose connections and proper operation; clear and tighten connections and repair/replace components as necessary.

The following tasks shall be performed on an annual basis:

1. Drain condenser water from chiller and cooling tower.
2. Flush, and clean cooling tower.
3. Check and clean condenser water tubes of all scale and/or debris.
4. Replace condenser water tube jackets(s) if tubes are leaking.
5. Remove condenser water strainer and clean.
6. Replace refrigerant oil.
7. Replace refrigerant filter(s) if applicable.
8. Check chiller for proper refrigerant charge. If low on refrigerant, check for leaks and repair any found. Recharge chiller as necessary.
9. Restart chiller and log all operating data.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-03

ITEM: AIR CONDITIONING, PACKAGE UNIT

DATE: _____

LOCATION: _____

MODEL NO.: _____

DATE INSTALLED: _____

SIZE/CAPACITY: _____

MANUFACTURER: _____

ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS:

1. Check system performance by observing operation temperatures.
2. Check evaporator drain pan for proper drainage and rust.
3. Check operating unit for excessive noise or vibration.
4. Check external parts for rust, corrosion, or physical damage.

PM TASKS REQUIRING TRADE SKILLS:

1. Check and clean coils, fan blades, and internal areas.
2. Check, adjust, or replace belts as required.
3. Lubricate shaft and motor bearings.
4. Clean or replace air filters.
5. Check compressor oil level and add oil if required.
6. Check and clean evaporator drainage system.
7. Check operating unit for low refrigerant and overheating.
8. Check electrical relay contactors for excessive pitting or burning.
9. Correct all minor defects; report any major repairs required to supervisor.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-04

ITEM: HEAT PUMP, PACKAGE UNIT OR SPLIT SYSTEM DATE: _____

LOCATION: _____ MODEL NO.: _____

DATE INSTALLED: _____ SIZE/CAPACITY: _____

MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS:

1. Check outdoor coil and compartment and remove any shrubs or objects inhibiting the free flow of air into and out of the unit.
2. Check unit while operating for excessive noise, vibration, or heating.
3. Check duct outlet temperatures to ensure system is operating properly.
4. Clean or replace air filters as appropriate.
5. Check evaporator condensate drain for proper operation.
6. Visually inspect internal and external electrical wiring.

PM TASKS REQUIRING TRADE SKILLS:

1. Check blower wheels or fans for proper alignment, tightness on shaft, and free spin.
2. Lubricate shaft and motor bearings.
3. Ensure all electrical connections, including auxiliary heaters, are tight and not damaged. Energize and check operation of auxiliary heaters.
4. Clean interior components, including coils.
5. Check evaporator condensate drain; clean as needed.
6. Check unit for proper operation and excessive noise, vibration, and heating of various components; make adjustments as necessary.
7. Check refrigerant and operating pressures. Add refrigerant as necessary in accordance with manufacturer's instructions.
8. Correct all minor defects; report major repairs to supervisor.
9. Clean condenser coil if necessary.
10. Oil condenser fan motor.
11. Check condenser fan belt, if applicable. Tighten as required or replace if necessary.
12. Lubricate condenser fan bearings. Replace any defective bearings.
13. Calibrate thermostat.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-05

ITEM: AIR CONDITIONING SYSTEM, COOLING TOWER DATE: _____

LOCATION: _____ MODEL NO.: _____

DATE INSTALLED: _____ SIZE/CAPACITY: _____

MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS:

1. Check unit while operating for excessive noise, vibration, or heating.
2. Visually inspect external electrical wiring.
3. Ensure proper temperatures are being maintained while unit is operating.
4. Check for adequate defrosting, if applicable.

PM TASKS REQUIRING TRADE SKILLS:

1. Drain cooling tower sump and clean annually.
2. Check belts for excessive wear, proper tension, and alignment; install new belts as required and adjust.
3. Check electrical wiring and controls for loose connections, corrosion, and failed insulation; make necessary repairs.
4. Lubricate shaft and motor bearings.
5. Check piping for refrigerant, water, and oil leaks; tighten loose connections.
6. Clean or replace filters, as appropriate.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-06

ITEM: AIR COND. SYSTEM, AIR-COOLED CONDENSER

DATE: _____

LOCATION: _____

MODEL NO.: _____

DATE INSTALLED: _____

SIZE/CAPACITY: _____

MANUFACTURER: _____

ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS

1. Check operation of unit for excessive noise, vibration, and overheating.
2. Check for loose or damaged parts.
3. Check cleanliness of coil and remove obstructions such as bushes.
4. Check drainage system for obstructions.

PM TASKS REQUIRING GENERAL SKILLS:

1. Check and clean coil
2. Check and lubricate motor bearings.
3. Check blower belt for excessive wear and proper tension; replace or adjust as necessary.
4. Check and clean drainage system.
5. Check operation of unit for excessive noise vibration, or overheating; make repairs as required.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-07

ITEM: AIR COND. SYSTEM, RECIPROCATING COMPRESSOR DATE: _____

LOCATION: _____ MODEL NO.: _____

DATE INSTALLED: _____ SIZE/CAPACITY: _____

MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS: None

PM TASKS REQUIRING TRADE SKILLS:

1. Check oil in reservoir for proper level, discoloration, and contamination; drain and refill with new oil if required.
2. Check belt assembly for proper alignment, excessive wear, and tension; adjust or replace if required.
3. Check and lubricate motor bearings.
4. Check operating refrigerant pressures. If a refrigerant leak is suspected, check all pipe connections and associated piping for leaks; make repairs as necessary.
5. While operating, check for excessive noise or vibration; make repairs as required.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-08

ITEM: FAN COIL UNIT DATE: _____
 LOCATION: _____ MODEL NO.: _____
 DATE INSTALLED: _____ SIZE/CAPACITY: _____
 MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS:

1. Check housing for corrosion, physical damage, and cleanliness; visually inspect external electrical wiring.

PM TASKS REQUIRING TRADE SKILLS:

1. Clean interior of unit; blowers and coils.
2. Check coils for leaks and repair as required.
3. Inspect thermostat contacts for wear or corrosion; clean or replace as required.
4. Check thermostat control valve for proper operation; adjust or replace as required.
5. Check fan belts for excessive wear; replace worn or frayed belts and adjust for proper tension and alignment.
6. Check all mechanical and structural components; tighten bolts, nuts, and supports as required.
7. Check electrical wiring for damage; repair or tighten connections.
8. Lubricate fan and motor bearings.
9. Perform operational check of unit, and make adjustments as required.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-09

ITEM: AIR HANDLING SYSTEM DATE: _____
 LOCATION: _____ MODEL NO.: _____
 DATE INSTALLED: _____ SIZE/CAPACITY: _____
 MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS: None

PM TASKS REQUIRING TRADE SKILLS:

1. Check controls for proper operation.
2. While unit is operating, check motor and fan shaft bearings for overheating.
3. Clean air screens; clean or replace filters as appropriate.
4. Vacuum air plenum and clean fan blades.
5. Check fan for bent blades or unbalanced operation.
6. Lubricate motor and fan shaft bearings.
7. Check belts for excessive wear, proper tension, and alignment; replace worn or frayed belts and adjust.
8. Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.
9. Check all mechanical and structural components; tighten bolts, nuts, and supports as required.
10. Clean coil as required.
11. Check electrical wiring for damage; repair or tighten connections.
12. Perform operational check of unit and adjust automatic on and off timers if installed; make other adjustments as necessary.

**TECHNICAL EXHIBIT 2-5
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS**

PM CHECKLIST NO: PM-10

ITEM: AIR COMPRESSOR, ELECTRIC DATE: _____
 LOCATION: _____ MODEL NO.: _____
 DATE INSTALLED: _____ SIZE/CAPACITY: _____
 MANUFACTURER: _____ ID NO: _____

PM TASKS REQUIRING GENERAL SKILLS: None

PM TASKS REQUIRING TRADE SKILLS:

1. Check oil level in compressor; add or change oil as necessary.
2. Clean or replace air filters.
3. Check condition of drive belts; replace worn belts and adjust new belts for proper tension.
4. Check electric motor bearing for excessive heating or noise; replace and lubricate bearings, if required.
5. Check condition of wiring and contacts in starter/motor; replace parts if needed and adjust.
6. Check and secure guard hanger bolts.
7. Check operation of pressure switches and pressure relief valves.
8. Check valves and pressure gauges; replace parts, calibrate and make adjustments¹ as required.
9. Drain condensate water from tank.
10. Check operation of pneumatic receiver-controllers, actuators and hoses and adjust for proper operation.

CARETAKER MAINTENANCE TASK 1.3
LAYAWAY PROCEDURES FOR FACILITIES THAT ARE CURRENTLY VACANT
AND FACILITIES THAT MAY BECOME VACANT DURING LIFE OF CONTRACT

1. Personal Property

- A. Removal. Property that has been identified as not being needed for community reuse is to be removed from buildings as part of the layaway process.
- B. Storage. Where community reuse plans have not been determined or fully developed, personal property identified as related personal property or with potential for economic redevelopment under community redevelopment plans will be transferred to the City of Jacksonville for continued storage until such time that a redevelopment plan has been approved. Personal property remaining will be inventoried and secured as part of the layaway process. Manufacturer's literature and any other available written instructions or procedures or personal property that would be of benefit to the new owner, should be taped to or otherwise secured with the property.

2. House Cleaning

- A. Ensure that hazardous materials have been removed from facilities in all maintenance levels ("A" thru "D"). Scrap lumber, trash, and other debris should be removed from inside, around, and under buildings in all maintenance levels, and properly disposed of. Remove items from bulletin boards. Dumpsters should be removed to a central storage location or disposed of. Broom sweep floors, vacuum carpets, and clean bathrooms.

3. Building Shell

- A. Obtaining and maintaining a weather-tight shell is the most important consideration in building layaway and caretaker maintenance. Building shell deficiencies, such as roof leaks and holes in siding, must be identified and repaired as part of the layaway process in all maintenance levels. In level "D" buildings, correct deficiencies only to the extent required to prevent safety or environmental hazards (e.g., rain water could damage friable asbestos pipe insulation, making environmental cleanup and facility disposal more difficult and expensive). Repair actions should minimize the expenditure of funds while providing a fix that will last until the projected reuse or disposal of the facility.

- (1) Roofing, Flashing, and Sheet Metal Work. Roofs must be made watertight. In situations where roofs are beyond economical repair and must be replaced, roof replacement costs should be minimized. Overlay of the existing roofing system to eliminate demolition costs should be considered provided no structural concerns exist. Expedient repair procedures to extend roof life and avoid replacement, such as using elastomeric roof coatings to repair leaks, are recommended. Generally, repairs should be accomplished in accordance with accepted industry standards set forth by the National Roofing Contractors Association, the Roofing Industry Educational Institute, and the Single Ply Roofing Institute. Contact the geographic EFD/EFA for further expert roofing guidance.

- (a) Generally, roofing systems should be repaired in like kind. For example, the use of bituminous roofing materials to repair single ply roofs such as polyvinyl chloride (PVC) is not recommended and can be worse than no repair at all. If the membrane type is unknown or is not available, an elastomeric roof compound and reinforcing mesh can be used.
- (b) Cap and counter flashing should be firmly attached and watertight. Should replacement be necessary due to deterioration or damage, materials should match in kind to prevent galvanic corrosion. Elastomeric roof coatings and reinforcing mesh may be practical for waterproofing joints, holes, and splits. Deteriorated caulking should be cleaned, backed, and caulked with new caulking.

- (c) Roof drainage systems such as gutters, down spouts, scuppers, and roof drains must be working properly with all or most water removed from the roof within 48 hours after rainfall. Drainage systems should include strainers to prevent clogging from debris during the layaway period. Drainage systems, which do not work or become clogged, could cause structural failure due to excessive loads from ponding water. Ensure that run-off from drainage systems is directed away from foundation walls.
- (2) Exterior Surfaces. Repair or replace siding and other exterior components as required to ensure building shell is weather-tight. Repair caulking failures and shrinkage cracks around doorframes, window frames, and other Joints in wood and masonry structures. Cracks around windows and doors can be beneficial in providing ventilation to the interior of level "D" buildings, and so should be caulked only if needed to keep out moisture and insects. Open cracks in masonry walls, which could allow moisture to penetrate, should be sealed with backer rod and caulk. Tighten and replace fasteners, screws, bolts, brackets, and nails securing exterior components.
- (3) Interiors. Apply waterproof mortar or other waterproofing material at points where damaging moisture wells up through holes and cracks in concrete floors, walls, wall and floor junctures, etc. Seal seeping expansion joints.
- (4) Painting. Exterior painting of doors, windows, siding, and other surfaces should be limited to the extent necessary to prevent deterioration. Painting may also be required to seal and prevent the flaking and peeling of exterior lead containing paint.

4. Exterior Windows, Doors, and Other Openings

A. Deficiencies in windows, doors, and other openings must be identified and repaired as part of the layaway process in all maintenance level "A" and "B" facilities.

- (1) Screens. Screens shall be left in place with the exception of level "A" and "B" where the value of the screens exceeds the cost of removal. Remove, mark, and store screens. If screens are custom fit, screens should be leaned against the wall inside the building next to the window from which removed, otherwise, store together in a remote location to reduce traffic obstructions during building inspections.
- (2) Windows. Windows are critical in maintaining a weather-tight building shell. Broken windows in level "A" and "B" facilities should be repaired or replaced. Broken windows in level "D" facilities shall be repaired or boarded up only if required to maintain adequate security, or to prevent safety or environmental hazards (e.g., rain water could damage friable asbestos pipe insulation, making environmental cleanup and facility disposal more difficult and expensive).
- (a) Boarding Recommendations. In areas where adequate security is provided, window boarding is of limited value. Accordingly, limit boarding in Level "A" and "B" facilities to:
- Windows, which are within rock throwing, range of fence lines.
 - Facilities, which contain high value or easily pilfer-able personal property.
 - Facilities which are located in or close to urban areas.
 - Facilities which will be closed for long periods of time.
 - Other facilities with unique security requirements.
- (b) Boarding Procedures. Plywood or other sheathing, which is not properly installed tends to warp and pull away from the window. Improper installation can also cause significant unnecessary damage to window frames and exterior siding. There are a number of boarding methods available, including those discussed below. In each case plywood

should be painted to protect from de-lamination. Matching existing building trim color will improve appearance. Caulk the seam between the plywood sheet and the wall only if necessary to obtain a watertight seal, such as when window glass is broken.

- On double-hung windows, bring the upper and lower sash to the mid-point of the opening and secure plywood using long carriage bolts anchored into horizontal wooden bracing or strong backs on the inside face of the window.
 - Painted (1/2-inch to 3/4-inch) exterior plywood or 1/2-inch OSD sheathing may be nailed or screwed directly to wood frame windows.
 - Recessed windows in masonry structures may have a 2-inch by 2-inch or 2-inch by 4-inch frame attached to masonry, with plywood nailed or screwed to the frame; or plywood may be held into place with wooden wedges which are driven into notches cut near the four corners of the plywood sheet.
 - Plywood may also be pressure fitted into recessed windows with simple jacking assemblies made of bolts, other common hardware, and wooden blocks attached to the inside plywood surface. Contact the geographic EFD/EFA for additional details on this and other boarding methods, which may be used.
- (3) Doors. In level "A" and "B" facilities, large spaces between the bottom of doors and the threshold should be covered with a rubber strip to prevent rain or snow from entering the building. Roll-up, swing-out, sliding, and other non-standard doors should be locked or blocked on the inside and made as windproof and weather-tight as possible.
- (a) Main Entry Doors. One exterior door to each level "A" and "B" facilities should be designated as the point of entry/exit. This door should be in the most accessible location, and should be located away from the prevailing weather, whenever possible. To identify the point of entry, an 8 by 10-inch bright yellow board with the words "AUTHORIZED PERSONNEL ONLY" stenciled (in black) thereon should be securely mounted to the center of the entry door.
- (b) Non-Entry Doors. Secure exterior non-entry doors in level "A" and "B" facilities as specified in paragraph 5, "Locks and Keys." Secure non-entry doors in level "D" facilities by nailing or tack welding doors shut.
- (4) Other Miscellaneous Openings. Ensure that all miscellaneous openings in level "A" and "B" facilities, such as chimneys, vents, grills, skylights, hatches, and louvers are screened, capped, or otherwise closed to prevent the entry of water, birds, rodents, and other pests. Damage resulting from the presence of pests can be extensive.

5. Locks and Keys

- A. Exterior. Key control in level "A" and "B" facilities shall be obtained .by changing existing locks on all exterior doors, or by installing hasps and padlocks on doors not already equipped with standard locking devices. Padlocks should be master-keyed and should be of the non-corrosive type. If locks are replaced, place old exterior lock cores and available keys in a bag and leave inside the facility for the new owner. Maintain all keys and establish key control at a single location.
- B. Interior. If there is an established system for control and identification of interior locks and keys, use this system to mark and store keys. Otherwise, leave keys to interior locks in the appropriate lock, or bag and hang on doorknob.

6. Heating, Ventilating, and Air Conditioning (HVAC) Systems

- A. Heating Systems. When determining whether or not heating systems should remain operational, consider the use of thermostatically controlled heat wire or tape (heat tracing) as an alternate method of preventing pipes from freezing.

- (1) Levels "A" and "B" facilities (With Heat). If heat is to be provided, systems in level "A" and "B" facilities will be repaired and maintained in fully operational condition. Minimal heating will be provided as required to reduce high humidity levels and prevent pipes from freezing. Temperatures should be maintained at not less than 50°F. Existing thermostats and controls may require adjustment or replacement to maintain temperatures at this level, if economical to do so.
- (2) Level "A" and "B" facilities (No Heat). Provide normal seasonal shut-down maintenance for direct fired forced air, electric heating coil, and similar systems.
- (3) Level "D" facilities. Provide minimal layaway as required to alleviate safety hazards and environmental problems.

B. Air Conditioning Systems

- (1) Levels "A" and "B" facilities (With AC). If air conditioning is to be provided, systems in level "A" and "B" facilities shall be repaired and maintained in fully operational condition. Minimal cooling will be provided as required to reduce high humidity levels. Temperatures should be maintained at not more than 85°F.
- (2) Level "A" and "B" facilities (No AC)
 - (a) Chill Water Systems. Refrigerant should be pumped down and stored in receivers. Any excess refrigerant should be removed to appropriately marked containers. Receiver valves should be closed, tested for leakage, and repaired as necessary. Preserve refrigeration equipment in accordance with the manufacturer's recommendations and tag compressor as "OUT OF SERVICE." Drain water from the system (or add non-toxic antifreeze) and close valves.
 - (b) Direct Expansion System. Refrigerant should be pumped down and stored in receivers. Any excess refrigerant should be removed to appropriately marked containers. Preserve the refrigeration equipment in accordance with the manufacturer's recommendations and tag the unit as "OUT OF SERVICE." Disconnect evaporator drains, which are connected to the sanitary sewer system and cap.
 - (c) Air Cooled Condensers. Lubricate any items that require lubrication during normal periodic maintenance.
 - (d) Water Cooled Condensers (Cooling Towers). Shut off water supply to condenser. Drain water from condenser and clean/neutralize and preserve in accordance with the cooling tower and chemical manufacturers' recommendations. Tag as "OUT OF SERVICE." Disconnect condenser drains, which are connected to the sanitary sewer system and cap. Lubricate any items that require lubrication during normal periodic maintenance.
 - (e) Humidifying Systems. Humidifying systems should be shut down, flushed with water, cleaned, and drained.
- (3). Level "D" facilities. Provide minimal Layaway as required to alleviate safety hazards and environmental problems. At a minimum refrigerant should be removed from equipment, and put into appropriately marked storage containers.

7. Supplemental Ventilation

A. Supplemental ventilation may be required in some buildings to prevent fungal growth and condensation. Both of these conditions will lead to accelerated deterioration of building interior. Ventilation of confined spaces is not a new concept. Crawl-space areas of houses and other buildings have been ventilated for decades by vents provided for that purpose.

(1) General. Once closed up, a building interior will still be affected by the temperature and humidity of the exterior. Without proper ventilation, moisture from condensation may form on interior surfaces. Studies have shown that good air movement within a laid away building and greater equilibrium between interior and exterior humidity levels and temperatures will help reduce or eliminate condensation problems. Decisions on whether or not to provide supplemental ventilation in any given building must be made on a case-by-case basis, depending on the geographic location, type of construction, size and configuration, and the inclination of a building to be either dry or damp. Assistance in determining supplemental ventilation requirements may be obtained from the geographical EFD/EFA.

(2) Types of Ventilation. Depending on the building, either passive or mechanical ventilation may be used. Passive methods take advantage of natural airflow, while mechanical methods incorporate the use of existing air handling equipment.

(a) Passive Ventilation. Passive ventilation requires the strategic installation of louvers in windows (which are left open) located on opposite sides throughout the building, and on each floor, to ensure airflow. There is no exact science for determining how much ventilation should be provided for a given building, but there are general guidelines available. All interior room and closet doors are wedged in a fully open position to allow air circulation throughout the building. Exit stairwell fire doors should remain closed. Since louvers must be manufactured to fit, be sure to field verify window sizes prior to ordering. Ensure louvers are well screened to prevent the entry of birds and other pests. In some buildings limited passive ventilation may be provided simply by propping open existing louvers and vents, if this will not allow rain to enter the building during severe weather.

(b) Mechanical Ventilation. Some buildings cannot be vented passively due to a lack of windows or poor interior configurations. Mechanical ventilation, which takes advantage of existing air handling equipment, should be considered in these situations.

- Air handler fan controls normally operate based on the time of day or interior building temperatures. For mechanical ventilation to be effective, controls must be replaced with components that sense and compare inside and outside relative humidity (RH). The control system should be set to ensure fans do not deliver outside air above 70 percent RH, and to ensure the air handler is providing fresh air to the building only if the inside RH is above 80 percent.
- To be effective it is very important to locate the indoor humidistat in a space that tends to have the highest humidity. Humidistats must also be calibrated at least semiannually to ensure the system is operating properly

8. Plumbing Services

A. Level "A" and "B" facilities. Inspect all water supply and drain lines as required to find and repair all leaks. If not required to maintain fire protection, HVAC, or other systems, domestic water should be secured at the interior master valve or exterior curb valve. If water to building must be left on, turn off water at all water heaters/storage tanks (after power is secured) and other tanks and reservoirs not required to maintain operating systems. Drain water heaters/storage tanks and other tanks and reservoirs if there is any possibility of leakage and post notice that systems have been drained.

B. Level "D" facilities. Secure domestic water supply at the exterior curb valve or interior master

valve.

- (1) **Freeze Protection.** Where freezing conditions are possible, open all interior and exterior faucets and drain all hot and cold water service lines through valves, cleanout plugs, and other areas located at low points in the system. Use compressed air to remove remaining water. If there is no curb valve and the main service line is to remain active, one should be installed, and the line pumped out between it and the master valve.
- (2) **Tanks.** To eliminate the possibility of leaks, freezing, and to minimize corrosion, drain all water heaters/storage tanks and other tanks and reservoirs, and post notice that systems have been drained.
- (3) **Traps.** A number of procedures may be used to block traps in fixtures and floor drains which are connected to the sanitary sewer system to prevent the entry of sewer gases. Blocking or covering traps is preferable to keeping them wet, when practical, as this eliminates the requirement to periodically replenish antifreeze as it evaporates.
 - (a) **Block Traps.** Accessible P-Traps may be disconnected and drained, a wadded piece of paper (e.g., newspaper) inserted just inside the drain opening, and just enough foam insulation sprayed into the opening to seal it. Toilets and urinals may be un-mounted and placed aside, and their drain lines blocked using jimmy caps, pipe caps, and other devices. In some buildings it may be easier to temporarily block sewer lines at manholes or other accessible locations. Take care not to block drain lines that serve roof drains, floor drains, or other drains and connections that must remain open.
 - (b) **Cover Traps.** In areas not subject to freezing conditions an acceptable alternate procedure is to place a bead of caulking compound around toilet rims, floor drains, etc., and cover with a piece of 15 pound felt paper, heavy plastic, or other equivalent material cut to fit. This will prevent sewer gases from escaping.
 - (c) **Keep Traps Wet.** In areas which may subject to freezing traps may be kept "wet" by adding a non-toxic antifreeze to all fixtures, traps, and floor drains. Although this procedure will require period antifreeze replenishment after layaway, it may be the most practical solution for floor drains, bathtubs, showers, and other traps, which are not easily accessible. Check with the geographic EFD/EFA for sources of non-toxic antifreeze, and ensure that the anti-freeze selected meets federal, state, and local environmental requirements for introduction into the sanitary sewer system.

- C. **Level "D" facilities.** Secure domestic water supply at the curb valve or disconnect and cap off main service line. Block traps in all fixtures and floor drains which are connected to the sanitary sewer system to prevent the entry of sewer gasses. This may be accomplished by blocking traps with foam, jimmy caps, pipe caps, or other devices as discussed above; or by blocking sewer lines at manholes or other accessible locations. Take care not to block drain lines that serve roof drains, floor drains, or other drains and connections that must remain open.

9. Electrical Systems

- A. **Interior Electrical Systems.** In level "A" and "B" facilities, all non-essential circuits should be secured by opening circuit breakers/removing fuses and taping breakers securely in the open position. Taping breakers will avoid accidental energizing of circuits with secured equipment (e.g., drained hot water heater). Circuits for interior lighting should be left energized as required to permit periodic facility inspections. Update service box wiring charts as appropriate to indicate circuits to remain energized, circuits secured, etc. All electrical panels and enclosures should be sealed as much as practical to minimize moisture and pest intrusion. Electric lamps should be left in place. Switches for all electrical and mechanical equipment not remaining in operation should be left in the "OFF" position.

- (1) Levels "A" and "B" facilities. Care should be exercised not to de-energize circuits required for HVAC systems, fire and intrusion detection alarms, sump pumps, elevators, and other essential electrical services. These circuits should be well marked for easy identification by maintenance personnel. If there are no such essential services required, the main disconnect should be turned off prior to securing the building.
 - (2) Level "D" facilities. Permanently disconnect electrical service outside of facility. Electrical lamps may be removed if economical.
- B. Motors, Generators, and Control Equipment. Motors, generators, and control equipment in level "A" and "B" facilities should be laid away. Motors in dry locations and those totally enclosed should be protected in plastic. All motors and generator sets on permanent mounts should be protected/preserved in place. Motors and generators in damp locations should be cleaned, covered, and removed to dry storage. Motors, generators, control panels, switch boxes, circuit breakers, fuses, and control devices should be protected from dirt, dust, water, and mechanical damage by being covered with shrouds. Prior to shrouding, equipment should be cleaned, lubricated, and securely blocked and braced to prevent movement. Lubrication procedures that apply to the specific equipment should be followed in preparing for inactivation.
- (1) Commutators. When accessible, lift the brushes and apply wax- free, Grade A, grease—proof paper around the commutator; then let the brushes rest against paper wrapping commutator. Rust-preventive compound should not be applied to the commutator.
 - (2) Exposed Steel Shafts. Exposed steel shafts of motors and generators should be cleaned with solvent and coated with corrosion preventive compound. Care should be taken to keep corrosion preventive compound out of bearings, commutators, brushes, brush holders, collector rings, windings, and similar parts.
 - (3) Bearings and Journals. Grease or oil-lubricated journals, bearings, or similar surfaces should be lubricated as recommended by the manufacturer. Journal boxes and bearings should be wrapped in plastic or waterproof paper for protection from dust and dirt.
- C. Batteries. When possible, lead acid batteries in level "A" and "B" facilities should be stored in a charged condition using a float charge. If it is not possible to float charge the batteries, the electrolyte should be drained, and the battery should be placed in dry storage. Nickel-alkali batteries should be fully discharged and placed in storage without draining off the electrolyte. When stored, batteries should be placed in environmentally approved areas. Leads should be disconnected and taped, and terminals should be protected with corrosion preventive compound. Batteries in level "D" facilities should be removed and properly disposed of.

10. Fire Protection and Alarm Systems

- A. General. Generally, water supply will be maintained to fire hydrants throughout the activity. In areas where water is secured, hydrants should be clearly and permanently marked "OUT OF SERVICE."
- B. Halon Extinguishing Systems. Disconnect halon extinguishing systems in all maintenance level "A" and "B" facilities regardless of the potential for reuse of the building. Halon (including halon fire extinguishers) should be removed and transferred to the local reclamation agency.
- C. Fire Reporting Systems. Fire alarm reporting systems, except existing radio systems should be maintained in an operational status. For buildings where fire alarm systems are disconnected/de-energized, they should be tagged "OUT OF SERVICE". The radio alarm systems are to be abandoned.

- D. Level "A" and "B" facilities. All fire alarm and sprinkler systems should be maintained in an operational status. Fire extinguishers should be left in place. All special extinguishing systems, such as carbon dioxide, dry chemical, and wet chemical systems, should be taken out of service.
- E. Level "D" facilities. Fire protection systems should be deactivated in level "D" facilities that do not contain personal property, are not of high value, and do not pose a danger to adjacent buildings which require fire protection. Drain piping in sprinkler systems to prevent freezing, taking particular care to locate and open all auxiliary drains on trapped piping sections. Conversion of wet pipe to dry pipe systems should be avoided if possible due to high maintenance costs and the continued danger of freezing. Fire alarm systems should normally be disconnected to avoid high maintenance costs and false alarms. Remove all fire extinguishers. Fire pumps should be laid away in accordance with the procedures specified elsewhere.

11. Miscellaneous Building Systems

- A. Gas Lines. Gas lines should be shut off and locked on the outside of all maintenance level "A" and "B" facilities, except when needed to provide heat. If not already lockable, consider replacing existing cocks with lock and key type cocks. In level "D" facilities lines should be permanently disconnected and capped off in coordination with utility company.
- B. Air Compressors. Unfired pressure vessels in all facilities should be drained of air and moisture. Preserve compressors larger than 100 CFM in level "A" and "B" facilities in accordance with the manufacturer's instructions, including the driver (engine/motor)
- C. Air Handler Units. Permanent filters should be removed and cleaned in all level "A" and "B" facilities.
- D. Engines. Engines in level "A" and "B" facilities should laid away in accordance with the following procedures.
 - (1) Diesel Engines. Diesel engines should be run for at least five minutes at a speed of not more than 15 percent above the normal operating speed under no load. Lubricating oil should then be drained, and a yellow tag should be attached either to the crankcase oil filler cap or in a conspicuous place on a radial engine. This tag should read:

"CAUTION: This engine was treated for storage on (date) _____. When the engine is placed in service, refill lubricating oil sump with _____.

Fuel lines and injectors should be drained and filled with flushing oil. All openings in engines and accessories, including breathers, air intakes, exhausts, exhaust expansion joints, and openings in starters and generators, should be closed with plastic sheeting or waterproof paper and taped. After all unprotected exterior surfaces of engines are dry, all taped surfaces and all engine accessories, except electrical wiring and accessories, should be sprayed with a preservative compound.

- E. Gasoline Engines. Gasoline engines should be run on unleaded, un-dyed gasoline for at least 10 minutes beyond the time required to run out any leaded gasoline in the lines and carburetor. Interior surfaces of engines should be treated with crankcase preservative oil as follows: remove spark plugs; while the engine is rotating, spray sufficient oil through spark plug holes for adequate protection to cylinder walls, valve heads and stems, and valve guides using an air-atomizing type of spray gun. For L-head type engines, the oil may be poured in spark plug holes instead of spraying. Replace all spark plugs, or seal the holes with suitable threaded metal plugs and gaskets. For valve-in head engines, valve covers should be removed, and the preservative oil sprayed over rocker mechanisms, interiors of valve covers, between cylinder blocks and side plates, over push rods, and into oil filler and crankcase ventilator pipes. The entire fuel system, including carburetor, fuel pump, strainer, and fuel lines, should be drained; and all parts should be dry.

The lubricating oil system should be drained, and a yellow tag attached to the oil filler cap with the following information:

"CAUTION: This engine was treated for storage on (date) _____. When the engine is placed in service, refill oil sump with _____.

Exterior surfaces should be cleaned; openings, sealed; and surfaces sprayed with preservative compound.

- F. Manufacturer's Literature. Manufacturer's literature and any other available written instructions or procedures on mechanical equipment and systems, which would be of benefit to the new owner, should be taped to equipment or left in a conspicuous location in the building.

12. Pest Control Services

- A. Inspect each level "A" and "B" facility to identify existing and potential pest problems. Initiate treatment or prevention procedures for potentially damaging pests, such as rodents and birds. Ensure that all pest access points, such as chimneys, vents, grills, and louvers are screened, capped, or otherwise closed. Consider placement of rodent bait blocks where rodent activity is likely. An onsite assessment of needed pest control requirements and other assistance may be requested from the EFD/EFA Applied Biologist.

13. Grounds, Shrubs and Trees

- A. Grounds Maintenance, CARETAKER shall ensure trees and plants adjacent to buildings are pruned or removed as necessary to prevent damage to buildings and electrical service lines, and to minimize fire hazards. Around maintenance level "D" facilities, consider removal of stones along walks, isolated flower beds, unnecessary scrubs or trees, ornamental fences (except those of masonry, concrete, or steel secured to pavement concrete posts or piers), and similar obstructions to tractor operated mowing equipment.

14. Appliances

- A. If refrigerators are left in place in facilities, tape a block of wood to the inside edge of freezer and refrigerator doors to block in the open position and to allow for ventilation.

**APPENDIX 1 - REQUIREMENTS STATEMENT
ANNEX 3
PEST CONTROL SERVICES**

C 3.1 SCOPE

- A. The CARETAKER shall furnish all labor, transportation, materials, consumables, equipment, tools, supervision, and management necessary to perform specified pest control services at the CCC. Pest control services apply to all facilities listed in Technical Exhibit 1-3 of Annex 1.

C 3.2 REFERENCES AND TECHNICAL DOCUMENTS

- A. The CARETAKER shall comply with the most current State and local pests control regulations, specifically the requirements stated in the State of Florida's Department of Agriculture Statutes chapter 482 and Pest Control Regulation 5E-14 as they apply to the services covered by this specification. All references and technical documents shall be acquired by the CARETAKER and maintained in the Technical Library as specified Annex 1.

C 3.3 CITY OF JACKSONVILLE FURNISHED PROPERTY

- A. The COJ will not provide office space, tools, equipment, or any materials to the CARETAKER for this Annex other than that specified in Annex 1.

C 3.4 GENERAL REQUIREMENTS

A. Personnel.

All personnel who use and/or apply pesticides shall be certified by the Bureau of Entomology and Pest Control as commercial applicators in the appropriate category for the work being performed.

B. Pesticides.

Only EPA registered pesticides shall be used for work under this Annex. Pesticides include insecticides, herbicides, rodenticides, fungicides, etc.

C. Submittals.

Prior to beginning work, submit the following to the OED Representative for approval.

- (1) EPA label for each pesticide proposed for use.
- (2) MSDS for each pesticide proposed for use.
- (3) Documentation showing Florida commercial certification status and categories for all personnel who will apply pesticides.

C 3.5 SPECIFIC REQUIREMENTS

A. Scheduled Inspections.

During mechanical and structural system Inspections, as described in Annex 2, signs of bird, animal, rodent and other pest damage and presence shall also be noted. When noted, a service order for removal of the pest (s) shall be issued. After removal of the pest (s), the point of entry to the building shall be closed to prevent entry by other pests. Rodenticides may be used by a Florida certified individual (see paragraph C 3.4. A.).

B. Fire Ant Control.

The CARETAKER shall provide services for the control of fire ants on an as needed basis for hot spots around areas that have pedestrian traffic and where fire ants interfere with maintenance activities or are damaging electrical equipment or structures. They will be eliminated using a bait or residual insecticide upon the issue of a service order. It is estimated that one call per month for treatment of less than one acre will be required.

C 3.6 RECORDS AND SCHEDULES

- A. All work done under this Annex will be recorded on the form provided as Technical Exhibit 3-1 (Pest Management Information Record). A copy will be forwarded to the OED Representative.

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**TECHNICAL EXHIBIT 3-1
PEST MANAGEMENT INFORMATION RECORD
ADMINISTRATIVE INFORMATION**

DATE: _____ IN-HOUSE/CONTRACT: _____ INDOOR/OUTDOOR: _____

TIME REQUIRED: _____

PEST AND OPERATION

PEST: _____

OPERATION: _____

SITE: _____

SPECIFIC LOCATION: _____

UNTS TREATED: _____

CONTROL AGENT

TRADE NAME: _____

PESTICIDE NAME: _____

EPA REG. NUMBER: _____

PESTICIDE AMOUNT: _____

FORMULATION: _____

FINAL CONCENTRATION: _____ %

OR

RATE PER AREA: _____ POUNDS OF _____ % PRODUCT PER _____

COMMENTS: _____

SIGNATURE

CERT NO.

**TECHNICAL EXHIBIT 3-2
PROJECTED WORKLOAD**

Building inspectors will check for pests and dead animals on their regular inspections.

Area-wide fire ant control will be scheduled twice/year. Acreage to be treated is approximately 459.4 Acres Non-Housing. Individual ant mounds shall be treated as needed thereafter by Service Call.

SERVICE CALL WORK:

Total projected Pest Control Service Calls is 5 calls per month or 60 calls annually.

- 36 calls/year will be minor, approximately 2 hours/call
- 12 calls/year will be medium, approximately 4-hours/call
- 12 calls/year will be large, approximately 8 hours/call

**APPENDIX 1 - REQUIREMENTS STATEMENT
ANNEX 4
GROUNDS, IRRIGATION, POND AND SURFACED AREAS MAINTENANCE SERVICES**

C 4.1 SCOPE

- A. The CARETAKER shall furnish all supervision, engineering services, labor, materials, supplies, and equipment, to perform all grounds, irrigation, pond and surface area maintenance at the Cecil Commerce Center (CCC), Jacksonville Florida.

C 4.2 CITY OF JACKSONVILLE FURNISHED PROPERTY

- A. The COJ will not provide office space, tools, equipment, or any materials to the CARETAKER for this Annex other than that specified in Annex 1. A fenced compound will be made available for storage of grounds maintenance equipment if required. Storage of grounds maintenance equipment in fenced compound shall be at the risk of the CARETAKER. The City of Jacksonville will not be responsible for equipment stolen or vandalized while stored in fenced area.

C 4.3 GENERAL REQUIREMENTS

A. Services.

The operations to be performed shall include lawn maintenance (grass cutting, trimming, trash and litter collection/disposal), irrigation system maintenance and repair, retention pond maintenance, debris removal, tree pruning, cleaning of ditches and storm drains, street sweeping/collection, pothole patching, fence repair and other miscellaneous services as described herein. Performance locations and approximate inventory quantities are provided in Technical Exhibit 4-1. Proposing Contractors should verify locations and quantities prior to submitting their proposal

B. Definitions.

- (1) *Debris* - Includes, but not limited to, paper, cans, bottles, limbs, branches, pine straw and cones, leaves, rocks, and other similar items.
- (2) *Grass Cutting* - Includes cutting and trimming, within the designated area, all grasses, weeds, and vegetation which is one inch or less in diameter at ground level.
- (3) *Pruning* - Selectively removing unwanted growth to prevent damage to facilities or utilities.
- (4) *Trimming* - Cutting vegetation around trees, shrubs, cultivated areas, fences, poles, walls, sprinkler heads, valves, benches, and other similar objects to match the height and appearance of surrounding vegetation.
- (5) *Roads and Surfaced Areas* - All primary and secondary paved and surfaced areas (i.e., streets, roads, shoulders, driveways, open storage areas, gutters, cross roads, right of ways, parking lots, sidewalks, curbs, and any other surfaced areas).
- (6) *Irrigation Systems* - Lawn sprinkler systems including sprinkler heads, backflow preventers and control valves and panels.
- (7) *Pond Maintenance* - Lake Fretwell and retention pond maintenance including treatments for the control of noxious aquatic weeds and algae.

C. Notification of Insect and Disease Problems.

During the performance of grounds maintenance, the Caretaker shall report to the OED Representative any evidence of disease, insect, or erosion problems at the time such conditions are first noticed.

D. Fuel and Flammables.

Fuel and flammables shall be transported and stored in accordance with the national, state, and local environmental and fire codes.

C 4.4 SPECIFIC REQUIREMENTS

A. Grass Cutting.

The Caretaker shall cut grassed areas at the frequencies specified in Technical exhibit 4-2. Grassed areas shall be cut to a uniform height of three inches. Cutting shall be accomplished free of scalping, rutting, bruising, and uneven and rough cutting. The Caretaker shall ensure that mower blades are sharpened to prevent shredding of grass ends during mowing operations. Grass clippings shall not be windrowed or allowed to be deposited in piles or clumps. Clippings shall be uniformly distributed over the mowed area. Prior to cutting, the Caretaker shall pick up and remove all rubbish, trash, and debris within the maintenance area, and all trash, which is on or near shrubs, hedges, fences, and foundation walls. All organic and inorganic material shall be collected the same day as cutting and disposed of at an approved off-site landfill. Grass in ditches shall be treated with an approved herbicide so that the grass is maintained at such a level as not to restrict water flow. The cutting of shoulders and right of ways shall be limited to that required to maintain proper drainage, fire protection, control of noxious weed growth, and prevent the formation of insect breeding areas.

B. Trash and Litter Collection and Disposal.

Trash and litter collection and disposal is the pickup and removal of all loose material not compatible with a well-kept commerce center. All grounds and paved surfaces within the CCC, both the main site and Yellow Water site, shall receive this service prior to each scheduled mowing at the frequencies specified in Technical Exhibit 4-2 using a vehicle which minimizes damage to grounds. All litter, trash, dead vegetation, limbs, pine straw, and leaves in gutters shall be collected and disposed of at an approved off-site landfill.

C. Irrigation Systems.

The CARETAKER shall inspect/test irrigation systems at the frequencies specified in Technical Exhibit 4-2. All minor discrepancies shall be corrected; any major discrepancies found shall be reported to the OED Representative for appropriate action.

D. Lake Fretwell and Retention Ponds.

The CARETAKER shall inspect ponds and apply an approved algae control at the frequencies specified in Technical Exhibit 4-2, to control all noxious aquatic weeds, algae and border and water's edge vegetation.

E. Debris Removal.

CARETAKER shall pick up and remove all rubbish, trash, and debris from grounds and paved surfaces within the CCC, and all trash, which is on or near shrubs, hedges, fences, and foundation walls. Debris shall be picked up on an "as-needed" basis to ensure a well-kept commerce center. All material collected shall be properly disposed of in dumpster or recycled as applicable.

F. Roads and Surface Areas.

(1) Street Sweeping.

CARETAKER shall sweep, remove and properly dispose of debris from all streets and roads at the frequencies specified in Technical Exhibit 4-2. All areas shall be swept clean with equipment specifically designed for this purpose.

(2) Surface Areas.

CARETAKER shall clear debris and vegetation from storm water drainage ditches as needed to eliminate the restriction of water flow. CARETAKER shall perform repairs to areas where storm water flow is causing erosion. The maintenance of shoulders and right of ways shall be

limited to that required to maintain proper drainage, fire protection, control of noxious weed growth, and prevent the formation of insect breeding areas.

(3) **Fertilization and Herbicide.**

Twice annually the CARETAKER shall apply an approved weed-and-feed fertilizer as well as herbicide to all grassed areas along New World Avenue, (both north and south of Normandy Blvd.), and Aviation Avenue that are covered by an irrigation system.

G. **Service Call Work**

(1) **Tree Pruning.**

Pruning is to be accomplished in a manner so as to:

- (a) Remove dead, damaged or diseased wood, parasitic vegetation, and structurally weak limbs that may cause a safety hazard.
- (b) Remove branches where they interfere with utility lines and/or endanger roofs, eaves, and windows.

(2) **Storm Drainage System.**

Storm drainage repair shall include:

- (a) Removal and proper disposal of debris, which impedes the flow of water in storm drains and ditches.
- (b) Repair to areas where storm water flow is causing erosion.

(3) **Lawn Disease and Insects.**

At first sight of lawn disease or insect infestation CARETAKER shall provide treatment to prevent further damage.

(4) **Pothole Patching.**

Pothole patching shall be performed only to the extent required to prevent safety and traffic hazards. The surface of the completed patch shall be uniform in appearance with the adjacent surfaces, match the grade and elevation of adjacent surfaces, have equivalent reactions to load and weather conditions as the adjacent surfaces, and be compatible in composition with adjacent paving material. All paving shall be in accordance with the current Asphalt Paving Manual as published by the Asphalt Institute. Repairs larger than 36 inches in diameter shall be accomplished with a hot mixed material.

(5) **Signs.**

The CARETAKER shall maintain the required existing functional signs in a serviceable condition. The CARETAKER shall supply new and replacement signs as requested by the OED Representative.

(6) **Fences.**

The CARETAKER shall maintain the Integrity and function of all required fences.

C 4.5 **RECORDS AND SCHEDULES**

- A. Records and schedules shall be submitted in accordance with service call and preventive maintenance reporting requirements.

**TECHNICAL EXHIBIT 4-1
INVENTORY
MAIN SITE (SOUTH OF NORMANDY BLVD.)**

1. There are approximately 1,156.4 developable acres located south of Normandy Blvd. Currently approximately 433 are cleared acres of which 250 acres are in the "high visibility" areas the remaining 183 acres are less traveled and receive fewer cuts.
2. There are approximately 54 miles of edging, including curbs, sidewalks, and medians.
3. There are approximately 12.5 miles of street sweeping.
4. Has 89 lawn sprinkler zones with approximately 3,294 sprinkler heads.
5. Has one large Storm Water drainage ditch that drains to Lake Fretwell and other drainage ditches (see #11 below), and Storm Water grates.
6. Has a cemetery that encompasses one acre.
7. Has Level "A" and "B" Facilities and flowerbeds that require "full maintenance", edging, hedge trimming, flowerbed weeding, etc.
8. Has approximately 12,792 SF or .29 acres of flowerbed maintenance, in road medians.
9. Has 669 Mulched Trees (Mostly Oaks, some Magnolias and Crape Myrtles.)
10. Has one large lake, Lake Fretwell, requiring bank and shoreline maintenance as well as algae control.
11. South Side Storm Drainage: (Approximately 19.3 Total Acres)
 - 3,200 LF - From Aviation SW to New World
 - 1,600 LF - From Lake Fretwell South of JAA property
 - 1,600 LF - East - West Ditch from New World to Lake Fretwell
 - 8,000 LF - From Normandy South to North end of Lake Fretwell
 - 2,000 LF - From West Side of Housing Area, along Golf Course and ties into Ditch Running from Normandy to Lake Fretwell
 - 2,400 LF - Ditch running parallel with Authority Blvd.
12. Has Approximately 18 miles of paved and some dirt roads.

**TECHNICAL EXHIBIT 4-1
INVENTORY
YELLOW WATER (NORTH OF NORMANDY BLVD.)**

1. There are approximately 1,852.6 developable acres located north of Normandy Blvd. Currently approximately 32.4 acres are cleared and maintained along roadway.
2. There are approximately 32.5 miles of edging, including curbs, sidewalks, and medians.
3. There are approximately 5 miles of street sweeping.
4. Has 179 lawn sprinkler zones with approximately 5,125 sprinkler heads.
5. Has one large Storm Water drainage ditch west of New World Avenue, south of Finger Lake, and other drainage ditches (see #9 below), and Storm Water grates.
6. Has approximately 2.5 acres of flowerbed maintenance, in road medians.
7. Has 827 Mulches Trees (Mostly Oaks, some Magnolias and Crape Myrtles.)
8. Currently has 9 retention ponds with outfalls, totaling approximately 126 acres, requiring bank and shoreline maintenance as well as algae control.
9. North Side Storm Drainage: (Approximately 49.3 Total Acres)
 - 4,600 LF - Around pond Located West of New World - N. of Water Works
 - 5,500 LF - North - South Ditch along Railhead Rd.
 - 3,500 LF - East - West Ditch N. of Normandy - S. of Finger Lake
 - 3,600 LF - South of Finger Lake - West of New World
 - 2,660 LF - North - South Ditch West of New World, From Finger Lake North
 - 9,600 LF - (2) East - West Ditches E. of New World, Intersecting W. of Accoy Rd.
 - 11,200 LF - Drainage around and from old Helo Pad Area
 - 2,300 LF - North - South Ditch that runs under Normandy
10. Has approximately 17 miles of paved and dirt roads.

**TECHNICAL EXHIBIT 4-2
ANNUAL FREQUENCIES OF SERVICE**

Annual Service	Main Site	Yellow Water
1. Grass Cutting	18 Cuts High Visibility Areas 9 Cuts Areas Less Traveled	18 Cuts
2. Litter Control	Same as Cuttings	Same as Cuttings
3. Curb / Sidewalk edging	6	6
4. Street Sweeping	2	2
5. "A" and "B" Facilities	12	N/A
6. Irrigation Systems	12	12
7. Drainage Ditches	2	
8. Cemetery Maintenance	9	N/A
9. Lake / Ponds / Outfalls	12	12
10. Lake / Pond Chemical Treatment	8	8
11. Lake / Pond Bank Maintenance	8	8
12. Fertilization / herbicide	2	2

There are approximately 465.4 acres to be maintained. It is estimated tree pruning and storm drain and ditch cleaning will require one call per month. Pothole patching, sign repair and fence repair will average less than one call per month. Total projection is 25 calls per year.

- 20% will be very minor, approximately 2 hours/calls (estimated 5 calls/year)
- 40% will be minor, approximately 8 hours/call (estimated 10 calls/year)
- 40% will be larger, approximately 16 hours/call (estimated 10 calls/year)

**APPENDIX 1 - REQUIREMENTS STATEMENT
ANNEX 5
ENVIRONMENTAL SERVICES**

C 5.1 SCOPE

- A. The CARETAKER shall furnish all labor, transportation, materials, consumables, equipment, tools, supervision, and management necessary to perform specified environmental services at the CCC. Environmental services apply to all facilities listed in Technical Exhibit 1- 3 of Annex 1.

C 5.2 REFERENCES AND TECHNICAL DOCUMENTS

- A. The CARETAKER shall comply with the most current state and local environmental control regulations, specifically the requirements stated in the State of Florida's Department of Environmental Protection as they apply to the services covered by this specification. All references and technical documents shall be acquired by the CARETAKER and maintained in a "Public Record" Technical Library.

C 5.3 CITY OF JACKSONVILLE FURNISHED PROPERTY

- A. The COJ will not provide office space, tools, equipment, or any materials to the CARETAKER for this Annex other than that specified in Annex 1.

C 5.4 GENERAL REQUIREMENTS

A. Management.

The CARETAKER shall manage the total work effort associated with Environmental services required herein to assure fully adequate and timely completion. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, report preparation, establishing and maintaining records, and the oversight of materials sampling / testing. The CARETAKER shall ensure all work is conducted in compliance with Florida Department of Environmental Protection regulations and to the fulfillment of the City of Jacksonville's Environmental Resource Management Dept.

B. Personnel.

Environmental Manager shall be a fully qualified Florida licensed Environmental Engineer. An Environmental Database Coordinator/Compliance Inspector will assist with maintaining the environmental "Public Record" library documents and compliance inspections.

C. Nature of job.

The CARETAKER shall act as both a proactive-advisory technical assistance and an enforcer of environmental regulation. Job involves protection of natural resources and features as well as dealing with contamination. CARETAKER shall maintain a well-informed working relationship with area environmental agencies, (i.e. City of Jacksonville's Environmental Resource Management Department, St. John's River Water Management District, Forestry Service, JEA and JAA).

C 5.5 SPECIFIC REQUIREMENTS

A. Environmental Database.

CARETAKER SHALL maintain a current "Public Record" Database and assist tenants, clients and staff in research efforts concerning environmental conditions.

B. Monitoring.

- (1) The CARETAKER shall monitor Cecil Commerce Center tenants, contractors, agents, and public / commercial activities for compliance with federal, state and local regulations, including but not limited to:

- (a) Air and water quality
- (b) Hazardous materials and waste management

- (c) Wellhead protection
- (d) Storm water management
- (e) Impact to wetlands
- (f) Health and Safety Plan (HASP) Compliance
- (g) Hazardous spills cleanup and compliance
- (h) Application and compliance monitoring
- (i) Trespassing, dumping, logging, etc.
- (j) Land development / tenant activities
- (k) Monitor and enforce lease environmental conditions and Land Use Control Implementation Plan (LUCIP).
- (l) Overall monitoring of activities that have potential for environmental "violations" or City damages or liability.

C. Implementation.

- (1) CARETAKER shall implement and maintain environmental program management in compliance with federal, state, and local regulations, including but not limited to:
 - (a) Asbestos Management.
 - (b) Lead Based Paint Management.
 - (c) Permit preparation.
 - (d) Planned environmental support for facilities repair, maintenance and demolition projects.
 - (e) Recycle / Reuse Program.
 - (f) Documentation for potential environmental insurance claims.

C 5.6 RECORDS AND SCHEDULES

- A. All environmental records and database shall be maintained within compliance of federal, state, and local regulations.

**APPENDIX 1-REQUIREMENTS STATEMENT
ANNEX 6
REFUSE DISPOSAL / RECYCLABLE COLLECTION**

C 6.1 SCOPE

- A. The CARETAKER shall furnish all labor, transportation, materials, consumables, equipment, tools, supervision, licenses, permits and management necessary to provide refuse and recyclable material collection and disposal services at locations shown of Technical Exhibit 6-1 at the CCC. All disposals shall be at approved sites in accordance with current federal, state and local laws and regulations, governing refuse, disposal and recycling practices.

C 6.2 REFERENCES AND TECHNICAL DOCUMENTS

- A. The CARETAKER shall comply with the most current state and local regulations governing solid waste pickup and disposal, specifically the requirements stated in the City of Jacksonville's Environmental Resource Management guidance as it applies to the services covered by this specification.

C 6.3 CITY OF JACKSONVILLE FURNISHED PROPERTY

- A. The COJ will not provide office space, tools, equipment, or any materials to the CARETAKER for this Annex other than that specified in Annex 1.

C 6.4 GENERAL REQUIREMENTS

A. Management.

The CARETAKER shall manage the total work effort associated with pick up and disposal of refuse and recyclables for the CCC. The CARETAKER shall ensure all solid waste collection and disposal is conducted in compliance with Florida Department of Environmental Protection regulations and to the fulfillment of the City of Jacksonville's Environmental Resource Management Dept.

B. Personnel.

All personnel involved in the removal and disposal of refuse and recyclable materials shall be fully qualified and licensed to provide services as specified.

C. Nature of job.

The CARETAKER shall provide all equipment (i.e. solid waste and recyclable containers, sanitation trucks) and personnel to remove solid waste from containers located at the CCC.

C 6.5 SPECIFIC REQUIREMENTS

A. Containers.

The CARETAKER shall provide refuse and recyclable containers sized and located as noted in Technical Exhibit 6-1.

B. Pick up schedule.

CARETAKER shall provide collection from each location on a schedule as listed in Technical Exhibit 6-1.

C. Disposal / Recycle.

CARETAKER is responsible for proper disposal of all refuse and recyclable materials collected. All disposals shall be conducted in compliance with Florida Department of Environmental Protection regulations and to the fulfillment of the City of Jacksonville's Environmental Resource Management Dept.

D. Reporting.

CARETAKER shall monitor and report to the Environmental Manager and the OED Representative any misuse of containers (i.e. hazardous materials found, unauthorized use of containers, etc.).

C 6.6 RECORDS AND SCHEDULES

- A. Pick up schedule shall be as noted in Technical Exhibit 6-1. Disposal receipts and records shall be maintained as required by governing state and local regulations and in compliance with Florida Department of Environmental Protection regulations and to the fulfillment of the City of Jacksonville's

.....
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**E TECHNICAL EXHIBIT 6-1
REFUSE AND RECYCABLE MATERIAL COLLECTION AND
DISPOSAL LOCATIONS AND FREQUENCIES**

LOCATION	DUMPSTER SIZE REFUSE	DUMPSTER RECYCLABLE TYPE MATERIAL	FREQUENCY
Building 905N, 13541-3 Lake Newman St.	8 cy	Plastic, Glass, Aluminum 2 cy	Weekly
Building 200, 6134 Authority Ave.	8 cy	Plastic, Glass, Aluminum, Cardboard 2 cy	Weekly
Building 72, Fire House, 13364 Aeronautical Cr.	8 cy	Plastic, Glass, Aluminum 2 cy	Weekly
Warehouse 68A, 6222-2 New World Ave.	8 cy	Plastic, Glass, Aluminum 2 cy	Weekly
Building 800, 6112 New World Ave.	8 cy	Plastic, Glass, Aluminum 2 cy	Weekly
Building 5845, 5845 Aviation Ave.	8 cy	N/A	Weekly

**APPENDIX 2- COMMON AREA MAINTENANCE (CAM)
BUDGETARY ESTIMATE**

CECIL COMMERCE CENTER ANNUAL CAM CHARGE PER ACRE	NORTH/SOUTH 2022 CAM COST
Grounds Maintenance	\$230,957.00
Electric water	\$33,600.00
General repairs	\$25,200.00
Landscape edging	\$35,508.00
Pest control	\$5,250.00
Weed and feed	\$8,190.00
Irrigation repairs	\$15,200.00
Street sweeping	\$8,233.00
Inspections/storm water drains/ponds/ditches	\$143,231.00
Retention pond outfalls	\$3,040.00
Flower beds maintenance	\$19,274.00
Insurance	\$2,625.00
Subtotal	\$530,307.00
Contingency Fund -	\$100,000.00
Disaster cleanup, stormwater repairs, capital Improvements	
Administrative	
**Management Fee	\$87,485.00
Total Cost	\$717,792.00
Number of Acres	3,170
Cost per Acre	\$226.43

Note: The above expenditures and acreage was developed from historical data, scaled drawings, and site visits. Contingencies for downed trees, storm damage and unforeseen events may exceed these amounts. This estimate includes expenses for CAM only and does not include maintenance of COJ-owned buildings.

.....
(End of Section 4)

Form I
Price Sheet

Company Name: **VTG**

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or completion of listed deliverables):
5% (contract value not definite, based on percentage)

2. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): see attached hr.

Project Manager (Responsible Professional): see attached hr.

3. Other Direct Project Costs per Unit (please specify):
See attached hourly direct labor rates.

4. Estimated percentage of total fee to be performed by sub-contractors:
50% (contract value not definite, based on percentage)

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel:
See attached hourly direct labor rates.

Exhibit B



Type	Labor Categories	Base Year W/OH	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Exempt	Contracts Manager	\$ 122.53	\$ 128.04	\$ 133.81	\$ 139.83	\$ 146.12
Exempt	Costs Control Analyst	\$ 120.03	\$ 125.43	\$ 131.07	\$ 136.97	\$ 143.14
Exempt	Facilities Manager 1	\$ 120.53	\$ 126.55	\$ 132.88	\$ 139.52	\$ 146.50
Exempt	Facilities Manager 2	\$ 126.24	\$ 131.92	\$ 137.86	\$ 144.06	\$ 150.54
Exempt	Facilities Manager 3	\$ 133.21	\$ 139.21	\$ 145.47	\$ 152.02	\$ 158.86
Exempt	Field Engineer 1	\$ 100.34	\$ 104.85	\$ 109.57	\$ 114.50	\$ 119.65
Exempt	Field Engineer 2	\$ 116.83	\$ 122.09	\$ 127.58	\$ 133.32	\$ 139.32
Exempt	Field Engineer 3	\$ 130.92	\$ 136.81	\$ 142.96	\$ 149.40	\$ 156.12
Exempt	Finance Manager	\$ 166.70	\$ 174.20	\$ 182.04	\$ 190.23	\$ 198.79
Exempt	Financial Analyst	\$ 123.17	\$ 128.71	\$ 134.50	\$ 140.55	\$ 146.88
Exempt	Functional Analyst 1	\$ 124.84	\$ 130.46	\$ 136.33	\$ 142.47	\$ 148.88
Exempt	Functional Analyst 2	\$ 135.39	\$ 141.48	\$ 147.85	\$ 154.50	\$ 161.45
Exempt	Functional Analyst 3	\$ 154.10	\$ 161.04	\$ 168.28	\$ 175.86	\$ 183.77
Exempt	HR/Payroll Specialist	\$ 113.79	\$ 118.91	\$ 124.26	\$ 129.85	\$ 135.69
Exempt	Logistician 1	\$ 107.36	\$ 112.19	\$ 117.24	\$ 122.51	\$ 128.02
Exempt	Logistician 2	\$ 143.45	\$ 149.90	\$ 156.65	\$ 163.70	\$ 171.06
Exempt	Logistician 3	\$ 146.82	\$ 153.42	\$ 160.33	\$ 167.54	\$ 175.08
Exempt	Logistics Analyst III	\$ 118.58	\$ 123.92	\$ 129.50	\$ 135.32	\$ 141.41
Exempt	Logistics Manager	\$ 160.00	\$ 167.20	\$ 174.73	\$ 182.59	\$ 190.81
Exempt	Logistics Supervisor	\$ 98.54	\$ 102.97	\$ 107.60	\$ 112.45	\$ 117.51
Exempt	Maintenance Foreman	\$ 107.54	\$ 112.38	\$ 117.44	\$ 122.72	\$ 128.25
Exempt	Office Manager 1	\$ 69.60	\$ 72.74	\$ 76.01	\$ 79.43	\$ 83.00
Exempt	Office Manager 2	\$ 86.49	\$ 90.81	\$ 95.36	\$ 100.12	\$ 105.13
Exempt	Office Manager 3	\$ 93.10	\$ 97.29	\$ 101.67	\$ 106.24	\$ 111.02
Exempt	Operations Manager 1	\$ 187.88	\$ 196.33	\$ 205.17	\$ 214.40	\$ 224.05
Exempt	Operations Manager 2	\$ 200.99	\$ 210.03	\$ 219.48	\$ 229.36	\$ 239.68
Exempt	Operations Manager 3	\$ 205.10	\$ 214.33	\$ 223.98	\$ 234.05	\$ 244.59
Exempt	Program Manager 1	\$ 158.74	\$ 165.89	\$ 173.35	\$ 181.15	\$ 189.31
Exempt	Program Manager 2	\$ 190.50	\$ 199.08	\$ 208.03	\$ 217.40	\$ 227.18
Exempt	Program Manager 3	\$ 225.54	\$ 235.69	\$ 246.29	\$ 257.38	\$ 268.96
Exempt	Project Coordinator	\$ 153.40	\$ 160.31	\$ 167.52	\$ 175.06	\$ 182.94
Exempt	Broker	\$ 250.00	\$ 261.25	\$ 273.01	\$ 285.29	\$ 298.13
Exempt	Project Manager	\$ 159.38	\$ 179.35	\$ 185.72	\$ 195.73	\$ 203.42
Exempt	Project Manager 1	\$ 182.05	\$ 190.25	\$ 198.81	\$ 207.75	\$ 217.10
Exempt	Project Manager 2	\$ 191.47	\$ 200.08	\$ 209.09	\$ 218.49	\$ 228.33
Exempt	Project Manager 3	\$ 201.45	\$ 210.52	\$ 219.99	\$ 229.89	\$ 240.23
Exempt	Purchasing Agent III	\$ 102.68	\$ 107.30	\$ 112.13	\$ 117.18	\$ 122.45
Exempt	QC Inspector	\$ 86.58	\$ 90.47	\$ 94.55	\$ 98.80	\$ 103.25
Exempt	QC Manager	\$ 164.38	\$ 171.78	\$ 179.51	\$ 187.59	\$ 196.03
Exempt	QC/Safety Manager	\$ 113.05	\$ 118.70	\$ 124.64	\$ 130.87	\$ 137.41
Exempt	QC/Safety Manager 1	\$ 131.26	\$ 137.16	\$ 143.34	\$ 149.79	\$ 156.53
Exempt	Safety & Environment Manager	\$ 144.53	\$ 151.04	\$ 157.84	\$ 164.94	\$ 172.36

Exhibit B

01013	Accounting Clerk III	\$ 60.10	\$ 62.80	\$ 65.63	\$ 68.58	\$ 71.67
01020	Administrative Assistant	\$ 89.45	\$ 93.48	\$ 97.68	\$ 102.08	\$ 106.67
51	Data Entry Clerk	\$ 49.18	\$ 51.40	\$ 53.71	\$ 56.13	\$ 58.65
15	General Clerk 1	\$ 49.06	\$ 51.27	\$ 53.57	\$ 55.98	\$ 58.50
01116	General Clerk 2	\$ 56.61	\$ 59.15	\$ 61.81	\$ 64.60	\$ 67.50
01117	General Clerk 3	\$ 60.10	\$ 62.80	\$ 65.63	\$ 68.58	\$ 71.67
01118	General Clerk 4	\$ 73.32	\$ 76.61	\$ 80.06	\$ 83.67	\$ 87.43
01192	Order Clerk II	\$ 57.43	\$ 60.01	\$ 62.71	\$ 65.54	\$ 68.48
01262	Personnel Assistant 2	\$ 66.81	\$ 69.82	\$ 72.96	\$ 76.24	\$ 79.67
01263	Personnel Assistant 3	\$ 68.81	\$ 71.91	\$ 75.14	\$ 78.53	\$ 82.06
01264	Personnel Assistant 4	\$ 77.97	\$ 81.48	\$ 85.15	\$ 88.98	\$ 92.99
01270	Production Control Clerk	\$ 75.63	\$ 79.03	\$ 82.59	\$ 86.31	\$ 90.19
01300	Scheduler, Maintenance	\$ 68.92	\$ 72.02	\$ 75.26	\$ 78.65	\$ 82.19
01320	Service Order Dispatcher	\$ 63.64	\$ 66.50	\$ 69.50	\$ 72.62	\$ 75.89
01410	Supply Technician	\$ 87.60	\$ 91.55	\$ 95.66	\$ 99.97	\$ 104.47
05100	Mobile Equipment Servicer	\$ 64.26	\$ 67.15	\$ 70.18	\$ 73.33	\$ 76.63
05190	Motor Vehicle Mechanic	\$ 79.56	\$ 83.14	\$ 86.88	\$ 90.79	\$ 94.88
05220	Motor Vehicle Mechanic Helper	\$ 66.40	\$ 69.39	\$ 72.52	\$ 75.78	\$ 79.19
11090	Gardener	\$ 58.14	\$ 60.76	\$ 63.49	\$ 66.35	\$ 69.34
11210	Laborer, Grounds Maintenance	\$ 58.50	\$ 61.13	\$ 63.88	\$ 66.76	\$ 69.76
11330	Tractor Operator	\$ 70.21	\$ 73.37	\$ 76.67	\$ 80.12	\$ 83.73
13002	Audiovisual Librarian	\$ 78.67	\$ 82.21	\$ 85.91	\$ 89.78	\$ 93.82
13041	Illustrator 1	\$ 74.99	\$ 78.37	\$ 81.89	\$ 85.58	\$ 89.43
12	Illustrator 2	\$ 91.04	\$ 95.13	\$ 99.41	\$ 103.89	\$ 108.56
43	Illustrator 3	\$ 109.56	\$ 114.49	\$ 119.64	\$ 125.03	\$ 130.65
13047	Librarian	\$ 94.89	\$ 99.16	\$ 103.62	\$ 108.28	\$ 113.15
13050	Library Technician	\$ 69.65	\$ 72.78	\$ 76.06	\$ 79.48	\$ 83.06
21010	Fuel Distribution System Operator	\$ 77.21	\$ 80.69	\$ 84.32	\$ 88.11	\$ 92.08
21020	Material Coordinatoar	\$ 75.58	\$ 78.98	\$ 82.54	\$ 86.25	\$ 90.13
21030	Material Expediter	\$ 71.79	\$ 75.02	\$ 78.40	\$ 81.93	\$ 85.62
21040	Material Handling Laborer	\$ 49.93	\$ 52.17	\$ 54.52	\$ 56.98	\$ 59.54
21050	Order Filler	\$ 56.09	\$ 58.62	\$ 61.26	\$ 64.01	\$ 66.89
21071	Forklift Operator	\$ 66.62	\$ 69.62	\$ 72.75	\$ 76.03	\$ 79.45
21100	Shipping/Receiving Clerk	\$ 53.86	\$ 56.28	\$ 58.81	\$ 61.46	\$ 64.23
21130	Shipping Packer	\$ 53.86	\$ 56.28	\$ 58.81	\$ 61.46	\$ 64.23
21140	Store Worker 1	\$ 39.83	\$ 41.63	\$ 43.50	\$ 45.46	\$ 47.50
21150	Stock Clerk	\$ 53.52	\$ 55.92	\$ 58.44	\$ 61.07	\$ 63.82
21210	Tools and Parts Atatendant	\$ 67.03	\$ 70.04	\$ 73.19	\$ 76.49	\$ 79.93
21400	Warehouse Specialist	\$ 70.41	\$ 73.58	\$ 76.89	\$ 80.35	\$ 83.97
23160	Electrician, MEG+EHM/Truck	\$ 140.00	\$ 146.30	\$ 152.88	\$ 159.76	\$ 166.95
23340	Fuel Distribution System Mechanic	\$ 82.99	\$ 86.73	\$ 90.63	\$ 94.71	\$ 98.97
23369	General Maintenance Worker 1	\$ 73.19	\$ 75.75	\$ 78.40	\$ 81.15	\$ 83.99
23370	General Maintenance Worker 2	\$ 79.79	\$ 83.38	\$ 87.13	\$ 91.06	\$ 95.15
23410	HVAC Mechanic DMT/truck	\$ 125.00	\$ 130.63	\$ 136.50	\$ 142.65	\$ 149.06
30	Heavy Equipment Mechanic	\$ 93.69	\$ 97.91	\$ 102.31	\$ 106.92	\$ 111.73
0	Heavy Equipment Operator	\$ 81.44	\$ 85.10	\$ 88.93	\$ 92.93	\$ 97.12
23470	Laborer	\$ 56.37	\$ 58.91	\$ 61.56	\$ 64.33	\$ 67.23
23510	Locksmith	\$ 73.41	\$ 76.71	\$ 80.16	\$ 83.77	\$ 87.54
23530	Machinery Maintenance Mechanic	\$ 80.82	\$ 84.45	\$ 88.25	\$ 92.23	\$ 96.38

Exhibit B

23580	Maintenance Trades Helper	\$ 60.22	\$ 62.93	\$ 65.77	\$ 68.73	\$ 71.82
23760	Painter, Maintenance	\$ 83.52	\$ 87.28	\$ 91.20	\$ 95.31	\$ 99.60
23790	Pipefitter, Maintenance	\$ 99.89	\$ 104.38	\$ 109.08	\$ 113.99	\$ 119.12
23800	Plumber, Maintenance	\$ 149.78	\$ 156.52	\$ 163.57	\$ 170.93	\$ 178.62
23890	Sheet Metal Worker, Maintenance	\$ 100.79	\$ 105.32	\$ 110.06	\$ 115.02	\$ 120.19
25070	Stationary Engineer	\$ 116.97	\$ 122.23	\$ 127.73	\$ 133.48	\$ 139.49
29064	Drafter 5	\$ 91.42	\$ 95.54	\$ 99.84	\$ 104.33	\$ 109.02
29081	Engineering Technician 1	\$ 70.75	\$ 73.94	\$ 77.26	\$ 80.74	\$ 84.37
29082	Engineering Technician 2	\$ 78.75	\$ 82.29	\$ 86.00	\$ 89.87	\$ 93.91
29083	Engineering Technician 3	\$ 88.46	\$ 92.44	\$ 96.60	\$ 100.94	\$ 105.49
29084	Engineering Technician 4	\$ 105.00	\$ 109.72	\$ 114.66	\$ 119.82	\$ 125.21
29085	Engineering Technician 5	\$ 126.15	\$ 131.82	\$ 137.76	\$ 143.96	\$ 150.43
29086	Engineering Technician 6	\$ 146.51	\$ 153.10	\$ 159.99	\$ 167.19	\$ 174.71
31361	Truckdriver, Light Truck	\$ 66.79	\$ 69.80	\$ 72.94	\$ 76.22	\$ 79.65
31362	Truckdriver, Medium Truck	\$ 63.69	\$ 66.55	\$ 69.55	\$ 72.68	\$ 75.95
31363	Truckdriver, Heavy Truck	\$ 71.23	\$ 74.44	\$ 77.79	\$ 81.29	\$ 84.95
11150	Janitor	\$ 52.96	\$ 55.34	\$ 57.83	\$ 60.43	\$ 63.15
01191	Order Clerk 1	\$ 51.88	\$ 54.22	\$ 56.66	\$ 59.21	\$ 61.87
01192	Order Clerk 2	\$ 57.43	\$ 60.01	\$ 62.71	\$ 65.54	\$ 68.48
01311	Secretary 1	\$ 55.39	\$ 57.89	\$ 60.49	\$ 63.21	\$ 66.06
01312	Secretary 2	\$ 59.39	\$ 62.06	\$ 64.85	\$ 67.77	\$ 70.82
01313	Secretary 3	\$ 65.07	\$ 68.00	\$ 71.06	\$ 74.26	\$ 77.60
01314	Secretary 4	\$ 71.76	\$ 74.99	\$ 78.37	\$ 81.89	\$ 85.58
01315	Secretary 5	\$ 78.15	\$ 81.66	\$ 85.34	\$ 89.18	\$ 93.19
01011	Accounting Clerk 1	\$ 49.38	\$ 51.61	\$ 53.93	\$ 56.36	\$ 58.89
01012	Accounting Clerk 2	\$ 51.71	\$ 54.04	\$ 56.47	\$ 59.01	\$ 61.67
01013	Accounting Clerk 3	\$ 67.31	\$ 70.33	\$ 73.50	\$ 76.81	\$ 80.26
01014	Accounting Clerk 4	\$ 64.17	\$ 67.06	\$ 70.07	\$ 73.23	\$ 76.52
01050	Dispatcher, Motor Vehicle	\$ 67.12	\$ 70.14	\$ 73.30	\$ 76.59	\$ 80.04
14041	Computer Operator 1	\$ 60.61	\$ 63.34	\$ 66.19	\$ 69.17	\$ 72.28
03042	Computer Operator 2	\$ 68.66	\$ 71.75	\$ 74.97	\$ 78.35	\$ 81.87
03043	Computer Operator 3	\$ 75.47	\$ 78.87	\$ 82.42	\$ 86.13	\$ 90.00
03044	Computer Operator 4	\$ 83.35	\$ 87.10	\$ 91.02	\$ 95.11	\$ 99.39
03045	Computer Operator 5	\$ 90.88	\$ 94.97	\$ 99.24	\$ 103.71	\$ 108.38
03071	Computer Programmer 1	\$ 78.07	\$ 81.58	\$ 85.25	\$ 89.09	\$ 93.10
03072	Computer Programmer 2	\$ 90.74	\$ 94.82	\$ 99.09	\$ 103.55	\$ 108.21
03073	Computer Programmer 3	\$ 104.55	\$ 109.25	\$ 114.17	\$ 119.30	\$ 124.67
03074	Computer Programmer 4	\$ 105.96	\$ 110.73	\$ 115.71	\$ 120.92	\$ 126.36
23130	Carpenter, Maintenance	\$ 85.94	\$ 89.81	\$ 93.85	\$ 98.07	\$ 102.49
23181	Electronics Technician, Maintenance 1	\$ 77.09	\$ 80.56	\$ 84.18	\$ 87.97	\$ 91.93
23182	Electronics Technician, Maintenance 2	\$ 82.63	\$ 86.35	\$ 90.24	\$ 94.30	\$ 98.54
23183	Electronics Technician, Maintenance 3	\$ 88.46	\$ 92.44	\$ 96.60	\$ 100.94	\$ 105.49
23290	Fire Alarm System Mechanic	\$ 79.00	\$ 82.55	\$ 86.27	\$ 90.15	\$ 94.21
31030	Bus Driver	\$ 64.91	\$ 67.84	\$ 70.89	\$ 74.08	\$ 77.41

* The standard hourly billing rates are reevaluated annually prior to the beginning of the contract year and subject to an increase not to exceed five (5) percent per year.



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3680
www.coj.net/MilitaryAffairs

June 23, 2023

To: Dustin Freeman, Chairman
Professional Services Evaluation Committee

From: Harrison Conyers, Supervisor
Military Affairs and Veterans Dept.

Subject P-10-21 Military Affairs and Mission Advocacy Services (Amendment No. 1)

The City of Jacksonville Military Affairs and Veterans Department requests a extension of Contract No. 71443-22. The contract was originally executed November 29, 2021, with a not-to-exceed amount of \$88,000.00, and a period of service through June 30, 2022. (The City of Jacksonville did not have a contract with RJ Natter and Associates during the period of July 1, 2022- June 30, 2023).

We are requesting a 12 month extension through June 30, 2024 to allow continuation of these vital federal advocacy services with a not-to exceed amount of \$174,000.00, thereby increasing the maximum indebtedness by \$86,000.00, pending receipt of an funding award letter from the State of Florida Department of Economic Opportunity. All other terms and conditions of this contract remain the same. This will utilize a one-year renewal option of the two-year renewal options available.



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3680
www.coj.net/MilitaryAffairs

Exhibit A.

Scope of Services

Consultants

Advocacy **\$84,000.00**
Advocacy for future force growth and enhanced Department of Defense funding for all Duval County military bases, installations, and missions. (\$7,000.00/month x 12 months)

Department of Defense Budget Analysis of impact on NE Florida **\$2,000.00**

Baker, Alex

From: Armogan, Mala
Sent: Tuesday, June 27, 2023 2:01 PM
To: Baker, Alex
Subject: FW: Letter from Natter

Hi Alex, please see the e-mail below from Mr. Natter. Thank you.

From: Robert Natter <rjnatter@natterllc.com>
Sent: Tuesday, June 27, 2023 1:55 PM
To: Conyers, Harrison <HCONYERS@coj.net>
Cc: Baker, Alex <ABAKER@coj.net>; Armogan, Mala <MARMOGAN@coj.net>; Marty Alford <martyalford@erols.com>
Subject: Re: Letter from Natter

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.

Harrison:

I hereby confirm on behalf of Natter & Associates to an extension of the agreement with the City of Jacksonville to provide advocacy and consulting services at the federal level, primarily with the Department of Defense and Military Departments. The extension will cover the period 1 July 2023 - 30 June 2024 at \$7,000.00/month an end of year annual Department of Defense Budget Impact Analysis for \$2,000.00 as part of this extension.

Let me know is this suffices as my commitment.

Bob

Robert J. Natter
Admiral, US Navy Retired
R J NATTER & ASSOCIATES, LLC
904 376 5861
rjnatter@natterllc.com

On Jun 27, 2023, at 11:06, Conyers, Harrison <HCONYERS@coj.net> wrote:

ADM Natter,

We are coordinating the first extension of your contract with the City of Jacksonville for federal advocacy services. Our Procurement Division has requested that you send a letter stating that you agree to the contract extension for the period of July 1, 2023 – June 30, 2024, at \$7,000.00/month plus the annual Department of Defense Budget Impact Analysis for \$2,000.00. The Procurement Committee meets this Thursday. If you could send the letter today, it would be very helpful. I apologize for the quick turn-but Procurement has been very gracious to get us on the agenda for this week.

V/r,

Harrison




City of Jacksonville, Florida



Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

TO: Dustin Freeman, Chief, Procurement Division

THRU: Steven D. Long, Jr, P.E., Director, Department of Public Works 

FROM: Jeffrey S. Foster, P.G., Solid Waste Environmental Engineer Manager 
Mike Pinckney, Chief, Solid Waste Division 

DATE: June 15, 2023

SUBJECT: **Second Renewal Option for P-02-17 Contamination Assessment & Remediation Services
For State of Florida Funded Petroleum Impacted Sites
WSP USA Environment & Infrastructure, Inc. (formerly Wood Environment & Infrastructure Solutions)**

The Department of Public Works, Solid Waste Division is requesting that WSP USA Environment & Infrastructure, Inc. be awarded the second and final one (1) year renewal option for P-02-17 for the City's state funded petroleum impacted sites cost share program. The vendor has performed the services of the contract satisfactorily. The first-year renewal expires on June 25, 2023.

Accordingly, we recommend that the second and final one (1) year renewal award for Contamination & Remediation Services for State of Florida Funded Petroleum Impacted Site be awarded to WSP USA Environment & Infrastructure, Inc. with a period of service from June 26, 2023 to June 25, 2024. The contract would commence from the contract execution date. Additionally, we recommend the approval of the name change from Wood Environment & Infrastructure Solutions, Inc. to WSP USA Environment & Infrastructure, Inc.

Please advise when this item will be placed on the agenda so that a representative of the Public Works Department can attend. Thank you.

JSF/jsf

COJ PROCUREMENT

Cc Nickii Brookins, SWD
John Ashe, DPW
Lori A. West, Engineering Contract Specialist

'23 JUN 26 PM 2:08:18

Attachments



WSP USA Environment & Infrastructure, Inc.
6256 Greenland Road
Jacksonville, Florida 32258
Phone: 904.396.5173 • Fax: 904.396.5703
www.wsp.com

May 30, 2023

Mr. Eric B. Fuller
Environmental Programs Manager
City of Jacksonville
Department of Public Works
214 North Hogan Street, 10th Floor
Jacksonville, Florida 32202

**Subject: P-02-17 Contamination Assessment & Remediation Services for State of Florida
Funded Petroleum Impacted Sites Amendment Request**

Dear Mr. Fuller:

WSP USA Environment & Infrastructure Solutions, Inc. (WSP) (previously known as Wood Environment & Infrastructure Solutions, Inc) agrees to a contract extension under the same terms and conditions with the City of Jacksonville. We understand this is the second and final available extension under the current contract extending the period of service from June 26, 2023, through June 25, 2024.

- Contract Manager - Ms. Rebecca Vanderbeck, P.E. will remain as our assigned Contract Manager.
- Project Manager - Ms. Alexandre Home will continue to serve as the Project Manager for sites assigned through this contract.
- Additional staffing – In the event you find any need to increase our staffing, we are pleased to supplement as necessary from our available professional staff in Florida or even further as the needs of the city determine.

We are pleased to continue to provide services to the City of Jacksonville. Should you have any questions or require any additional information, please contact Rebecca Vanderbeck at Rebecca.vanderbeck@wsp.com or 904-699-7768.

Sincerely,

WSP Environment & Infrastructure Solutions, Inc.

A handwritten signature in blue ink that reads "Rebecca J. Vanderbeck". The signature is written in a cursive, flowing style.

Rebecca J. Vanderbeck, P.E.
Contract Manager



September 23 2022

Dear Sir/Madam,

The environment and infrastructure consulting business of Wood joined the WSP family of companies on September 21, 2022. We are now moving forward by uniting under the WSP name worldwide. This name change reinforces what we have become, a diversified professional services firm that can take on the most complex assignments across different end markets – transportation, buildings, energy, water and the environment. Importantly, we also have the ability to manage interfaces between those markets with our advisory services and program management expertise.

The current name of our company has changed as shown in the chart below. There is no change to our management, and we will continue to operate as we always have with a focus on our core values of integrity, teamwork, excellence and respect. Our contractual relationship with you is unaffected by the name change. The Federal Identification Number also remains unchanged. Please update your records accordingly.

Previous Name	Wood Environment & Infrastructure Solutions, Inc.
New Name*	WSP USA Environment & Infrastructure Inc.
Date of Change	September 21, 2022
Federal ID Number	91-1641772

**If system limitations require an abbreviated name, please use WSP USA E&I Inc.*

During the next several months there will be continued support by Wood's Accounts Payable and Vendor Setups departments until we have fully integrated our systems into the WSP business. Until further notice, please continue to use the following Wood email addresses:

Invoice Submissions: APIInvoice.US@woodplc.com

Invoice Questions and Statements: APQuery.US@woodplc.com

Vendor Information Maintenance: VendorSetups@woodplc.com

We value our business relationship and look forward to that continuing in the future.

Sincerely,

Joseph F. Farrell
VP Contracts & Supply Chain



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

June 15, 2023

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

THRU: Steven D. Long, Jr., P.E.
Director of Public Works

FROM: Will Williams, MBA
Director of Operations

Robin G. Smith, P.E.
Chief, Engineering and Construction Management

SUBJECT: P-24-18 Construction Engineering and Inspection Services for Hart Bridge Approach
Modifications Contract 8107-12 Amendment 4 PO 600688-20-021

Additional coordination efforts to complete the closeout administrative process extended the anticipated services beyond the original estimated limit. Negotiations have resulted in the attached Scope of Services, Exhibit I and Contract Fee Schedule, Exhibit J, attached. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that Contract Number 8107-12, originally executed February 10, 2020 between the City and GAI Consultants, Inc. for Construction Engineering and Inspection Services for Hart Bridge Approach Modifications be amended to incorporate the attached Scope of Services, Exhibit I and Fee Summary, Exhibit J to increase the lump sum amount for Construction Engineering and Inspection Services by \$183,628.09 to a new limit of \$3,795,535.34, thereby increasing the maximum indebtedness to the city by \$183,628.09 to a new maximum of \$4,546,418.90. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be as follows:

ACCOUNTS:	TOTAL
32111.153101.565051.010407.00000000.00000.0000000	
010407	
PWCP Public Works Capital Projects-Other Trans Svcs	
565051	
1	
32111-384020	\$183,628.09

SDL/lw

Attachment: Exhibits I & J

cc: Lori West, Engineering and Construction Management



Jacksonville Office
12574 Flagler Center Blvd.
Suite 202
Jacksonville, Florida 32258

EXHIBIT I
T 904.363.1110
F 904.363.1115

June 14, 2023

GAI Project No.: B191205.00

Thomas. G. McKnight, C.P.C.
Capital Improvement Construction Manager
Dept. of Public Works- 214 N. Hogan Street, 10th Floor
Jacksonville, Florida 32202

Attention: Mr. McKnight

Sent Via E-mail: mcknight@coi.net

**City of Jacksonville RFP# P-24-18 – Scope and Fee for Amendment #4
Construction Engineering and Inspection Services for the Hart Bridge Approach Modifications
Jacksonville, Florida**

Dear Mr. McKnight:

GAI Consultants, Inc. is pleased to provide you with the fee estimate of \$183,628.09 to complete the required Construction and Engineering Inspection and administrative services on the Hart Bridge Expressway Ramps Realignment & Talleyrand Connector Project. The proposed fee will complete all administrative work and documentation including coordination with COJ, FDOT and FHWA for required documentation for all three agencies, including the One Year Warranty Inspection.

This amendment will allow us to continue providing CEI services to complete the closeout administrative process which includes. We look forward to continuing working with you and the rest of the City's team on this important project. If you have any questions, or need any additional information, please do not hesitate to give me a call. All conditions and terms of the Master Agreement and Scope of Services remain unchanged.

Sincerely,

GAI Consultants, Inc.

Andre R Sutherland

Digitally signed by Andre R
Sutherland
Date: 2023.06.14 09:04:10 -04'00'

Andre Sutherland, PE
Assistant Vice President

Attachments: Exhibit G- Proposed Rates and Fee for GAI
Exhibit F- Scope of Services

cc: Lori West

SCOPE OF SERVICES
Amendment #4

CLIENT: City of Jacksonville – Department of Public Works

PROJECT: Construction Engineering and Inspection Services for Hart Bridge Approach Modifications COJ RFP# P-24-18

CONSULTANT: GAI Consultants, Inc.
12574 Flagler Center Blvd., Suite 202
Jacksonville, Florida 32258

GENERAL

The Hart Bridge Approach Modifications Project being undertaken by the City of Jacksonville in partnership with the Florida Department of Transportation under a Local Agency Program (LAP) for the complete demolition of the bridge approaching the Lot J along Bay Street/Gator Bowl Blvd. GAI Consultants, Inc.(GAI) and supporting Sub-Consultant services provided by Acuity Design Group, Inc. (ADG) CSI-Geo, Inc.(CSI-Geo), Construction and Engineering Services, Inc.(C&ES), England-Thims and Miller, Inc. (ETM), Meskel & Associates Engineering, PLLC (Meskel) and QDI Consulting, LLC.(QDI), collectively known as GAI will be providing Construction Engineering and Inspection Services for this project. The CEI Scope of Services outlined under Section 4.0 of the RFP # P-24-18 will be performed by GAI Consultants, for the City of Jacksonville, also referenced as "City" under the contract for P-24-18.

GAI will provide onsite construction inspection, management, and administrative services to verify the quality and quantity of work, but will not override the contractor's means, methods, techniques, sequences, or procedures of the construction selected by the contractor(s) or the safety precautions and programs incidental to the work of the contractor(s). GAI's efforts will also be directed toward assisting in the interpretation of the prepared drawings and specifications, shop drawing review, assistance in the resolution of field problems or questions, and determining whether the completed project will conform to the contract documents. GAI will continually verify the project is compliance with the procedures outlined in the LAP Agreement between FDOT and the City and the project's overall compliance with the contract documents.

INSPECTION REQUIREMENTS

The scope of the inspection for the remaining work includes, but is not limited to the following: maintenance of traffic; dewatering; control and abatement of erosion and water pollution; bridge demolition; grading; excavation and embankment; construction of roadway elements; modification of the existing bridge approaches; reinforced steel , approach slab pours; barrier wall pours; MSE wall construction; signing and pavement markings and other incidental construction. All required certifications will be maintained by onsite personnel as outlined in the City's RFP's Scope of Services Section 4.0. No premium overtime is expected for the inspection or administrative staff on the project with the exception of the pile driving activities. *Inspection duties are also expanded to*

EXHIBIT A

Scope of Services Cont'd
June 8, 2023
Page 2

monitor the removal and replacement of subsoil material due to contaminated or unsuitable soils discovered on the project site. The monitoring of the pile driving operations are also expanded to include full PDA monitoring of all test and production piles for the intermediate piers and end bents.

ADMINISTRATION REQUIREMENTS

GAI shall oversee the daily administration of the contract, which includes but is not limited to verifying Equal Employment Opportunity (EEO Compliance by documenting daily work efforts including contractors personnel, conduction routine employee interviews, submitting interviews to FDOT, reviewing and verifying all materials meet the contract requirements, review as-built drawings for accuracy, data entry into FDOT's MAC program for samples taken, verifying contractor's quality control test results, resolving FDOT's monthly comments concerning in MAC sample results.

Other activities include directional bore verification, inspection of drainage structures and verifying inverts, utility coordination, traffic signal inspection, miscellaneous drilled shaft verification inspection, entering required documents in FDOT's GAP system. Meskel Engineering will perform laboratory verification for earthwork and concrete items. CSI will provide asphalt plant verification inspection and testing during roadway paving activities. GAI will monitor all RFIs, RFCs and RFMs, coordinate with the City, provide monthly aerials to document progress, verify key survey data and as-built bridge elevations, review change orders and assist the City in any Dispute Resolution meetings and contractor's request for equitable payment for additional work. GAI will also facilitate bi-weekly progress meetings and pre-work meetings. GAI will assist in coordinating with adjacent projects and affected third parties while resolving onsite issues with the contractor's daily operations. ADG will provide a Public Information Officer who will assist with required coordination for updates, coordinate with COJ to prepare statements for public release and any additional public outreach required for the project.

Administration requirements include monitoring of the EEO board, monitoring of the overall project's progress for the completion of the quarterly FHWA and FDOT reports, processing the Change Order requests related to numerous unforeseen conditions, subsurface conflicts, responding to queries from the City, FDOT and FHWA on Change Orders.

GAI shall review the contractor's monthly CPM Schedule for overall compliance and forward a copy to the City.

NPDES Inspections – Immediately following each rainfall event of ½" or greater, the inspector will visit the site, inspect all erosion/sedimentation control measures, direct the contractor to repair or replace damaged erosion/sedimentation controls and verify that the required work is done in accordance with the NPDES/permit requirements.

Scope of Services Cont'd
June 8, 2023
Page 3

Authority – The City gives GAI the authority to require the contractor to correct all work not in compliance with the approved plans and/or City requirements. If the contractor refuses or fails to take the required corrective action, GAI shall immediately notify the City.

Testing – GAI's qualified field representatives will be responsible for selecting locations for verification of concrete plastic and compressive strength, compaction and density testing and verifying that all required Contractor's Quality Control testing is performed in accordance with City's requirements/specifications for locations and frequency. Field verification samples will be collected by GAI. Laboratory Verification Samples will be tested by Meskel and CSI at an accredited lab and by qualified personnel, as required to meet the LAP requirements. Random samples will be collected for all materials outlined in FDOT's Material Acquisition and Certification program and submitted to the FDOT's State Materials Office (SMO) as required.

The construction contractor is expected to provide his own quality assurance testing and will be independent of the services provided herein.

All inspection and testing requirements shall apply at all times while construction operations are being performed including weekends and holidays.

Inspector Logs – GAI and its subconsultants' onsite inspector shall maintain an inspection log throughout the duration of construction. This log shall include but not be limited to the following:

- Location and description of construction operations taking place at time of site visit
- Specific information regarding inspection/acceptance of project materials
- Information on construction problems and directions given to the contractor to resolve the problems
- Summaries of contractor's personnel and equipment

On days where there is no construction or no construction requiring inspection, the daily log should note either that there was no activity or list the operations that were taking place (per the contractor) and state "No inspection required". Copies of the Inspector Log shall be uploaded into LAPIT. A copy of all documents will be provided to the City.

Shop drawings – Upon receipt of shop drawing from the contractor, GAI shall forward the Contract's shop drawing review for each component requiring shop drawings. GAI shall coordinate with the Engineer of Record in the shop drawing review process. GAI will coordinate the review and strive to return shop drawings within the allowable timeframe or less to the contractor. Final approved shop drawings shall be submitted to the City to be RFC'ed after all comments are resolved.

As-builts – GAI shall review as-builts drawings. Drawings that do not meet the requirements outlined in the Contract Documents will be returned to the Contractor for

Scope of Services Cont'd
June 8, 2023
Page 4

correction. Final as-built drawings shall be submitted to the City for concurrence and acceptance.

Contractor Pay Requests and Change Orders – GAI's Project Administrator and Senior Project Engineer will assist the City's Project Manager as-needed with evaluating the contractor's pay request. GAI will assist the City's Project Manager as necessary in processing of the pay request and processing of any Contractor change order requests on the project.

Substantial Completion – The City shall be notified in advance of the substantial completion inspection to allow the City's various Departments time to plan to participate. GAI, in coordination with the City's Project Manager, will also keep FDOT personnel updated of the project's milestones and supply any requested documents for review.

Following the Substantial Completion inspection, a copy of the punch list of items to be completed along with a list of the persons attending the inspection shall be e-mailed to each of the above agencies.

Final Documentation – Prior to the City's acceptance of the project, GAI will turn over the following documents:

- Original Inspector's Logs
- All test reports for the project (including those tests that failed and were retested)
- All approved shop drawings
- *Coordinate between the City, FDOT and FHWA for required closeout on contract time. Materials Acceptance and Certification (MAC) System*
- *Complete the One Year Warranty Inspection and verify any identified warranty items are corrected timely by the prime contractor*
- Certification stating that the materials and construction that were inspected by the GAI's qualified individual, that all inspection services were provided as outlined in the scope of services, that construction has been completed in substantial conformance with the approved plans, and that the as-built drawings have been reviewed and meet the City's requirements. This certification is to be signed and sealed by GAI's Senior Project Engineer based upon the scope of the services

Schedule

GAI will provide, as needed, the above-described services during construction, and closeout of the project. Substantial completion for the construction contract is currently estimated to be *October 2022* with Project Closeout by *December 2022*.

No additional compensation will be provided by GAI in the event the construction goes beyond *December 2022* unless authorized by the City. Should the construction time exceed the current *Project Closeout date*, and additional compensation is required above the proposed fee in order to continue provision of services, GAI will receive

Scope of Services Cont'd
June 8, 2023
Page 5

written authorization for compensation from the City prior to providing any additional services.

Method of Compensation

Payment will be made in accordance with the City's original contract. No changes will be made to the original contract and terms of payment unless mutually agreed to by the City and GAI.

Exclusions from Scope of Service

The Contractor shall be responsible for his Quality Control Inspection efforts required by the construction contract. GAI Consultants will not be responsible for offsite testing and inspection at fabrication facilities for steel products, casting yards for precast and prestressed concrete structures and all other similar locations which require inspection and testing.

The field office and required space, electricity, and internet connection for GAI to accomplish daily tasks and keep the required field records will be supplied by the City through the construction contract. GAI will not be expected to pay for the associated field office and the associated field office expenses.

Additional Services

Additional services may be added to this contract during the course of work based on negotiated fees. These respective fees shall be determined jointly by the City's staff and GAI. No work shall be undertaken on any additional service tasks without the written authorization of the City.

**CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA**

EXHIBIT J

PART I - GENERAL				
1. Project Hart Bridge Approach Modifications- CEI Services		2. Proposal Number P-24-18		
3. Name of Consultant GAI Consultants, Inc.		4. Date of Proposal 1/20/2020		
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Senior Project Engineer	\$73.50	330.0	\$24,255.00	
Project Administrator	\$47.55	330.0	\$15,691.50	
Secretary/Clerk	\$26.15	330.0	\$8,629.50	
Sr. Bridge Inspector	\$38.50		\$0.00	
Sr. Roadway Inspector	\$36.75	330.0	\$12,127.50	
Bridge Inspector	\$30.00		\$0.00	
Roadway Inspector	\$28.50		\$0.00	
2 Man Survey Crew- GAI	\$59.28		\$0.00	
3 Man Survey Crew- GAI	\$79.04		\$0.00	
Sr. Surveyor/Mapper- GAI	\$65.62		\$0.00	
TOTAL DIRECT LABOR		1,320	Hours	\$60,703.50
6. Overhead (Combined Fringe Benefit & Administrative)			175.00%	\$106,231.13
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$166,934.63
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$16,693.46
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs			\$	
			\$	
			\$	
			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. SUBCONTRACTS (Lump Sum)			\$	
			\$	
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$183,628.09
11. REIMBURSABLE COSTS (Limiting Amount)				
Acuity Design Group			\$ 0.00	
C&ES			\$ 0.00	
CSI Geo			\$ 0.00	
ETM			\$ 0.00	
MAE			\$ 0.00	
ODI			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF AMENDMENT #1 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$183,628.09
12. PRIOR CONTRACT AMOUNT				\$4,362,790.81
AMENDED AMOUNT OF CONTRACT				\$4,546,418.90

EXHIBIT H



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
214 N. Hogan St., 10th floor
Jacksonville, FL 32202
(904) 255-8786
www.coj.net

June 20, 2023

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

THRU: Steven D. Long, Jr., P. E.
Director of Public Works

FROM: Will Williams, MBA
Director of Operations

Robin G. Smith, P.E.
Chief, Engineering and Construction Management

SUBJECT: P-40-16 Master Stormwater Management Plan (MSMP) Program Management Services-
Annual Contract
Contract No. 6354-16 Amendment 13 PO 612416-21

COJ PROCUREMENT

'23 JUN 26 PM 2:08:35

Contract # 6354-16 is set to expire June 21, 2023 with no further renewal options. Proposals received to replace this contract are going thru the approval process to select the #1 ranked firm. Continued services are needed until the replacement contract is executed. There is no rate increase associated with this amendment. CDM Smith, Inc. is committed to meeting the 15% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith Inc. for Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract be amended to ratify the dates and extend the expiration date from June 21, 2023 to December 21, 2023. All other terms and conditions of the Agreement remain unchanged.

SDL/lw

cc: Lori A. West, Engineering and Construction Management



HOME
CONTRACTS
AMENDMENTS
CHANGE ORDERS

CONTRACTS

SEARCH FOR CONTRACT:

By Reference/Contract Number: 6354-16

OR

(mm/dd/yyyy) (mm/dd/yyyy)
Contract Request Date between and
and Contract is at: -- ANY Agency --
and Vendor name contains:

Search

Search Results

Ref. Number	Request Date	Notes	Contract Number
<u>170426</u>	6/16/2017	CDM SMITH INC. - SERVICES CONTRACT FOR MASTER STORMWATER MANAGEMENT PLAN; 1950.17-1; L. WEST/T. FALLIN/MCCAIN	6354-16

Contract Details

Reference Number: 170426	Request Date: 6/16/2017
Notes: CDM SMITH INC. - SERVICES CONTRACT FOR MASTER STORMWATER MANAGEMENT PLAN; 1950.17-1; L. WEST/T. FALLIN/MCCAIN	
Index Code: PO 600711-20	Contract Number: 6354-16
Bid Number: P-40-16	Project: 6/23/17 - 6/21/23
Execution Date: 6/23/2017	Adjusted Amount: \$766,354.82
Original Amount: \$80,202.00	
Vendor: CDM SMITH INC. FKA CAMP DRESSER & MCKEE INC.	

Edit

Amendment

Add New Amendment

Amendment #	Amendment Notes
<u>1</u>	REVISING SCOPE OF SERVICES (EX. C) AND CONTRACT FEE SUMMARY (EX. D); INCREASE BY \$110,000.00 TO A NEW NTE \$190,202.00;
<u>10</u>	Amendment to increase indebtedness \$10,000.00; NTE \$745,854.82; Exhibit S & T
<u>11</u>	Amendment to increase indebtedness \$5,000.00; NTE \$750,854.82; Incorporate Exhibit U Scope of Services and Exhibit V Contract Fee Summary for MOSH Site
<u>12</u>	Amendment to increase indebtedness \$15,500.00; NTE \$766,354.82; Incorporate Exhibit W Scope of Services and Exhibit X Contract Fee Summary for Community Rating System Project
<u>2</u>	AMENDED TO (I) INCORPORATE SCOPE OF SERVICES (EX. E) AND CONTRACT FEE SUMMARY (EX. F); ADD A NEW LUMP SUM AMOUNT FOR MECOY'S CREEK RESTORATION MODELING IN THE AMOUNT OF \$143,007.00; INCREASE THE MAXIMUM INDEBTEDNESS BY \$142,007 TO A NEW NTE MAXIMUM OF \$332,209.00
<u>3</u>	AMENDED TO EXERCISE THE FIRST OF TWO RENEWAL OPTIONS EXTENDING THE PERIOD OF SERVICE FROM 6/22/19 TO 6/21/21; MAXIMUM INDEBTEDNESS REMAINS THE SAME AT \$332,209.00



- 4 INCORPORATE SCOPE OF SERVICES (EX. G) AND CONTRACT FEE SUMMARY (EX. H); ADD NEW NTE LIMIT FOR CRS SUPPORT \$40,000; THEREBY INCREASING THE MAXIMUM INDEBTEDNESS BY \$40,000 TO A NEW NTE \$372,209.00
- 5 INCORPORATE SCOPE OF SERVICES (EX. I) AND CONTRACT FEE SUMMARY (EX. J); INCREASE THE NTE LIMIT FOR MSMP MODELING SERVICES BY \$19,963.00 THEREBY INCREASING THE MAXIMUM INDEBTEDNESS BY \$19,963.00 TO A NEW NTE \$392,172.00
- 6 AMENDED TO INCORPORATE SCOPE OF SERVICES (EX. K) AND CONTRACT FEE SUMMARY (EX. L); ADD A NEW LUMP SUM AMOUNT FOR REVALIDATION OF STROMWATER UTILITY RATE IN THE AMOUNT OF \$22,500; INCREASE THE MAXIMUM INDEBTEDNESS BY \$22,500.00 TO A NEW LIMITE OF \$414,672.00 PO-600711-20
- 7 Amendment to extend terms through 6/23/2023 and increase indebtendedness \$50,000.00
- 1 2

Change Order

Add New Change Order

No change orders for this contract.

Tracking History

#	Action Date	Days @ Location	Location	Notes
1	6/16/2017	0	Corporate Secretary	* CONTRACT ENTERED *
2	6/16/2017	5	Accounting Division	
3	6/21/2017	1	Finance Director	
4	6/22/2017	1	Office of the Mayor	
5	6/23/2017		Corporate Secretary	

Amendment	#	Action Date	Days @ Location	Location	Notes
1	1	1/9/2018	0	Corporate Secretary	** Amendment Entered **
1	2	1/9/2018	8	Accounting Division	
1	3	1/17/2018	1	Finance Director	
1	4	1/18/2018	1	Office of the Mayor	
1	5	1/19/2018		Corporate Secretary	
10	1	12/15/2021	0	Corporate Secretary	** Amendment Entered **
10	2	12/15/2021	5	Finance Director	PO-612416-21
10	3	12/20/2021	15	Office of the Mayor	
10	4	1/4/2022		Corporate Secretary	
11	1	6/9/2022	0	Corporate Secretary	** Amendment Entered **

1 2 3 4 5

No change order tracking data.