SUBJECT: ROADSIDE LITTER REMOVAL, TRANSPORTATION & DISPOSAL

BID #: JSC-0237-19 **OPEN DATE:** 2018-10-17

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THREE YEARS (3) FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOLID WASTE

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

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (5) **OTHER** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder A Sanctuary House of N. Florida, Inc., in the annual expenditure amount of $250,000.00. Period of service will be three (3) years from date of award, with two (2) one (1) year renewal options.

This award is to be funded by account(s): PWSW011SSLP-03410 to be executed by individual Purchase Orders.

Attachments: Recommendation Memo, Bid Tabulation Sheet, JSEB Letter, Terms and Conditions, Specifications

ANALYST: _____ MARILYN LAIDLER **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Will Williams, Chief, Solid Waste Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

TO: Gregory Pease, Division Chief
Procurement Division

THRU: John Pappas, P. E., Director
Public Works Department

FROM: Will Williams, Chief of Solid Waste Division

DATE: 11/15/2018

SUBJECT: Roadside Litter, Removal, Transportation & Disposal
JSC-0237-19

The Solid Waste Division has reviewed and tabulated the five (5) bids that were received on the referenced project for accuracy and compliance with the contract documents. After a thorough review of the submissions for the above mentioned bid, the Solid Waste Division recommends awarding A Sanctuary House of N. Florida Inc. A Sanctuary House of N. Florida Inc. is the lowest responsible bidder of five responsive JSEB bidders. The JSEB Office has reviewed the bids and has confirmed that A Sanctuary House of N. Florida, Inc. is a qualified JSEB vendor for this project.

Funding which shall not exceed $250,000 is available in PWSW011SSLP – 03410. This contract will be utilized via a master blanket order, effective three years from date of award with two (2) one (1) year renewal options. Your assistance in this matter is appreciated. If you have any questions or need additional information, please contact me at 255-7512.

cc: File

BID TABULATION SHEET

MANDATORY PRE-BID CONFERENCE: 10/12/18 @ 10:00 am

TITLE: ROADSIDE LITTER REMOVAL, TRANSPORTATION & DISPOSAL

BID NO.: JSC-0237-19

OPEN DATE: OCTOBER 17, 2018 @ 2:00 P.M.

BUYER: MARILYN LAIDLER, ANALYST

No. Invited: (7) No. Received (5) No Bids: (0)

ITEM	DESCRIPTION	EST. QTY UNIT	A REAL UNIQUE ENTERPRISE, LLC		MR RIVERS LAWN SERVICE & MAINTENANCE		M.Y. CONTRACTORS		QUALITY LAKE MANAGEMENT		A SANCTUARY HOUSE OF N. FL INC	
			UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	COLLECTION, REMOVAL, TRANSPORT AND DISPOSAL OF ROADSIDE LITTER AND OTHER UNDESIRABLE DEBRIS ITEMS WITHIN THE LIMITS OF ALL COJ RIGHT-OF-WAYS AND MEDIANS	16	$ 47.00	$ 752.00	$ 53.00	$ 848.00	$ 124.00	$ 1,984.00	$ 92,416.00	$ 1,478,656.00	$ 29.50	$ 472.00
2	EXTENDED HOURS OF OPERATION	AS NEEDED	$ 47.00	$ 47.00			$ 160.00	$ 160.00	$ 1,216.00	$ 1,216.00	$ 29.50	$ 29.50
	GRAND TOTAL		$ 799.00		$ 848.00		$ 2,144.00		$ 1,479,872.00		$ 501.50	
	TERMS:		NOT STATED		NOT STATED		NOT STATED		NOT STATED		NOT STATED	
	DELIVERY		NOT STATED		NOT STATED		NOT STATED		15 BUSINESS DAYS		7 BUSINESS DAYS	
	CONFLICT OF INTEREST:		YES		YES		YES		YES		YES	
	ADDENDUM S( )		N/A		N/A		N/A		N/A		N/A	

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

October 22, 2018

To: Gregory A. Pease, Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small & Emerging Business Office & Contract Compliance Office

Re: **JSC-0237-19 Roadside Litter Removal, Transportation Disposal**

The Jacksonville Small & Emerging Business (JSEB) Office has reviewed the low bidder/proposer for compliance with the Jacksonville Small and Emerging Business (JSEB) program. Based upon the review, the letters of intent, and the areas of certification, the lowest bidder/proposer is **A Sanctuary House of N. FL Inc**, with a bid of **$ 501.50**, which meets the goal of utilizing **100%** JSEB.

Our review efforts are documented and available upon request. Please let us know if you have any questions or concerns. I can be reached at (904) 255-8840.

cc: Marilyn Laidler

TERMS AND CONDITIONS

ROADSIDE LITTER REMOVAL, TRANSPORTATION & DISPOSAL

1. SCOPE

The City of Jacksonville's **Solid Waste Division** is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for **Roadside Litter Removal, Transportation & Disposal** as listed in the bid documents.

2. AWARD

Award will be **GRAND TOTAL** to the lowest responsive, responsible bidder(s). Bidders must include the entire city and all debris in bid price to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be **three (3) years from date of award** with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

In order to be considered responsive to this solicitation, the Bidder must meet the minimum qualifications as listed below. Bidders are required to submit with their bid, proof they meet the minimum qualifications. Failure to meet and provide information as requested may result in bid rejection.

1) Bidder must be certified in the area of Roadside Ground Maintenance/Litter Removal Services under JAXPRO NIGP (988-56) the time of bid opening to be considered for award.

2) Bidder must have an office located in Jacksonville, Florida. Bidder must provide a properly zoned business address and maintain an active local phone number, email address, cellphone and fax. Fax machine must be accessible at all hours for receipt of any deficiencies or written communications. Please submit this information on the Bid Form in the appropriate area.

3) Bidder must have been in business of Roadside Ground Maintenance/Litter Removal for a minimum of three (3) three consecutive years prior to the bid opening date. Bidder must provide a copy of the company's Business and Occupational License.

4) Bidder must have a minimum of twelve (12) consecutive months prior to the bid opening date of experience in right-of-way maintenance. Bidder must provide at least three (3) verifiable references to demonstrate experience. An award consideration will not be made until all references have been checked.

SPECIFICATIONS

ROADSIDE LITTER REMOVAL, TRANSPORTATION & DISPOSAL

1. BASIS OF AWARD – Award will be "ALL-OR-NONE" to be the lowest, responsive, responsible JSEB Bidder. This bid is Set-Aside for certified Jacksonville Small & Emerging Businesses (JSEB). You must be certified in the area of ROADSIDE GROUNDS MAINTENANCE/LITTER REMOVAL SERVICES (JAX PRO NIGP #988 – 56) at the time of bid opening to be considered for award.

2. MINIMUM QUALIFICATIONS – See Terms and Conditions #4.

3. DESCRIPTION OF WORK – The work performed under this contract consists of the pickup, removal, disposal of litter and otherwise undesirable or objectionable appearing debris within the maintained limits of targeted rights-of-way and medians. Litter or debris may consist of varied sizes of bottles, cans, paper, tires, tire pieces, lumber, vehicle parts, metal junk, brush and other items to be removed under this effort. Contract specifications are restricted to roadside litter response and not, yard waste, white goods, residential service.

4. FREQUENCY OF WORK – The Contractor shall provide monthly collection of the roadways detailed on APPENDIX "A". This work shall be coordinated with the Project Manager. Additionally, the Contractor will be required to respond to other City issued work orders as specified herein.

5. EQUIPMENT – All equipment utilized to transport litter shall be constructed in a manner to preclude further distribution or loss of litter along a roadway. All open top carriers shall be covered and secured with tarpaulins. Equipment that causes damage to curbs, pavement, or turf shall not be allowed.

6. HOURS OF WORK – The Contractor shall perform all work under this contract Monday through Friday between the hours 7:00am to 6:00pm. No work shall be performed outside of these hours or on City recognized Holidays without the express written consent of the Project Manager.

OBSERVED CITY HOLIDAYS

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

7. PROTECTION OF IMPROVEMENTS – The Contractor shall exercise due care in the pursuit of the work under this contact. The Contractor shall not cause damage to sidewalks, streets, curbs, driveways, pavements, utilities, structures, fences, substantial or marked trees or any property either on a or adjacent to the site. The Contractor shall make all repairs, at the Contractor's expense, for any and all damage caused, in a manner

QWS3270X 11/30/2018 3:34 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 11/30/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 3:34 PM

FISCAL MO/YEAR : 02 2019 CURRENCY CODE :
INDEX CODE : PWSW011SSLP SANITARY SERVICES-LITTER PICKUP
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	NOV 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	250,000.00	250,000.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	250,000.00	250,000.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED