SUBJECT: KITCHEN RENOVATIONS AT VARIOUS FIRE STATIONS

BID #: XF-0045-21 **OPEN DATE: 01/13/2021**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract – One Time Purchase

AGENCY: FIRE/RESCUE

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

NUMBER OF BIDS INVITED: 18 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to Southeastern Stainless Fabricators, Inc., as the lowest responsive, responsible bidder for the renovation of countertops and bases at five (5) Fire Stations (FS19, FS34, FS37, FS43 and FS52) for the Jacksonville Fire and Rescue Department. Total estimated award not-to-exceed $211,659.96.

Funding for this award to be encumbered by account 32103.127001.565050.008823.00000000.00000.0000000, to be processed by purchase order.

Attachments: Recommendation Memo, Tabulation Sheet, Terms and Conditions, Scope of Work

Analyst: _____ **RESPECTFULLY SUBMITTED:** _____
OLIVE WALLACE-COHEN GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: KEITH POWERS, DIRECTOR/FIRE CHIEF

(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 _____

FIRE AND RESCUE DEPARTMENT

January 14, 2021

TO: Gregory Pease, Chief of Procurement

FROM: Keith Powers, Director/Fire Chief

RE: Bid # XF-0045-21 KITCHEN RENOVATIONS AT VARIOUS FIRE STATIONS

After reviewing the bid response from Southeastern Stainless Fabricators, Inc., recommend approval of award in the amount of $211,659.96.

Funding Source: 32103.127001.565050.008823.000000.00.00000.0000000

If you have any questions, please contact Cindy Davis at (904) 255-3265.

KP/cad/dp

TITLE: KITCHEN RENOVATION AT VARIOUS FIRE STATIONS

BID NO: XF-0045-21

OPEN DATE: 01/19/21

ANALYST: Olive Wallace-Collen

NO. INVITED: (18) No. Received: (1) No Bids: (0)

RECORD: RENATA BARNETT

ANNOUNCER: PEARL MITCHELL

SOUTHEASTERN STAINLESS FABRICATORS INC.

PRE-BID HELD: DECEMBER 17, 2020 @ 10:00 AM

ATTENDED

ITEM #	DESCRIPTION	Quantity	UOM	Price ($)
1	Fire Station 19 1072 Rogero Rd, Jacksonville, FL 32211 Quote per detailed specifications	1	JOB	$ 44,597.85
2	Fire Station #34 11248 Ross Blvd, Jacksonville, FL 32218 Quote per detailed specifications	1	JOB	$ 56,330.52
3	Fire Station #37 10151 Busch Dr N, FL 32218 Quote per detailed specifications	1	JOB	$ 17,880.79
4	Fire Station #43 18255 Pennsylvania Ave., Jacksonville, FL 32234 Quote per detailed specifications	1	JOB	$ 27,436.40
5	Fire Station #52 6130 Collins Rd., Jacksonville, FL 32244 Quote per detailed specifications	1	JOB	$ 65,414.40
	TOTAL BASE BID			$ 211,659.96

Insurance Acknowledgement	
Delivery	220 days
Conflict of Interest:	✓
Addendums (1):	✓

TERMS AND CONDITIONS
Kitchen Renovations at Various Fire Stations

1. SCOPE

The City of Jacksonville's Fire and Rescue Department is currently accepting bids to obtain a source of supply for the items/services 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 items/services and to obtain pricing commitments for **Fire Station Kitchen Renovations** as listed in the bid documents.

2. AWARD

Award will be by **All or None** to the lowest responsive, responsible bidder. Bidders must meet all specifications to be considered for the 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 is a one (1) time Project. Work must be started within 7 days of issuance of purchase order. All work is to be completed and accepted no later than July 31, 2021.

4. PRE-BID CONFERENCE

There will be a **Mandatory Pre-bid Meeting - Thursday, December 17, 2020 @ 10:00 am**
Location: 2436 Division Street, Jacksonville, FL 32209

5. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide the items/services in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for services(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. PRICES

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

9. ESCALATION / DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. DELIVERY

Various Fire Station locations in Jacksonville, Florida as outlined in the Bid Specifications. Gary Daly (904-334-9967) will be the point of contact. A packing list shall accompany all shipments, which shall indicate, at a minimum , the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

11. PICKUP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick-up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

13. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202. **Invoices will be processed for payment after acceptance of the work per location. .**

15. INSURANCE / INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured.

SCOPE OF WORK
Kitchen Renovations at Various Fire Stations

Fire Station Kitchen Renovation

Background: The City of Jacksonville Fire and Rescue Department is seeking to renovate the kitchens of five (5) fire stations. The specifications will differ between stations. The fire stations (19, 34, 37, 43 and 52) are staffed by firefighters who work 24 hour shifts. All materials should be able to withstand heavy daily use and demonstrate good durability characteristics and low maintenance. The design should maximize functionality of the space and have pleasing aesthetics that blend with the existing decor. The proposal shall include all items listed in the detailed specifications in the bid package.

Scope of Work: The work included in this contract consists of furnishing all labor, materials, equipment, and other incidentals necessary to complete the detailed specifications. Permitting, shop drawings, electrical and plumbing work, drains, and water supplies to be provided by contractor per each location.