SUBJECT: ANNUAL RESTROOM IMPROVEMENTS

BID #: SC-0465-22 **OPEN DATE: 2022-10-26**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2023, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA
NUMBER OF BIDS INVITED: 40 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder HOLMAN, INC. in the amount of $359,559.97 for ANNUAL RESTROOM IMPROVEMENTS. Period of service will be from date of award through September 30, 2023.

Funding Source: 32111.167101.565051.010422.00000000.00000.0000000 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms & Conditions, Specifications

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JILL ENZ, Chief, Natural and Marine Resources 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

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

October 27, 2022

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Jill Enz, Chief
Natural and Marine Resources

RE: **SC-0465-22 Annual Restroom Improvements-Award Recommendations**

In response to the solicitation for bids for Annual Restroom Improvements, the Procurement Division received response from one (1) bidder and forwarded the results to the Parks, Recreation and Community Services Department to review for a recommendation of award.

After reviewing the bid, Parks, Recreation and Community Services Department respectfully request to award bid to the lowest responsive bidder Holman, Incorporated.

The total not-to exceed maximum indebtedness will be $359,559.97

The funding source will be as follows 32111-167101-565051-010422-00000000-00000-0000000

The funds will be encumbered by individual purchase orders

Your assistance in concurring with this recommendation for the respective award would be appreciated.
If you have any questions or if further information is required, please contact Amy Honey at 255-7909.

JE/ah

Attachment: Bid Tab

BID TABULATION SHEET

TITLE: ANNUAL RESTROOM IMPROVEMENTS

BID NO.: SC-0485-22

OPEN DATE: October 26, 2022

ANALYST: RUBEN OLA

No. Invited: (40) No. Received (1) No Bids: (1)

Bid Recorder: M. PIERCE, Announcer: R. BARNETT

ITEM	DESCRIPTION	QTY	HOLMAN, INC. TOTAL	TOTAL	TOTAL	PRICE EACH	PRICE EACH
1	ANNUAL RESTROOM IMPROVEMENTS (Line items 1-96)	1 LOT	$ 359,559 97				
	GRAND TOTAL:		$359,559.97				
	TERMS:						
	DELIVERY (Business Days):						
	CONFLICT OF INTEREST:		✓				
	ADDENDUM(1):		✓				
	NOTES:						

TERMS AND CONDITIONS

ANNUAL RESTROOM IMPROVEMENTS

1. SCOPE

The Parks, Recreation and Community Services Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the items 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 ANNUAL RESTROOM IMPROVEMENTS, as listed in the bid documents.

2. AWARD

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

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2023, with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and 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:

a. Contractor must provide three (3) references in which the contractor has provided restroom/building renovation construction work within the past two (2) years.
b. Contractor must have a current State of Florida General Contractor License and/or a building Contractor license. The contractor or subcontractor must have current State of Florida plumbing and electrical license. Current copies of the license must be submitted with proposal.
c. Contractor shall provide proof of applicable local business license.

5. PRE-BID CONFERENCE

N/A

6. STATE CONTRACTS

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

7. QUANTITIES

Quantities indicated reflect the estimated quantities to 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. DELIVERY

The services in the bid documents shall be performed at various city locations throughout the City of Jacksonville, Duval County, Florida.

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. PRICES

All unit prices shall include material, installation, labor, storage, freight, delivery, handling charges, disposal of damaged items (to include wood and concrete) and any other items to complete the services/task listed on the Specifications and Bid Proposal Form. Extended total will be calculated by multiplying unit cost price by listed approximate quantity. Extended total base bid will be calculated by adding all extended total prices together. In case of error(s), unit cost prices will govern.

11. PICK UP AND RETURNS

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

12. COMPLIANCE WITH SPECIFICATIONS

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

13. 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 through the City of Jacksonville 1Cloud procurement system or to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

14. 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. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. 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.

16. 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.

SPECIFICATIONS
ANNUAL DOCK MAINTENANCE

1. SPECIFICATIONS

Contractor to provide for the grand total amount to include the installation, replacing, moving and/or reconfiguration of restroom partitions, toilets, sinks, urinals, hand washing dispensers, toilet paper dispensers, grab bars, changing stations, ventilation, lights, light switches, trash bins, doors, handles and other electrical, painting, flooring and carpentry and concrete work as directed. Work requires furnishing all labor, material, tools, supplies, equipment, ladders, hoisting, scaffolding, trucks, fuel, trash disposal, cleanup, freight accessories, etc. to safely accomplish in a workmanlike manner all work requested.

Quantities listed are not absolute. Work requirements will be determined by field requirements. Unit prices will determine work order values. All parts listed in the bid tab shall have no substitutes.

The work may include design drawing and permits as required. Work may include temporary barriers, signage, clean-up to perform additional required work.

All work must comply with City of Jacksonville Engineering Design Standards, Florida Building Code and 2010 ADA Standards for Accessible Design,

Any work order repair exceeding the definition of the itemized unit prices deemed necessary to complete or facilitate completing a work element not described shall be paid the two (2) man crew* hourly rate plus any material** utilized at supplier invoice cost plus a mark-up of (bid amount, but not more than 10%). The hourly rate plus material will be paid according to the hourly rate and the material cost plus mark-up and additionally any specialized equipment rental or sublet work and approved disposal hauling and fees, permit fees, regulatory applications will be marked up 10% for Contractor profit and overhead.

***All work** to be accomplished minimally with a two (2) man work crew (*one person of the crew must be capable as a working supervisor)* on a per hour rate including materials, transportation, taxes, insurance, overhead/profit, tools and equipment. Hourly rate should be bid based on work being undetermined requiring site visit/inspection, suggested remedy, application and performance.

****Materials:** includes but not limited to all new materials, restroom accessories, doors, walls, windows, trim, painting, plumbing and electrical equipment, hardware, accessories, concrete, paint or coatings, specialty items, fasteners, accessories, signs, etc.

Audit Provisions: The nature of awards made under this bid is such that City Ordinance No. 179.112 may be applicable. The general concept of the referenced ordinance provides the City Council Auditor access to records of the contractor(s) as relates to prices charged for labor, materials, etc. under the contract resulting from this bid. A copy of this ordinance is posted on the Purchasing Division Bulletin Board for local vendor interest.

The workmen after arriving at the site making the repair shall walk the immediate area and report any potential problem to Parks, Recreation and Community Services Department via phone, fax or E-mail and if minor and given direction to proceed to execute the repair to match. (Minor being less than four (4) hours work). Submit attached with invoices, a detailed report providing Name of Park, address, site of work location on the property, copies of supplier invoices and any recommended additional repairs observed needed on the site.

Improvements: The primary purchase of this bid is to provide a competitive source of service for restroom improvements and upgrades to ensure ADA compliance and improving all restrooms to similar standards for usefulness and cleanliness.

Purchase orders may be initiated for cleanup or compatible work related to the repair work or alteration for repairs or emergency without obtaining competitive quotation when the City's anticipates such repairs does not exceed $15,000.00. The City reserves the right to obtain additional quotations for any emergency or urgent repair outside this agreement or piggyback other government agencies exist agreements.

The Contractor shall, upon request, visit the site with the City's representative or under their instruction, to determine the needs and provide an itemized list of repairs with unit prices from this bid award and a schedule to complete the scope. Invoices must correlate back to the purchase order. Work shall not exceed the purchase order amount including any contingency except with an agreed upon executed change order. Repairs shall begin within two (2) weeks of PO issued and be completed within sixty (60) days, except with an agreed upon extension. It is expected that the contractor will be working on multiple restroom locations in the same time period.

Mobilization: The Contractor shall provide a schedule upon determination of a scope of work and work within that schedule and update City of Jacksonville project manager with any unforeseen changes.

The Contractor must provide a named contact person and phone number which must be kept current for both non-emergency and emergency calls.

Work orders will not be issued to the vendor who at the discretion of the Parks, Recreation and Community Services Department has failed to timely respond. It expects the work to be performed in a workmanlike manner and be consistent with manufacturers recommended practices. All work is to be done in an orderly, courteous, safe manner using new materials and leaving the site clean. All debris generated from the work items shall be disposed in an approved landfill.

Repairs shall provide a minimum six (6) month guarantee without a charge for callbacks.

All work shall be performed in a safe manner will respect to park occupants, visitors, and vendor employees. Contractors must comply with all current OSHA requirements as applicable to service performed.