SUBJECT: GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

BID #: SC-0057-22 **OPEN DATE: 2022-03-09**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THE TERM OF THIS AGREEMENT WILL BE ONE (1) YEAR FROM THE DATE OF AWARD WITH FOUR (4), ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PUBLIC BUILDINGS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with Duval Glass and Mirror, Inc. in the estimated annual amount of $200,000.00. The total revised not-to-exceed amount is $361,750.00. Period of service will be from March 24, 2023 through March 23, 2024, with three (3), one (1) year renewal options remaining.

Funding for this award will be encumbered by Purchase Order Agreement dependent on funding and location served.

ATTACHMENTS: Recommendation Memo, Agency Email, Vendor Letter, Previous Award

ANALYST: _____ JACLYN STAMOS

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Buildings Division

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY ONE JACKSONVILLE

February 27, 2023

MEMORANDUM

TO: Dustin L. Freeman, Chief, Procurement Division

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

FROM: Roy Birbal, Chief

SUBJECT: SC-0057-22 - Duval Glass and Mirror, Inc. - Glass, Door, and Window Repair & Replacement Services for all City Buildings. Recommendation to Amend and Increase Contract Utilizing the First Renewal Option

The Public Buildings Division recommends approval to utilize the first of four (4) 1-year renewal options for Glass, Door, and Window Repair & Replacement Services for all City Buildings with Duval Glass and Mirror, Inc. on an as needed basis for the period March 24, 2023 through March 23, 2024, with no change to the Terms and Conditions.

We request to add an additional $38,250 to increase the maximum indebtedness to a not-to-exceed amount of $200,000.

Funding will be encumbered by individual releases against the purchase order agreement 71696-22, dependent on funding, the appropriate account and fiscal year.

Your assistance in concurring with this recommendation would be appreciated. If you have any questions or concerns regarding this matter, please contact Sheila Kuhl at 904-255-4340.

Attachments: Prior Award
Vendor - Letter of Intent to Renew
COI - Certificate of Insurance

cc: John Ashe, Public Works Accounting Manager
Tammy Duggan, Public Works Contracts & Finance Manager
Jaclyn Stamos, Purchasing Analyst
Sheila Kuhl, Contract Administration Coordinator

Stamos, Jaclyn

From: Ashe, John
Sent: Thursday, March 2, 2023 1:53 PM
To: Kuhl, Sheila; Stamos, Jaclyn
Cc: Duggan, Tammy; Bays, Kirah; Holmes, Tremia
Subject: RE: Signed Memo Renewal 1 & Increase Glass, Door, & Window Repair-Replacement at Various City Buildings

Hi Jaclyn,

The annual expenditure will be $200,000.00. The new not to exceed will be $361,750.00. Thank you for checking.

John Ashe, MBA
Accounting Manager
City of Jacksonville/Department of Public Works
214 N. Hogan St
Jacksonville, Florida 32202
(Office) 904.255.8706

ONE CITY. ONE JACKSONVILLE

From: Kuhl, Sheila <SKuhl@coj.net>
Sent: Thursday, March 2, 2023 1:43 PM
To: Stamos, Jaclyn <JStamos@coj.net>
Cc: Duggan, Tammy <TDuggan@coj.net>; Bays, Kirah <KBays@coj.net>; Ashe, John <AsheJ@coj.net>; Holmes, Tremia <THolmes@coj.net>
Subject: RE: Signed Memo Renewal 1 & Increase Glass, Door, & Window Repair-Replacement at Various City Buildings

Hello Jaclyn,

The annual expenditure is $200,000

Thank you,
Sheila Kuhl
Contract Administration Coordinator
(904) 255-4340 (Office)
SKuhl@coj.net

Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Stamos, Jaclyn <JStamos@coj.net>
Sent: Thursday, March 2, 2023 9:21 AM
To: Kuhl, Sheila <SKuhl@coj.net>
Cc: Duggan, Tammy <TDuggan@coj.net>; Bays, Kirah <KBays@coj.net>
Subject: RE: Signed Memo Renewal 1 & Increase Glass, Door, & Window Repair-Replacement at Various City Buildings
Importance: High

Good morning,
I want to make sure I have the amounts correct. This is an annual expenditure for $38,250.00? or is it $200,000?

Right now I have two options for this award:

As I read the awards and memo:

Original award: $161,750.00
1st Renewal: $ 38,250.00
Total award: $200,000.00

Or is it suppose to be
Original award: $161,750.00
1st renewal: $200,000.00
Total award: $361,750.00

I will be off Monday so I need to have all my awards that will be on the agenda next week turned in by COB on Friday. Please let me know as soon as you can so I can adjust and get it turned in by the deadline. Thank you.

V/R
Jaclyn Stamos
Purchasing Analyist
City of Jacksonville
214 Hogan Street
Jacksonville, FL 32202
(o) (904) 255-8844
(f) (904) 255-8837
jstamos@coj.net

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: COJ.net - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

DUVAL
GLASS & MIRROR

623 Westbrook Road
Jacksonville, FL 32209

P 904.389.6854
F 904.389.8783

February 1, 2023

Sheila Kuhl
Contract Administration Coordinator
(904) 255-4340 (Office)
SKuhl@coj.net

Sheila:

Please allow this letter to serve as our interest to utilize the first of our one year renewal options for our Contract - SC-0057-22 - Glass, Door, and Window Repair/Replacement with City of Jacksonville. This would extend our current contract through 3-23-24.

Our contact information remains the same as previously noted.

Please let me know if you require any additional information. Thank you and look forward to working with you all this coming year.

Sincerely,

Bill Olson- President

SUBJECT: GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

BID #: SC-0057-22 **OPEN DATE: 2022-03-09**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THE TERM OF THIS AGREEMENT WILL BE ONE (1) YEAR FROM THE DATE OF AWARD WITH FOUR (4), ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PUBLIC BUILDINGS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to award Duval Glass and Mirror Inc. as the lowest responsive, responsible, and only bidder. Period of service shall be one (1) year from the date of award with four (4), one (1) year renewal options. The total award to Duval Glass and Mirror Inc. shall not exceed $161,750.00.

Funding for this award will be encumbered by Purchase Order Agreement dependent on funding and location served

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms and Conditions, Specifications

ANALYST: BRYAN MATUS **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Buildings Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 3/24/2022

Teresa R. Eidness _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 3/24/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02