Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Overhead Bay Door and Gate Repair

Requested Action and Justification:

Request approval to increase the award with C&D Industrial Maintenance, LLC by $15,000.00 for Fleet Management to use the contract for Overhead Bay Door and Gate Repair. Total revised expenditure not-to-exceed is $433,000.00.

Supplier:	C&D Industrial Maintenance, LLC	**Basis of Award:**	LPTA	**BID Opening Date:**	4/8/2024

POA #:	71251-24	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0338 24	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	4, 1 year renewal	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	51101	**Center:**	14006	**Acct:**	552150	**Proj:**	000000	**Activity:**	00000000	$ 15,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 433,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	ASFM:FLEET MANAGEMENT		
Concurrence:	Signed by: Schwarz, Kyle 3E6462FE263E44E...	**Title:**	FLEET MANAGEMENT ADMINISTRATOR 1/20/2026
Concurrence:	Pracher, Eric 9B60722B731B427...	**Title:**	CHIEF OF FLEET MANAGEMENT 1/20/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7B54E9...	**Chief of Procurement:**	Signed by: 1/27/2026
Name:	Ruth Keith	**Name:**	Dustin L. Freeman B10F1D517352456...

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Overhead Bay Door and Gate Repair

Requested Action and Justification:

Requesting approval to increase the award by $120,000.00 to C&D Industrial Maintenance for continued service throughout the period ending April 7, 2026. Total revised award expenditure amount will be $269,000.00 for a new total not to exceed is $418,000.00. All other terms and conditions remain unchanged.

Supplier:	C&D Industrial Maintenance	**Basis of Award:**	LPTA	**BID Opening Date:**	2/28/2024

POA #:	71251-24	**PO #:**	tba	**Change Order #:**	n/a
Solicitation #:	ITB SC-0338 24	**Contract #:**	n/a	**Contract ADM #:**	n/a
Term:	1 year	**Options:**	4, 1-year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement	**Bonds Required:**	No	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0				

Fund:	00111	**Center:**	123006	**Acct:**	546030	**Proj:**	000000	**Activity:**	00000000	$	120,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	

New NTE/GMP:	$ 418,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	FROD:OFFICE_OF_THE_DIRECTOR		
Concurrence:	Signed by: Pearson, Daniel DF27FFBE29064F3...	**Title:**	JFRD PAYROLL AND PROCUREMENT MANAGER 10/23/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 4347B2180A6148B...	**Chief of Procurement:**	Signed by: B19F1D517352456... 10/28/2025
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by: Kelli O'Leary 92A2898FE95E4AC...
Date:	10/30/2025	**Date:**	10/30/2025

Signed by:

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

PAF Instructions
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Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

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Title: Title of person electronically signing form.

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**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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FIRE AND RESCUE DEPARTMENT

October 20, 2025

TO: Dustin Freeman, Director of Procurement

FROM: Percy Golden II, Director/Fire Chief

SUBJ: **POA-71251-24 INCREASE REQUEST**

The Jacksonville Fire and Rescue Department is requesting an administrative award to increase the not-to-exceed amount of POA-71251-24 Overhead Bay Door and Gate Repairs. The department has seen an increase in repairs as both our doors age and new fire stations are built which has caused the need for this increase. The current bid CF-0338-24 expires April 7, 2026, but the need for an increase now is imperative to continue repairs needed. We request an increase of $120,000.00 to cover the additional repairs until the bid renews.

New Not-to-Exceed Amount: $418,000.00

Funding Source: 00111.123006.546030.0.0.0.0

If you have any questions, please contact Tamara Hertlein at (904) 255-3275. Thank you.

PG/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3275 | tamih@coj.net

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Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

SUBJECT: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID #: SC-0338-24 **OPEN DATE: 02/28/2024**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FIRE/RESCUE

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

NUMBER OF BIDS INVITED: 13 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to C&D Industrial Maintenance, LLC as the lowest responsive, responsible bidder for Overhead Bay Door and Gate Repairs for the Jacksonville Fire and Rescue Department. Period of service is one (1) year from date of award with four (4) one (1) year renewal options. Total estimated award not to exceed $120,000.00.

Funding for this award to be encumbered by account 00111.123006.546030.00000000.00000.0000000 to be executed by Purchase Order Release(s)

Attachments: Recommendation Memo, Tabulation Sheet, Terms and Conditions, Specifications

Analyst: O Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED:
DUSTIN FREEMAN, 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 3 MEMBERS DISAPPROVING 0 DATE: 4/4/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/8/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

FIRE AND RESCUE DEPARTMENT

March 22, 2024

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **BID SC-0338-24 OVERHEAD BAY DOOR & GATE REPAIRS FOR JFRD**

After reviewing the bids submitted for SC-0338-24, we recommend awarding the bid to C & D Industrial Maintenance LLC in the amount of $120,000.00. The total award differs from the bid total as the maintenance hours listed on the bid were only the estimated hours for the remainder of this Fiscal Year. This bid will be for a full year and as such we will require the total bid amount to be in line with what our current usage estimate is annually.

Total Award: $120,000.00

Funding Source: 00111.123006.546030.0.0.0.0

If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

KP/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3302 | Fax: 904.255.7776 | jblanton@coj.net

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

TITLE: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID NO: SC-0338-24

OPEN DATE: 02/28/24

ANALYST: Olive Wallace-Cohen

NO. INVITED: (13) No. Received: (2) No Bids: (0)

RECORDED BY: MELISSA PIERCE

ANNOUNCER: JOHN HERNANDEZ

ITEM #	DESCRIPTION	Quantity	UOM	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
					C&D INDUSTRIAL MAINTENANCE LLC		VIGNEAUX CORP.
	GROUP 1 - ROLLUP DOOR REPAIRS						
1	REGULAR SERVICE RATE-MONDAY- FRIDAY (8:00 A.M. – 5:00 P.M.)	300	Hrs	$ 150.00	$ 45,000.00	$ 165.00	$ 49,500.00
2	OVERTIME SERVICE RATE- HOURLY RATE	75	Hrs	$ 200.00	$ 15,000.00	$ 247.50	$ 18,562.50
	GROUP 1 - EXTENDED GRAND TOTAL:				$ 60,000.00		$ 68,062.50
	GROUP 2 - GATE REPAIRS						
	REGULAR SERVICE RATE-MONDAY- FRIDAY (8:00 A.M. – 5:00 P.M.)	100	Hrs	$ 150.00	$ 15,000.00	$ 165.00	$ 16,500.00
	OVERTIME SERVICE RATE- HOURLY RATE	25	Hrs	$ 200.00	$ 5,000.00	$ 247.50	$ 6,187.50
	GROUP 2 - EXTENDED GRAND TOTAL:				$ 20,000.00		$ 22,687.50
	Delivery				30 Days		N/S
	Conflict of Interest:				✓		✓
	Addendums (1):				1		1

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Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

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TERMS AND CONDITIONS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

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 **Overhead Bay Door and Gate Repairs** as listed in the bid documents.

MINIMUM QUALIFICATIONS FOR SUBMISSION AND STAFF QUALIFICATIONS

The bidder shall have the following minimum qualifications to be considered eligible to submit a bid:

A. Five (5) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.

B. Five (5) years' experience in the installation and repair of automated security gates with hi-security band gate operators.

MINIMUM STAFF QUALIFICATIONS

The contractor is responsible for ensuring all personnel have sufficient knowledge and experience to perform the required duties. Contractor personnel who exhibit inadequate experience or incapability in their work assignment shall be replaced and not allowed on the property. Failure on the part of the contractor to furnish such labor shall be sufficient cause for cancellation of the contract.

Some facilities have security requirements that may require security background checks and badging. Other sites may require workers to schedule the work and be escorted during time on site. It is the Contractors responsibility to meet these requirements and provide staff that can qualify for the security requirements.

Working Technical Foreman:

- Five (5) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.
- Five (5) years' experience in the installation and repair of automated security gates with hi-security band gate operators.
- Competent in the installation and servicing of operators and control systems.

Technician:

- Two (2) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.
- Two (2) years' experience in the installation and repair of automated security gates with hi-security band gate operators.
- Provide at least two (2) professional references.

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2. **AWARD**

Award will be **By Group** to the lowest responsive, responsible bidder. Bidders must bid on all items in a group 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 shall be for One (1) Year, from date of award, with Four (4) additional, One (1) year renewal options.

4. **PRE-BID CONFERENCE**

Not Applicable

5. **STATE CONTRACTS**

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

6. **QUANTITIES**

Quantities indicated are estimated to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

7. **DELIVERY**

Service to be performed at various Jacksonville Fire and Rescue Department Stations and headquarters located throughout Duval County, FL.

8. **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.

9. **PRICES**

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

10. **PICK UP AND RETURNS**

N/A

11. **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.

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12. 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 45 days. All original invoices shall be submitted to through the City of Jacksonville's 1Cloud Supplier Portal or can be e-mailed to jfrdprocurement@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal or **can be e-mailed directly to 1CloudInvoices@coj.net** with inv_300000008806179 in the E-Mail subject line. Invoices will be processed for payment after acceptance of the work per location.

13. 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 vendor will be required to submit the copy of the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance could lead to rejection of your bid.

14. 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.

15. 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.

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SPECIFICATIONS AND REQUIREMENTS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

Background

The City of Jacksonville's Fire and Rescue Department (JFRD) is requesting proposals to provide a competitive source of service for repairs, installation, and maintenance of industrial automatic gates, overhead bay doors and operators to various Public Buildings locations within Duval County.

Scope of Services

- The contractor agrees to a one (1) hour verbal response to all calls and three (3) hours to arrive on the jobsite for services.
- Repair cost will be charged per hour with a minimum of one (1) hour and breakdown of every half-hour thereafter. Any return trip to complete the repair will be billed at half hour rates. Hourly rates for regular time are 8:00 am to 5:00 pm Monday through Friday. Overtime rates will be from 5:01 pm to 7:59 am Monday through Friday, Weekends and City Holidays. Contractor must submit invoices with employee's time indicated. Hours are billed for time on site; travel and material pickup are overhead costs and are compensated for in the rate charged.
- Work can proceed without approval of quotation up to $500. Any single repair that exceeds $500 requires prior written approval from an authorized Public Buildings Facility Manager.
- The contractor will perform only repairs needed on the original service call. If it is found that additional service or repair is needed on a particular job approval from a Public Buildings Facility Manager is required before commencement of work.
- The City reserves the right to obtain additional quotations for any emergency or urgent repair work when estimated cost furnished by the contractor exceeds the City's estimate for work.
- All parts and materials will be new, Allowable markups for parts used on each job will not exceed 20% over wholesale costs. Allowable markup for subcontractors will not exceed 10%. Periodic checks of wholesale costs may be made at any time during contractual period. The contractor must provide documentation as to wholesale costs when requested and as required.
- Materials and equipment used are subject to review by a city representative over and beyond acknowledgement of an on-site signature. The contractor must justify, on-site, any challenged quantities or charges without additional compensation.
- Bidders are cautioned not to obliterate, erase or strike over any printed material as set forth in this bid.
- In quoting prices, whether unit prices or total prices, wherever bidder had made an error and has corrected it, all corrections should be initiated by person signing the bid cover sheet.

Remainder of page left blank

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: ADMIN Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: SC-0338-24 - Overhead Bay Doors and Gate Repairs

Requested Action and Justification:

Request approval to increase the award to C&D Industrial in the amount of $29,000 for a revised maximum indebtedness not to exceed of $149,000.00.

Supplier:	C&D Industrial	**Basis of Award:**	N/A	**BID Opening Date:**	02/28/2024

POA #:	71251-24	**PO #:**	n/a	**Change Order #:**	tbd
Solicitation #:	ITB 0338 24	**Contract #:**	n/a	**Contract Amd #:**	n/a
Term:	1 year	**Options:**	4	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	N/A	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	N/A		

Fund:	00111	**Center:**	123006	**Acct:**	546030	**Proj:**	000000	**Activity:**	00000000	$ 29,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	149,000.00	**Contingent Amt:**	0	**DMP/ODPO Amt:**	0

Using Agency/BU:	FROD:OFFICE_OF_THE_DIRECTOR		
Concurrence:	Signed by: Pearson, Daniel DF27FFBE29064F3...	**Title:**	JFRD PAYROLL AND PROCUREMENT MANAGER 1/28/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 67A7DE8876BC4DD...
Name:	Wallace Cohen, Olive
Procurement Manager:	Signed by: Marilyn Laidler 643A428ND05144E...
Name:	Marilyn Laidler
Chief of Procurement:	DocuSigned by: B19F1D517352456... 2/3/2025
Name:	Dustin L. Freeman

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

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Part 1 (using agency)

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Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

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POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

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Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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FIRE AND RESCUE DEPARTMENT

January 14, 2025

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **POA-71251-24 INCREASE REQUEST**

The Jacksonville Fire and Rescue Department is requesting an administrative award to increase the not-to-exceed amount of POA-71251-24 Overhead Bay Door and Gate Repairs. The department has seen an increase in repairs which has caused the need for this increase. The current bid CF-0338-24 expires April 7, 2025, but the need for an increase now is imperative to continue needed repairs. We request an increase of $29,000.00 to cover for the additional repairs until the bid renews.

New Not-to-Exceed Amount: $149,000.00

Funding Source: 00111.123006.546030.0.0.0.0

If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

KP/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3275 | tamih@coj.net

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

SUBJECT: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID #: SC-0338-24 **OPEN DATE: 02/28/2024**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FIRE/RESCUE

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

NUMBER OF BIDS INVITED: 13 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to C&D Industrial Maintenance, LLC as the lowest responsive, responsible bidder for Overhead Bay Door and Gate Repairs for the Jacksonville Fire and Rescue Department. Period of service is one (1) year from date of award with four (4) one (1) year renewal options. Total estimated award not to exceed $120,000.00.

Funding for this award to be encumbered by account 00111.123006.546030.00000000.00000.0000000 to be executed by Purchase Order Release(s)

Attachments: Recommendation Memo, Tabulation Sheet, Terms and Conditions, Specifications

Analyst: O Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED:
DUSTIN FREEMAN, 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 3 MEMBERS DISAPPROVING 0 DATE: 4/4/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/8/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

FIRE AND RESCUE DEPARTMENT

March 22, 2024

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **BID SC-0338-24 OVERHEAD BAY DOOR & GATE REPAIRS FOR JFRD**

After reviewing the bids submitted for SC-0338-24, we recommend awarding the bid to C & D Industrial Maintenance LLC in the amount of $120,000.00. The total award differs from the bid total as the maintenance hours listed on the bid were only the estimated hours for the remainder of this Fiscal Year. This bid will be for a full year and as such we will require the total bid amount to be in line with what our current usage estimate is annually.

Total Award: $120,000.00

Funding Source: 00111.123006.546030.0.0.0.0

If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

KP/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3302 | Fax: 904.255.7776 | jblanton@coj.net

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

TITLE: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID NO: SC-0338-24

OPEN DATE: 02/28/24

ANALYST: Olive Wallace-Cohen

NO. INVITED: (13) No. Received: (2) No Bids: (0)

RECORDED BY: MELISSA PIERCE

ANNOUNCER: JOHN HERNANDEZ

ITEM #	DESCRIPTION	Quantity	UOM	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
					C&D INDUSTRIAL MAINTENANCE LLC		VIGNEAUX CORP.
	GROUP 1 - ROLLUP DOOR REPAIRS						
1	REGULAR SERVICE RATE-MONDAY- FRIDAY (8:00 A.M. – 5:00 P.M.)	300	Hrs	$ 150.00	$ 45,000.00	$ 165.00	$ 49,500.00
2	OVERTIME SERVICE RATE- HOURLY RATE	75	Hrs	$ 200.00	$ 15,000.00	$ 247.50	$ 18,562.50
	GROUP 1 - EXTENDED GRAND TOTAL:				$ 60,000.00		$ 68,062.50
	GROUP 2 - GATE REPAIRS						
	REGULAR SERVICE RATE-MONDAY- FRIDAY (8:00 A.M. – 5:00 P.M.)	100	Hrs	$ 150.00	$ 15,000.00	$ 165.00	$ 16,500.00
	OVERTIME SERVICE RATE- HOURLY RATE	25	Hrs	$ 200.00	$ 5,000.00	$ 247.50	$ 6,187.50
	GROUP 2 - EXTENDED GRAND TOTAL:				$ 20,000.00		$ 22,687.50
	Delivery				30 Days		N/S
	Conflict of Interest:				✓		✓
	Addendums (1):				1		1

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Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

TERMS AND CONDITIONS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

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 **Overhead Bay Door and Gate Repairs** as listed in the bid documents.

MINIMUM QUALIFICATIONS FOR SUBMISSION AND STAFF QUALIFICATIONS

The bidder shall have the following minimum qualifications to be considered eligible to submit a bid:

A. Five (5) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.

B. Five (5) years' experience in the installation and repair of automated security gates with hi-security band gate operators.

MINIMUM STAFF QUALIFICATIONS

The contractor is responsible for ensuring all personnel have sufficient knowledge and experience to perform the required duties. Contractor personnel who exhibit inadequate experience or incapability in their work assignment shall be replaced and not allowed on the property. Failure on the part of the contractor to furnish such labor shall be sufficient cause for cancellation of the contract.

Some facilities have security requirements that may require security background checks and badging. Other sites may require workers to schedule the work and be escorted during time on site. It is the Contractors responsibility to meet these requirements and provide staff that can qualify for the security requirements.

Working Technical Foreman:

- Five (5) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.
- Five (5) years' experience in the installation and repair of automated security gates with hi-security band gate operators.
- Competent in the installation and servicing of operators and control systems.

Technician:

- Two (2) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.
- Two (2) years' experience in the installation and repair of automated security gates with hi-security band gate operators.
- Provide at least two (2) professional references.

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2. **AWARD**

Award will be **By Group** to the lowest responsive, responsible bidder. Bidders must bid on all items in a group 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 shall be for One (1) Year, from date of award, with Four (4) additional, One (1) year renewal options.

4. **PRE-BID CONFERENCE**

Not Applicable

5. **STATE CONTRACTS**

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

6. **QUANTITIES**

Quantities indicated are estimated to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

7. **DELIVERY**

Service to be performed at various Jacksonville Fire and Rescue Department Stations and headquarters located throughout Duval County, FL.

8. **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.

9. **PRICES**

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

10. **PICK UP AND RETURNS**

N/A

11. **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.

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12. 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 45 days. All original invoices shall be submitted to through the City of Jacksonville's 1Cloud Supplier Portal or can be e-mailed to jfrdprocurement@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal or **can be e-mailed directly to 1CloudInvoices@coj.net** with inv_300000008806179 in the E-Mail subject line. Invoices will be processed for payment after acceptance of the work per location.

13. 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 vendor will be required to submit the copy of the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance could lead to rejection of your bid.

14. 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.

15. 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.

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SPECIFICATIONS AND REQUIREMENTS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

Background

The City of Jacksonville's Fire and Rescue Department (JFRD) is requesting proposals to provide a competitive source of service for repairs, installation, and maintenance of industrial automatic gates, overhead bay doors and operators to various Public Buildings locations within Duval County.

Scope of Services

- The contractor agrees to a one (1) hour verbal response to all calls and three (3) hours to arrive on the jobsite for services.
- Repair cost will be charged per hour with a minimum of one (1) hour and breakdown of every half-hour thereafter. Any return trip to complete the repair will be billed at half hour rates. Hourly rates for regular time are 8:00 am to 5:00 pm Monday through Friday. Overtime rates will be from 5:01 pm to 7:59 am Monday through Friday, Weekends and City Holidays. Contractor must submit invoices with employee's time indicated. Hours are billed for time on site; travel and material pickup are overhead costs and are compensated for in the rate charged.
- Work can proceed without approval of quotation up to $500. Any single repair that exceeds $500 requires prior written approval from an authorized Public Buildings Facility Manager.
- The contractor will perform only repairs needed on the original service call. If it is found that additional service or repair is needed on a particular job approval from a Public Buildings Facility Manager is required before commencement of work.
- The City reserves the right to obtain additional quotations for any emergency or urgent repair work when estimated cost furnished by the contractor exceeds the City's estimate for work.
- All parts and materials will be new, Allowable markups for parts used on each job will not exceed 20% over wholesale costs. Allowable markup for subcontractors will not exceed 10%. Periodic checks of wholesale costs may be made at any time during contractual period. The contractor must provide documentation as to wholesale costs when requested and as required.
- Materials and equipment used are subject to review by a city representative over and beyond acknowledgement of an on-site signature. The contractor must justify, on-site, any challenged quantities or charges without additional compensation.
- Bidders are cautioned not to obliterate, erase or strike over any printed material as set forth in this bid.
- In quoting prices, whether unit prices or total prices, wherever bidder had made an error and has corrected it, all corrections should be initiated by person signing the bid cover sheet.

Remainder of page left blank

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Overhead Bay Door and Gate Repair

Requested Action and Justification:

Requesting approval to utilize the first of four (4) one (1)-year renewal options with C&D Industrial Maintenance. The renewal period is from April 8, 2025 through April 7, 2026. Total revised expenditure amount is $149,000.00, for a new total not to exceed is $298,000.00

Supplier:	C&D Industrial Maintenance	**Basis of Award:**	LPTA	**BID Opening Date:**	02/28/2024

POA #:	71251-24	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	ITB SC-0338 24	**Contract #:**	N/A	**Contract Amd #:**	N/A
Term:	1 year	**Options:**	4	**Options Used:**	0

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	123006	**Acct:**	546030	**Proj:**	000000	**Activity:**	00000000	$ 149,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 298,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	FROD:OFFICE_OF_THE_DIRECTOR		
Concurrence:	Signed by: Tamara Hertlein 093B726B52DE409...	**Title:**	JFRD PAYROLL AND PROCUREMENT ASSISTANT MANAGER 4/3/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 1F12DE8B7BC24D...	**Chief of Procurement:**	DocuSigned by: B19F1D517352428... 4/8/2025
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E121556248B1... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	4/10/2025	**Date:**	4/10/2025

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

FIRE AND RESCUE DEPARTMENT

March 28, 2025

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **SC-0338-24 OVERHEAD BAY DOOR AND GATE REPAIRS RENEWAL**

The Jacksonville Fire and Rescue Department is requesting to use the first of four 1-year renewal options for Bid SC-0338-24 Overhead Bay Door and Gate Repairs for JFRD/POA-71251-24. The vendor, C&D Industrial Maintenance, LLC has agreed to renew this bid with no changes to the current terms and conditions. The renewal period is from April 8, 2025 through April 7, 2026. Due to additional fire stations opening since the original award and an increase in door repairs, we are requesting a total of $149,000.00 be added for this renewal period.

Renewal amount: $149,000.00

New Not to Exceed: $298,000.00

Funding Source: 00111.123006.552160.000000.00000000.00000.0000000

This award is set up as a Contract Purchase Agreement and will be used on an as needed basis for repairs. If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

KP/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3275 | tamih@coj.net

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

Hertlein, Tami - FROD

From: Struble, Eric - FROD
Sent: Tuesday, March 25, 2025 4:50 PM
To: Hertlein, Tami - FROD
Subject: Fw: C&D Contract Renewal
Attachments: SunBiz 2025.pdf; Authroization Letter - Notarized - Brian Brown - C&D Industrial Maintenance.pdf

Respectfully,

Captain Eric J. Struble
Administrative Services Division
Jacksonville Fire and Rescue Department
Headquarters
515 N. Julia St.
Jacksonville, FL 32202
estruble@coj.net
(904) 255-7765 Office
(904) 575-0515 Cell

From: Brian Brown <brian@cdindmaint.com>
Sent: Tuesday, March 25, 2025 4:15:22 PM
To: Struble, Eric - FROD <EStruble@coj.net>
Cc: TamH@coj.net <TamH@coj.net>; Ashleigh Ratcliff <Ashleigh@cdindmaint.com>
Subject: Re: C&D Contract Renewal

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.

Hi Eric,
Good Afternoon.

Thanks for reaching out and the continued partnership with the City of Jacksonville's Fire Departments.

Yes, we absolutely are willing to extend the contract another year and begin the first renewal. No changes are needed to the term, conditions or rates.

Let me know if you need a formal letter or if this email will work. I have attached our Sunbiz report for documentation if needed that I have the authority to extend this contract on behalf of C&D Industrial Maintenance.

If a letter is needed, please give me a few days as I am in Baltimore traveling.

Thanks Eric and have an amazing day!

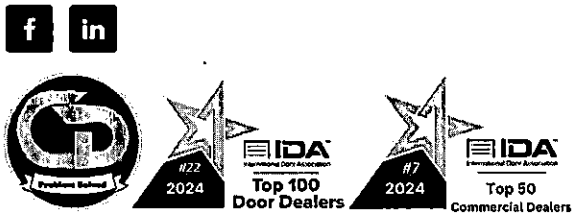
Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

Brian Brown
C&D Industrial Maintenance
Director – Business Development

P 833-776-5833 M 941-773-6072 W www.cdindmaint.com

E brian@cdindmaint.com

A 2208 58th Avenue East, Bradenton, FL, 34203



From: Struble, Eric - FROD <EStruble@coj.net>
Sent: Tuesday, March 25, 2025 4:03 PM
To: Ashleigh Ratcliff <Ashleigh@cdindmaint.com>; Brian Brown <brian@cdindmaint.com>
Cc: TamH@coj.net <TamH@coj.net>
Subject: Re: C&D Contract Renewal

This is the first time you received an email from this sender (EStruble@coj.net). Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Thanks, Ashleigh.

Respectfully,

Captain Eric J. Struble
Administrative Services Division
Jacksonville Fire and Rescue Department
Headquarters
515 N. Julia St.
Jacksonville, FL 32202
estruble@coj.net
(904) 255-7765 Office
(904) 575-0515 Cell

From: Ashleigh Ratcliff <Ashleigh@cdindmaint.com>
Sent: Tuesday, March 25, 2025 3:56:42 PM
To: Brian Brown <brian@cdindmaint.com>
Cc: Struble, Eric - FROD <EStruble@coj.net>; TamH@coj.net <TamH@coj.net>
Subject: Fw: C&D Contract Renewal

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.

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A
Good afternoon Eric,

I have included Mr. Brian Brown in on this to further proceeded. He will be back in town later this week and will get back with you.

Thank you,
Ashleigh

From: Struble, Eric - FROD <EStruble@coj.net>
Sent: Tuesday, March 25, 2025 3:54 PM
To: Ashleigh Ratcliff <Ashleigh@cdindmaint.com>
Cc: Hertlein, Tami - FROD <TamiH@coj.net>
Subject: C&D Contract Renewal

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Ashleigh,

It has been brought to my attention that your contract with the JFRD is expiring very soon. Could you please respond, and send a letter that states you are willing and able to renew the contract under current terms and conditions? Please let me know if you have any questions.

Respectfully,

Captain Eric J. Struble
Administrative Services Division
Jacksonville Fire and Rescue Department
Headquarters
515 N. Julia St.
Jacksonville, FL 32202
estruble@coj.net
(904) 255-7765 Office
(904) 575-0515 Cell

Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

SUBJECT: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID #: SC-0338-24 **OPEN DATE: 02/28/2024**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FIRE/RESCUE

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

NUMBER OF BIDS INVITED: 13 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to C&D Industrial Maintenance, LLC as the lowest responsive, responsible bidder for Overhead Bay Door and Gate Repairs for the Jacksonville Fire and Rescue Department. Period of service is one (1) year from date of award with four (4) one (1) year renewal options. Total estimated award not to exceed $120,000.00.

Funding for this award to be encumbered by account 00111.123006.546030.00000000.00000.0000000 to be executed by Purchase Order Release(s)

Attachments: Recommendation Memo, Tabulation Sheet, Terms and Conditions, Specifications

Analyst: O Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED:
DUSTIN FREEMAN, 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 3 MEMBERS DISAPPROVING 0 DATE: 4/4/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/8/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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Docusign Envelope ID: 6AF2EF58-09D6-4CDF-8273-45C185908C8A

FIRE AND RESCUE DEPARTMENT

March 22, 2024

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **BID SC-0338-24 OVERHEAD BAY DOOR & GATE REPAIRS FOR JFRD**

After reviewing the bids submitted for SC-0338-24, we recommend awarding the bid to C & D Industrial Maintenance LLC in the amount of $120,000.00. The total award differs from the bid total as the maintenance hours listed on the bid were only the estimated hours for the remainder of this Fiscal Year. This bid will be for a full year and as such we will require the total bid amount to be in line with what our current usage estimate is annually.

Total Award: $120,000.00

Funding Source: 00111.123006.546030.0.0.0.0

If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

KP/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3302 | Fax: 904.255.7776 | jblanton@coj.net

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TITLE: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID NO: SC-0338-24

OPEN DATE: 02/28/24

ANALYST: Olive Wallace-Cohen

NO. INVITED: (13) No. Received: (2) No Bids: (0)

RECORDED BY: MELISSA PIERCE

ANNOUNCER: JOHN HERNANDEZ

ITEM #	DESCRIPTION	Quantity	UOM	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
					C&D INDUSTRIAL MAINTENANCE LLC		VIGNEAUX CORP.
	GROUP 1 - ROLLUP DOOR REPAIRS						
1	REGULAR SERVICE RATE-MONDAY- FRIDAY (8:00 A.M. – 5:00 P.M.)	300	Hrs	$ 150.00	$ 45,000.00	$ 165.00	$ 49,500.00
2	OVERTIME SERVICE RATE- HOURLY RATE	75	Hrs	$ 200.00	$ 15,000.00	$ 247.50	$ 18,562.50
	GROUP 1 - EXTENDED GRAND TOTAL:				$ 60,000.00		$ 68,062.50
	GROUP 2 - GATE REPAIRS						
	REGULAR SERVICE RATE-MONDAY- FRIDAY (8:00 A.M. – 5:00 P.M.)	100	Hrs	$ 150.00	$ 15,000.00	$ 165.00	$ 16,500.00
	OVERTIME SERVICE RATE- HOURLY RATE	25	Hrs	$ 200.00	$ 5,000.00	$ 247.50	$ 6,187.50
	GROUP 2 - EXTENDED GRAND TOTAL:				$ 20,000.00		$ 22,687.50
	Delivery				30 Days		N/S
	Conflict of Interest:				✓		✓
	Addendums (1):				1		1

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TERMS AND CONDITIONS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

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 **Overhead Bay Door and Gate Repairs** as listed in the bid documents.

MINIMUM QUALIFICATIONS FOR SUBMISSION AND STAFF QUALIFICATIONS

The bidder shall have the following minimum qualifications to be considered eligible to submit a bid:

A. Five (5) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.

B. Five (5) years' experience in the installation and repair of automated security gates with hi-security band gate operators.

MINIMUM STAFF QUALIFICATIONS

The contractor is responsible for ensuring all personnel have sufficient knowledge and experience to perform the required duties. Contractor personnel who exhibit inadequate experience or incapability in their work assignment shall be replaced and not allowed on the property. Failure on the part of the contractor to furnish such labor shall be sufficient cause for cancellation of the contract.

Some facilities have security requirements that may require security background checks and badging. Other sites may require workers to schedule the work and be escorted during time on site. It is the Contractors responsibility to meet these requirements and provide staff that can qualify for the security requirements.

Working Technical Foreman:

- Five (5) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.
- Five (5) years' experience in the installation and repair of automated security gates with hi-security band gate operators.
- Competent in the installation and servicing of operators and control systems.

Technician:

- Two (2) years' experience in the installation and repair of industrial grade rollup doors and operators for a large organization with multiple locations.
- Two (2) years' experience in the installation and repair of automated security gates with hi-security band gate operators.
- Provide at least two (2) professional references.

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2. **AWARD**

Award will be **By Group** to the lowest responsive, responsible bidder. Bidders must bid on all items in a group 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 shall be for One (1) Year, from date of award, with Four (4) additional, One (1) year renewal options.

4. **PRE-BID CONFERENCE**

Not Applicable

5. **STATE CONTRACTS**

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

6. **QUANTITIES**

Quantities indicated are estimated to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

7. **DELIVERY**

Service to be performed at various Jacksonville Fire and Rescue Department Stations and headquarters located throughout Duval County, FL.

8. **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.

9. **PRICES**

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

10. **PICK UP AND RETURNS**

N/A

11. **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.

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12. 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 45 days. All original invoices shall be submitted to through the City of Jacksonville's 1Cloud Supplier Portal or can be e-mailed to jfrdprocurement@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal or **can be e-mailed directly to 1CloudInvoices@coj.net** with inv_300000008806179 in the E-Mail subject line. Invoices will be processed for payment after acceptance of the work per location.

13. 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 vendor will be required to submit the copy of the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance could lead to rejection of your bid.

14. 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.

15. 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.

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SPECIFICATIONS AND REQUIREMENTS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

Background

The City of Jacksonville's Fire and Rescue Department (JFRD) is requesting proposals to provide a competitive source of service for repairs, installation, and maintenance of industrial automatic gates, overhead bay doors and operators to various Public Buildings locations within Duval County.

Scope of Services

- The contractor agrees to a one (1) hour verbal response to all calls and three (3) hours to arrive on the jobsite for services.
- Repair cost will be charged per hour with a minimum of one (1) hour and breakdown of every half-hour thereafter. Any return trip to complete the repair will be billed at half hour rates. Hourly rates for regular time are 8:00 am to 5:00 pm Monday through Friday. Overtime rates will be from 5:01 pm to 7:59 am Monday through Friday, Weekends and City Holidays. Contractor must submit invoices with employee's time indicated. Hours are billed for time on site; travel and material pickup are overhead costs and are compensated for in the rate charged.
- Work can proceed without approval of quotation up to $500. Any single repair that exceeds $500 requires prior written approval from an authorized Public Buildings Facility Manager.
- The contractor will perform only repairs needed on the original service call. If it is found that additional service or repair is needed on a particular job approval from a Public Buildings Facility Manager is required before commencement of work.
- The City reserves the right to obtain additional quotations for any emergency or urgent repair work when estimated cost furnished by the contractor exceeds the City's estimate for work.
- All parts and materials will be new, Allowable markups for parts used on each job will not exceed 20% over wholesale costs. Allowable markup for subcontractors will not exceed 10%. Periodic checks of wholesale costs may be made at any time during contractual period. The contractor must provide documentation as to wholesale costs when requested and as required.
- Materials and equipment used are subject to review by a city representative over and beyond acknowledgement of an on-site signature. The contractor must justify, on-site, any challenged quantities or charges without additional compensation.
- Bidders are cautioned not to obliterate, erase or strike over any printed material as set forth in this bid.
- In quoting prices, whether unit prices or total prices, wherever bidder had made an error and has corrected it, all corrections should be initiated by person signing the bid cover sheet.

Remainder of page left blank

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: ADMIN Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: SC-0338-24 - Overhead Bay Doors and Gate Repairs

Requested Action and Justification:

Request approval to increase the award to C&D Industrial in the amount of $29,000 for a revised maximum indebtedness not to exceed of $149,000.00.

Supplier:	C&D Industrial	**Basis of Award:**	N/A	**BID Opening Date:**	02/28/2024

POA #:	71251-24	**PO #:**	n/a	**Change Order #:**	tbd
Solicitation #:	ITB 0338 24	**Contract #:**	n/a	**Contract Amd #:**	n/a
Term:	1 year	**Options:**	4	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	N/A	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	N/A		

Fund:	00111	**Center:**	123006	**Acct:**	546030	**Proj:**	000000	**Activity:**	00000000	$ 29,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	149,000.00	**Contingent Amt:**	0	**DMP/ODPO Amt:**	0

Using Agency/BU:	FROD:OFFICE_OF_THE_DIRECTOR		
Concurrence:	Signed by: Pearson, Daniel DF27FFBE29064F3...	**Title:**	JFRD PAYROLL AND PROCUREMENT MANAGER 1/28/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 67A7DE8876BC4DD...
Name:	Wallace Cohen, Olive
Procurement Manager:	Signed by: Marilyn Laidler 643A428ND05144E...
Name:	Marilyn Laidler
Chief of Procurement:	DocuSigned by: B19F1D517352456... 2/3/2025
Name:	Dustin L. Freeman

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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FIRE AND RESCUE DEPARTMENT

January 14, 2025

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **POA-71251-24 INCREASE REQUEST**

The Jacksonville Fire and Rescue Department is requesting an administrative award to increase the not-to-exceed amount of POA-71251-24 Overhead Bay Door and Gate Repairs. The department has seen an increase in repairs which has caused the need for this increase. The current bid CF-0338-24 expires April 7, 2025, but the need for an increase now is imperative to continue needed repairs. We request an increase of $29,000.00 to cover for the additional repairs until the bid renews.

New Not-to-Exceed Amount: $149,000.00

Funding Source: 00111.123006.546030.0.0.0.0

If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

KP/tjh

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3275 | tamih@coj.net

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SUBJECT: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID #: SC-0338-24 **OPEN DATE: 02/28/2024**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FIRE/RESCUE

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

NUMBER OF BIDS INVITED: 13 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to C&D Industrial Maintenance, LLC as the lowest responsive, responsible bidder for Overhead Bay Door and Gate Repairs for the Jacksonville Fire and Rescue Department. Period of service is one (1) year from date of award with four (4) one (1) year renewal options. Total estimated award not to exceed $120,000.00.

Funding for this award to be encumbered by account 00111.123006.546030.00000000.00000.0000000 to be executed by Purchase Order Release(s)

Attachments: Recommendation Memo, Tabulation Sheet, Terms and Conditions, Specifications

Analyst: O Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED:
DUSTIN FREEMAN, 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 3 MEMBERS DISAPPROVING 0 DATE: 4/4/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/8/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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FIRE AND RESCUE DEPARTMENT

March 22, 2024

TO: Dustin Freeman, Director of Procurement

FROM: Keith Powers, Director/Fire Chief

SUBJ: **BID SC-0338-24 OVERHEAD BAY DOOR & GATE REPAIRS FOR JFRD**

After reviewing the bids submitted for SC-0338-24, we recommend awarding the bid to C & D Industrial Maintenance LLC in the amount of $120,000.00. The total award differs from the bid total as the maintenance hours listed on the bid were only the estimated hours for the remainder of this Fiscal Year. This bid will be for a full year and as such we will require the total bid amount to be in line with what our current usage estimate is annually.

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TITLE: OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

BID NO: SC-0338-24

OPEN DATE: 02/28/24

ANALYST: Olive Wallace-Cohen

NO. INVITED: (13) No. Received: (2) No Bids: (0)

RECORDED BY: MELISSA PIERCE

ANNOUNCER: JOHN HERNANDEZ

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12. 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 45 days. All original invoices shall be submitted to through the City of Jacksonville's 1Cloud Supplier Portal or can be e-mailed to jfrdprocurement@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal or **can be e-mailed directly to 1CloudInvoices@coj.net** with inv_300000008806179 in the E-Mail subject line. Invoices will be processed for payment after acceptance of the work per location.

13. 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 vendor will be required to submit the copy of the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance could lead to rejection of your bid.

14. 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.

15. 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.

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SPECIFICATIONS AND REQUIREMENTS

OVERHEAD BAY DOOR AND GATE REPAIRS FOR JFRD

Background

The City of Jacksonville's Fire and Rescue Department (JFRD) is requesting proposals to provide a competitive source of service for repairs, installation, and maintenance of industrial automatic gates, overhead bay doors and operators to various Public Buildings locations within Duval County.

Scope of Services

- The contractor agrees to a one (1) hour verbal response to all calls and three (3) hours to arrive on the jobsite for services.
- Repair cost will be charged per hour with a minimum of one (1) hour and breakdown of every half-hour thereafter. Any return trip to complete the repair will be billed at half hour rates. Hourly rates for regular time are 8:00 am to 5:00 pm Monday through Friday. Overtime rates will be from 5:01 pm to 7:59 am Monday through Friday, Weekends and City Holidays. Contractor must submit invoices with employee's time indicated. Hours are billed for time on site; travel and material pickup are overhead costs and are compensated for in the rate charged.
- Work can proceed without approval of quotation up to $500. Any single repair that exceeds $500 requires prior written approval from an authorized Public Buildings Facility Manager.
- The contractor will perform only repairs needed on the original service call. If it is found that additional service or repair is needed on a particular job approval from a Public Buildings Facility Manager is required before commencement of work.
- The City reserves the right to obtain additional quotations for any emergency or urgent repair work when estimated cost furnished by the contractor exceeds the City's estimate for work.
- All parts and materials will be new, Allowable markups for parts used on each job will not exceed 20% over wholesale costs. Allowable markup for subcontractors will not exceed 10%. Periodic checks of wholesale costs may be made at any time during contractual period. The contractor must provide documentation as to wholesale costs when requested and as required.
- Materials and equipment used are subject to review by a city representative over and beyond acknowledgement of an on-site signature. The contractor must justify, on-site, any challenged quantities or charges without additional compensation.
- Bidders are cautioned not to obliterate, erase or strike over any printed material as set forth in this bid.
- In quoting prices, whether unit prices or total prices, wherever bidder had made an error and has corrected it, all corrections should be initiated by person signing the bid cover sheet.

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