Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Roadside Litter Removal, Transportation and Disposal

Requested Action and Justification:

Request approval to increase the award with A Sanctuary House of N. FL, Inc. by $120,000.00 for additional miles of roadside litter pickups for the remainder of FY 2025-2026. Total revised expenditure not to exceed $794,615.18.

Supplier:	A Sanctuary House of N. FL, Inc	**Basis of Award:**	LPTA	**BID Opening Date:**	12/14/2023

POA #:	71009-24	**PO #:**	698554-26	**Change Order #:**	NA
Solicitation #:	ITB JSC-0270 24	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	2 years	**Options:**	2, 1-year	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Set aside
Licenses Verified:	No	**JSEB %:**	100
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	157005	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$ 120,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 794,615.18	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	ASSW:SOLID WASTE		
Concurrence:	Signed by: Williams, Will 2AE9BA2DC834...	**Title:**	CHIEF OF SOLID WASTE DIVISION 5/5/2026
Concurrence:	3196CA8D7311495...	**Title:**	OFFICE OF ADMINISTRATIVE SERVICES MANAGER 5/5/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Initial FL

Procurement Analyst/Buyer:	Signed by: Pierce, Melissa 6FF4351D4847484...	**Chief of Procurement:**	Signed by: 5/12/2026 B10F1D517352456...
Name:	Pierce, Melissa	**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:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

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: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

SUBJECT: ROADSIDE LITTER REMOVAL, TRANSPORTATION, AND DISPOSAL

BID #: JSC-0270-24 **OPEN DATE:** 12/14/2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2026 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOLID WASTE DIVISION

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

NUMBER OF BIDS INVITED: 18 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Inspiring Lives Forever, LLC dba ILF Transportation and Salvadera, LLC for not meeting the JSEB requirements.

Recommend approval of award to A Sanctuary House of N. FL, Inc. as the lowest responsive, responsible bidder. Period of service will be from the date of award through September 30, 2026 with two (2) one (1) year renewal options. Estimated not-to-exceed award amount will be $174,615.18 for FY24, $250,000.00 for FY25, and $250,000.00 for FY26 ($674,615.18 total).

Funding for this award will be encumbered from account 00111.157005.534100.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Rejection Letters, Addendum 1, Terms & Conditions, Specifications

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** FOR: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: WILL WILLIAMS, MBA, CHIEF, SOLID WASTE DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 1/4/24

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/4/24

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: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

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

MEMORANDUM

TO: Dustin L. Freeman
Chief, Procurement Division

THRU: Nina Sickler, P.E.
Director, Public Works

FROM: Will Williams, MBA
Chief, Solid Waste Division

SUBJECT: Recommendation to Award, Bid #JSC-0270-24
A Sanctuary House of N. FL, Inc.
Roadside Litter Removal, Transportation, and Disposal

DATE: December 13, 2023

The Department of Public Works, Solid Waste Division has reviewed and tabulated the six (6) bids that were received for the referenced project for accuracy and compliance with the contract documents. Bids submitted by Inspiring Lives Forever, LLC dba ILF Transportation Services & Logistics and Salvadera, LLC should be rejected. Inspiring Lives Forever, LLC dba ILF Transportation Services & Logistics did not provide the commodity codes as required by the bid specifications and Salvadera, LLC is not a JSEB supplier.

Therefore, the Solid Waste Division recommends A Sanctuary House of N. FL, Inc. be awarded the project in the amount of $674,615.18 (FY24-$174,615.18, FY25-$250,000.00, FY26 - $250,000.00). The initial term of the contract is date of award through September 30, 2026, with two (2) one (1) year renewal options.

Please notify Solid Waste when this item will be placed on the Awards Committee agenda so a division representative can attend.

Funding for this project will be encumbered as follows:

ACCOUNT	TOTAL
00111.157005.534100.000000.00000000.00000.00000000	$674,615.18

Attachments: LIST ATTACHMENTS HERE

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

BID TABULATION

Title:	Roadside Litter Removal, Transportation, and Disposal
Bid No.:	JSC-0270-24
Close Date:	December 14, 2023
Analyst:	David Klages
No. Invited:	(18) **No. Received:** (6) **Other:** (0)
Announcer:	Pearl Mitchell
Recorded By:	Melissa Pierce

Item #	Description	Unit of Measure	Est. Daily Quantity	A Real Unique Enterprise, LLC Unit Price (LM)	A Real Unique Enterprise, LLC Extended Price (Daily)	A Sanctuary House of N. FL, Inc. Unit Price (LM)	A Sanctuary House of N. FL, Inc. Extended Price (Daily)	Covenant Property Preservation, LLC Unit Price (LM)	Covenant Property Preservation, LLC Extended Price (Daily)
1	Collection, Removal, Transportation, and Disposal of Roadside Litter and Other Undesirable Debris Items within the Limits of all COJ Right-of-Ways and Medians per the Specifications.	Linear Mile (LM)	16	$ 42.00	$ 672.00	$ 32.62	$ 521.92	$ 300.00	$ 4,800.00

	A Real Unique Enterprise, LLC	A Sanctuary House of N. FL, Inc.	Covenant Property Preservation, LLC
Terms:	3% Discount for 7 Days	No Discount	No Discount
Delivery:	Not Stated	7 Business Days	Not Stated
Signed Bid Form:	Yes	Yes	Yes
Addenda 1 & 2:	Yes	Yes	Yes
Bid Proposal Form:	Yes	Yes	Yes
Conflict of Interest Certificate:	Yes	Yes	Yes
Local Business Tax Receipt:	Yes	Yes	Yes
Attachment B - Special Pricing and Equipment List:	Yes	Yes	Yes
Attachment C - Business References:	Yes	Yes	Yes
Certified JSEB with Commodity Code 988.56, 910.27, 962.39, or 988.75:	Yes	Yes	Yes
Attended Mandatory Pre-Bid Meeting:	Yes	Yes	Yes

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

BID TABULATION

Title:	Roadside Litter Removal, Transportation, and Disposal
Bid No.:	JSC-0270-24
Close Date:	December 14, 2023
Analyst:	David Klages
No. Invited:	(18) **No. Received:** (6) **Other:** (0)
Announcer:	Pearl Mitchell
Recorded By:	Melissa Pierce

Item #	Description	Unit of Measure	Est. Daily Quantity	Inspiring Lives Forever, LLC dba ILF Transportation		Salvadera, LLC		Corey Morman dba Total Lawn Solutions	
				Unit Price (LM)	Extended Price (Daily)	Unit Price (LM)	Extended Price (Daily)	Unit Price (LM)	Extended Price (Daily)
1	Collection, Removal, Transportation, and Disposal of Roadside Litter and Other Undesirable Debris Items within the Limits of all COJ Right-of-Ways and Medians per the Specifications.	Linear Mile (LM)	16	N/A	N/A	N/A	N/A	$ 33.00	$ 528.00

	Inspiring Lives Forever, LLC dba ILF Transportation	Salvadera, LLC	Corey Morman dba Total Lawn Solutions
Terms:	No Discount	No Discount	No Discount
Delivery:	10 Business Days	Not Stated	Not Stated
Signed Bid Form:	Yes	Yes	Yes
Addenda 1 & 2:	Yes	Yes	Yes
Bid Proposal Form:	Yes	Yes	Yes
Conflict of Interest Certificate:	Yes	Yes	Yes
Local Business Tax Receipt:	Yes	No	Yes
Attachment B - Special Pricing and Equipment List:	Yes	Yes	Yes
Attachment C - Business References:	Yes	Yes	Yes
Certified JSEB with Commodity Code 988.56, 910.27, 962.39, or 988.75:	No	No	Yes
Attended Mandatory Pre-Bid Meeting:	Yes	Yes	Yes

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Klages, David

From: Covington, LaRoy
Sent: Thursday, December 14, 2023 2:28 PM
To: Klages, David
Cc: Grant, Gregory
Subject: RE: JSEB Commodity Code Verification for Inspiring Lives Forever, LLC dba ILF Transportation and Salvadera, LLC

Good Afternoon,

ILF Transportation is a JSEB, however they have not had those additional commodity codes added or verified.

Salvadera, LLC is ***NOT*** a JSEB.

The website is accurate and you may proceed with your process. If you have any further questions please contact me. Thanks.

Best Regards,

LaRoy Covington
EBO/JSEB Business Compliance Officer
Procurement Division|Equal Business Opportunity Office
214 N. Hogan Street, 8th Floor
Jacksonville, Florida 32202
Email: LCovington@coj.net
Office: 904-255-8833
General Information: 904-630-2489 (630-CITY)

A New Day.

"Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure."

From: Klages, David <DKlages@coj.net>
Sent: Thursday, December 14, 2023 2:22 PM

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

Klages, David

From:	Klages, David
Sent:	Wednesday, December 27, 2023 10:17 AM
To:	NaJeebah Shareef-CEO
Subject:	Bid Rejection Notification for SC-0270-24 Roadside Litter Removal, Transportation, and Disposal
Attachments:	Bid Rejection - Inspiring Lives Forever dba ILF Transportation.pdf; JSC-0270-241A.pdf

NaJeebah:
Please see the attached bid rejection letter for **SC-0270-24 Roadside Litter Removal, Transportation, and Disposal**.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville | Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

A New Day.
Jacksonville.gov

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

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(904) 630-CITY; www.jacksonville.gov

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: December 27, 2023

Via Email: shareef.najeebah@ilftransportation.com

Company Name: Inspiring Lives Forever, LLC dba ILF Transportation

Address: 309 E. 4th Street, Jacksonville, FL 32206

Contact Name: NaJeebah Shareef

Bid No: JCF-0270-24

Title: Roadside Litter Removal, Transportation, and Disposal

Date Opened: December 13, 2023

Reason for Recommended Bid Rejection: For being non-responsive; specifically, for not processing at least one of the required commodity codes at the time of the bid opening, as required.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

Note: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, January 4, 2024 at 1:00 p.m.**

Purchasing Analyst's Signature: _____
David Klages, Purchasing Analyst

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

Klages, David

From: Klages, David
Sent: Wednesday, December 27, 2023 10:19 AM
To: 'salvaderallc@gmail.com'
Subject: Bid Rejection Notification for SC-0270-24 Roadside Litter Removal, Transportation, and Disposal
Attachments: Bid Rejection - Salvadera LLC.pdf; JSC-0270-241A.pdf

Cherya:
Please see the attached bid rejection letter for **SC-0270-24 Roadside Litter Removal, Transportation, and Disposal**.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville | Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

A New Day.
Jacksonville.gov

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

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(904) 630-CITY; www.jacksonville.gov

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: December 27, 2023

Via Email: salvaderallc@gmail.com

Company Name: Salvadera, LLC

Address: 821 N. Jefferson Street, Jacksonville, FL 32202

Contact Name: Cherya Lewis

Bid No: JCF-0270-24

Title: Roadside Litter Removal, Transportation, and Disposal

Date Opened: December 13, 2023

Reason for Recommended Bid Rejection: For being non-responsive; specifically, for not being a certified Jacksonville Small and Emerging Business (JSEB) at the time of the bid opening, as required.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

Note: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, January 4, 2024 at 1:00 p.m.**

Purchasing Analyst's Signature: _____
David Klages, Purchasing Analyst

Docusign Envelope ID: 330AEA1E-E8C8-4AF8-8C47-8E36FEE83C85

TERMS AND CONDITIONS

ROADSIDE LITTER REMOVAL, TRANSPORTATION, AND DISPOSAL

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

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**
The term of this agreement will be from the date of award through September 30, 2026 with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**
Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

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

a. Bidders must be certified under NIGP commodity code *988.56 Litter Removal Services (Including Beach Cleaning) Roadside, Grounds, Recreational, and Park Area Services* at the time of bid opening to be considered for award.

b. Bidders must have an office located in Jacksonville, FL. Bidders must provide a properly zoned business address and maintain an active local phone number, email address, cell phone, and fax. A fax machine must be accessible at all hours for receipt of deficiency notifications or written communications. Please submit this information on the Bid Form (page 15) in the appropriate area.

c. Bidders must have a minimum of twelve (12) consecutive months of experience in Litter Removal Services prior to the bid opening date. Bidders must provide a copy of their company's Local Business Tax Receipt.

d. Bidders must provide at least three (3) verifiable references to demonstrate experience. An award consideration will not be made until all references have been verified.

e. Bidders must provide a list of their company's pertinent equipment currently owned or leased which will be used for the successful performance of the services requested in this solicitation. Bidders must have, at a minimum, one truck and trailer.

f. The State of Florida requires that anyone who is moving more than twenty-five (25) waste tires on Florida roadways be registered with the Florida Department of Environmental Protection as a waste tire collector.

Bidders must obtain a valid City of Jacksonville Waste Tire Hauler permit within thirty (30) calendar days from the date of award. Bidders must provide a copy of their company's permit that shows issuance and expiration date.

Please visit the Florida Department of Environmental Protection website via the link below or call (850) 245-8707 for verification or an updated registration list.

https://floridadep.gov/waste/permitting-compliance-assistance/content/registered-waste-tire-collector-applications

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5. **MANDATORY PRE-BID CONFERENCE**
A Mandatory Pre-Bid Meeting will be held at the City of Jacksonville Solid Waste Division, 1031 Superior Street, Jacksonville, FL 32254 on **Wednesday, November 29, 2023** at **10:00 a.m.** Bids will only be accepted from attendees of the meeting.

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 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. **The City reserves the right to add or delete items during the contract period.** The City will order on an as needed basis.

8. **DELIVERY**
A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term, 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 **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

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 to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

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. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

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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.

Remainder of page intentionally left blank.

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SPECIFICATIONS

ROADSIDE LITTER REMOVAL, TRANSPORTATION, AND DISPOSAL

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

Bidders shall not make changes to any document in this solicitation. Changes to this solicitation will be authorized only via posted addendum. Any unauthorized changes may result in rejection of the bid submittal.

Certified JSEB's Only
Bidding firms must be certified as a Jacksonville Small Emerging Business to be considered for award.

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

Frequency of Work
The Contractor shall provide monthly collection of the roadways detailed in Appendix "A". This work shall be coordinated with the City of Jacksonville (COJ) Project Manager. Additionally, the Contractor will be required to respond to other COJ issued work orders as specified herein.

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

Hours of Work
The Contractor shall perform all work under this contract Monday through Friday between the hours 6:00 a.m. and 6:00 p.m. No work shall be performed outside of these hours or on COJ recognized holidays without the express written consent of the COJ Project Manager.

OBSERVED COJ HOLIDAYS
New Year's Day
Martin Luther King Jr.'s Birthday
Presidents' Day
Memorial Day
June Teenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

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

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all damage caused, in a manner satisfactory to the City. Such repairs shall restore the damaged area(s) to a condition equal to, or better than, that of the existing adjacent area(s), using similar materials.

Complaints/Damage to Property
The Contractor shall be responsible for addressing all complaints pertaining to any damage that allegedly occurred during litter removal operations. Any ruts, depressions or unleveled areas created on the property by the Contractor's operations must be corrected before payment is made. Any damage to streets, curbs, sidewalks, water pipes, meters, utilities equipment or other City or State property shall be properly repaired or restored at the Contractor's expense. Such repairs and/or restorations shall be inspected and approved the COJ Solid Waste Division Chief or his/her designee before payment for work is made. Care shall be taken with all equipment and property so that turf is not damaged or torn up. All complaints shall be properly settled with five (5) business days after the report is made to the Contractor. The Contractor is solely responsible for any damage to property as a result of any work being performed by the Contractor. Contractor shall indemnify the City and hold the City harmless against any and all claims, liabilities, losses and causes of action which may arise out of fulfillment of the Contract. The Contractor shall pay all claims and losses of any nature whatsoever in connection therewith, defend all suits in the name of the City when applicable, and pay all costs and judgements which may be issued thereon.

Traffic and Safety
Precaution shall be exercised at all times for the protection of persons and property. Traffic control shall be governed by the Florida Department of Transportation's latest edition of Roadway and Traffic Design Standards and Part VI of the Manual of Uniform Traffic Control Devices. The safety provisions of the Occupational Safety and Health Act of 1970 (Public Law 91-596) and other applicable laws, buildings, and construction codes shall be observed. Machinery, equipment and other hazards shall be properly guarded to prevent personal injuries. The foregoing requirements are to be considered as a minimum and the Contractor's compliance with these recommendations shall in no way relieve him/her of final responsibility for providing adequate traffic control devices for the protection of employees and the public at work areas. It shall be a requirement of this work that workers wear orange clothing of high visibility such as a vest, shirt, or jacket when performing litter pickup operations. "Workers Present" signs shall be erected at each end of targeted roadway being worked.

Quality of Work
The City will review completed areas for quality and acceptance. Areas determined to be unsatisfactory shall be re-cleaned by the Contractor at no additional cost to the City. Areas shall be cleaned in a manner that they are left reasonably free of all litter and debris. The COJ Solid Waste Division Chief or his/her designee's judgement when evaluating completed work shall be final.

Measurement and Payment
The quantities to be paid for work under this Contract shall be roadside miles cleaned and approved. All Right-of-Ways (both sides), on/off ramps (both sides), and medians if applicable, within each unit mile for the targeted roadway segment shall be cleaned of litter or debris and then reviewed for quality and acceptance by the COJ Project Manager or his/her designee. Fee quotes shall be for a linear mile unit measurement using an estimated weekly total of one hundred and fifty (150) miles of cleaned of Right-of-Ways as described above. Contractor shall also provide a fee quote for work conducted after hours, on holidays or under emergency circumstances via Attachment "B" herein. This work shall be done only on an as-needed basis and as authorized by the COJ Project Manager and/or his/her designee.

Disposal
The Contractor shall be responsible for all costs associated with the lawful disposal of material collected under this contract. All material shall be disposed at the City's Trail Ridge Landfill, located at 3150 U.S. Highway 301, Baldwin, Florida 32234.

Work Orders
The Contractor will be required to provide service to select Right-of-Ways, as tabulated by the COJ Project Coordinator. An example of the listed Right-of-Ways the Contractor may receive from the COJ Project Coordinator is shown in Appendix "A". In addition, the Contractor will be required to address CARE complaints or other "hot areas" that need litter collection service. For these additional Right-of-Ways, work orders will be issued by the COJ Project Coordinator. The Contractor will only be paid for those Right-of-Ways that are listed in the Appendix "A" form supplied to the Contractor by the COJ Project Coordinator in addition to those they have received a written work order to perform. The

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City shall also issue work orders on a weekly basis for additional work not included in Appendix "A". All work order projects will be completed in the week issued. Emergency, extended hours, and day work will be completed with 24 hours of issuance of a work order. All work done by the Contractor for CARE complaints, hot areas, and additional work not included in Appendix "A" shall be covered by the linear mile unit price fee quote submitted by the Contractor.

Reporting Requirements
The Contractor shall provide monthly reports detailing road ways serviced, including date of collection, and volume of material collected. The reports shall also include copies of landfill disposal receipts where the collected material was disposed.

Contractor's Personnel
Supervision and personnel shall be competent for the particular type of work under this contract. The Contractor shall be fully responsible for the performance of its organization and the completion of all work under this Contract. The Contractor shall employ individuals who possess the necessary skills, including licensed personnel where applicable laws and regulations require work to be performed by licensed personnel, to perform all work with the highest degree of care and professionalism.

Sub-Contractors
The Contractor shall request and obtain approval from the City prior to sub-contracting any portion of the work covered by the Contract. The Contractor shall be fully responsible for the actions and omissions of its sub-contracted entities or personnel either directly or indirectly employed by the sub-contractor.

Supervision
The Contractor shall designate a point of contact through which all schedules, pay applications, work orders, and emergency requests shall be routed. The day-to-day supervision of the work performed under this contract lies with the contractor who is solely responsible for completion of the work.

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