City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Gregory W. Pease, Chairman Professional Services Evaluation Committee

FROM: Ed Randolph, Director of Business Development
Michael Thomas, Real Estate Manager MRT

SUBJECT: VT Griffin Services, Inc. Contract (No. 7846-02) Amendment Number Six (6)

DATE: June 21, 2017 P-16-13 AMD #6

The subject contract was awarded with an effective date of September 1, 2013, to procure caretaker and facilities maintenance support for Cecil Commerce Center over a five-year period. The contract provides for options to extend the contract for 4 additional 1-year periods. The contract has been amended five (5) times to date, three of which included exercising one-year extension options.

This amendment is to exercise the fourth, and final, of the four available one-year extensions and to modify the scope of work to reflect the required work to be completed from August 1, 2017 through July 31, 2018. The City requested a revised work plan for the period August 1, 2017 through July 31, 2018 and received a proposal from VT Griffin Services by the attached Exhibit "H". Negotiations were conducted to establish costs associated with the proposed work plan.

As sufficient funds for the period August 1, 2017 through July 31, 2018 are currently available in the contract's budget, no additional funds are being requested. The total contract amount and maximum indebtedness to the City will remain $7,614,361.69. Please note this figure is unchanged from last year (Amendment 5).

Accordingly this is to recommend the City amend the subject contract with VT Griffin Services as follows:

1) The costs for work under subparagraphs 3.1.1, Management and Maintenance/Caretaker Support Services are in the amount of $1,840,598.00, as proposed by VT Griffin Services, Inc. written cost proposal dated April 17, 2017.

2) All other terms and conditions remain unchanged

3) Exhibit "H" is incorporated as part of the Contract.

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The contractor, VT Griffin Services, has exceeded the overall established MBE goals for performance and continues to provide outstanding service under the contract. Additional funds are budgeted to effect this proposed change to the contract.

Please contact Ed Randolph at 630-1185 or Mike Thomas at 630-3650 if you have any questions concerning this matter.

Thank you for your assistance.

Attachment:

1) VT Griffin Services letter/proposal dated April 17, 2017 (Exhibit "H")

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EXHIBIT "H"

VT Griffin
6112 New World Avenue
Jacksonville, FL 32221

Tel 904.777.1900
Fax 904 777-0097

VT Group

April 17, 2017

Mr. Edward W. Randolph
Cecil Commerce Center Manager
Office of Economic Development
117 West Duval Street, Suite 275
Jacksonville, Florida 32202

Re: Budget Estimate Aug. 1, 2017-July 31, 2018, P-16-13
Agreement between the City of Jacksonville and VT Griffin;
Management and Maintenance/Caretaker Support at Cecil Commerce Center

Dear Mr. Randolph:

In response to your request the Budget Estimate for the upcoming year (August 1, 2017 through July 31, 2018) is attached. The total remains the same at $1,840,598.

Should you have any questions, please do not hesitate to call me at (904) 777-1900, extension 11.

Thank you

Sincerely,

James D. Jelsma, C. G. C. 061080
Project Manager

JDJ/ss

Enclosure (1) Budget Estimate

BUDGETED ESTIMATE PLAN
AUGUST 1 2017 - JULY 31, 2018

		ESTIMATED BUDGET ESITMATE PLAN AUG. 1, 2017 - JUL 31, 2018
	GENERAL COST AREA	
1	Adminitrative Requirement	$ 247,535
2	Facility Maintenance Services	$ 697,703
3	Pest Control Services	$ 5,945
4	Grounds and Surfaced Areas Maint Serv	$ 492,495
5	Enironmental	$ 6,135
6	Refuse/Recycle	$ 3,137
7	Contingency (Over & Above)	$ 300,000
	Sub Totals	$ 1,752,950
	Management Fee (5.0%)	$ 87,648
	Contract Amount Subtotal	$ 1,840,598
	GRAND TOTAL	**$ 1,840,598**

ANNEX 1
ADMINSTRATIVE REQUIREMENTS

ANNEX 1 COSTS ADMN REQ	EST
	08/01/17-07/31/1
3.1 DIRECT COSTS	
A. VEHICLE OPERATING EXPENSE	28,642
B. TELEPHONE & COMMUNICATION	11,499
C. INSURANCE	10,647
D. PERMITS, LICENSES, REGISTRATION, &	1,278
E. SOFTWARE/OFFICE EQUIPMENT RENTA	6,176
MAINTENANCE	
F. OFFICE SUPPLIES	5,324
G. POSTAGE, FEDERAL EXPRESS, COURIE	1,278
H. UTILITIES	1,278
SUBTOTAL	66,121
3.2 LABOR	181,414
SUBTOTAL	181,414
	-
TOTAL ANNEX 1	247,535

ANNEX 2
FACILITIES MAINTENANCE SERVICES

ANNEX 2 COSTS FAC MAINT SERV	EST
	01/17-07/31
1.1 SUBCONTRACTOR COSTS	
A. SERVICE CALLS	$ 91,568
B. HVAC MAINTENANCE & REPAIR	$ 99,021
D. CUSTODIAL	$ 14,253
E. FIRE PROTECTION MAINTENANCE	$ 3,194
SUBTOTAL	$ 208,036
1.2 LABOR	
A. SALARIES	$ 473,057
SUBTOTAL	$ 473,057
1.3 MATERIALS & OTHER EXPENSES	
A. MATERIALS	$15,332.31
B. SUB/SOLICITATION COSTS	$ 1,278
SUBTOTAL	$16,610.01
TOTAL ANNEX 2	$ 697,703

ANNEX 3
PEST CONTROL SERVICES

ANNEX 3 COSTS PEST CONTROL	
	08/01/17-07/3
1.1 SUBCONTRACTOR COSTS	
C. * PEST CONTROL, BUILDINGS	4825
SUBTOTAL	4825
1.2 LABOR	
A. SALARIES	1120
SUBTOTAL	1120
* termite bonding #332 incl	
TOTAL ANNEX 3	5945

ANNEX 4
GROUNDS AND SURFACED AREAS MAINTENANCE SERVICES

ANNEX 4 COSTS GROUNDS	EST
	08/01/17-07/3
1.1 SUBCONTRACTOR COSTS - SOUTH SIDE	
A. GRASS MOWING & MAINT (GREEN)	156821
B. GRASS MOWING & MAINT (YELLOW)	14657
C. LEVEL "A" BUILDINGS	24031
D. STREET SWEEPING	4222
E. CURB, SIDEWALK EDGING	16648
F. STORM WATER DRAINAGE LAKE FRETWELL	2895
G. CLEAN MISC. STORM DRAINS	1086
H. HYSLER CEMETERY	2171
I. TREAT/MAINTAIN LAKE FRETWELL	9168
J. IRRIGATION SYSTEM MAINT	7238
K. FLOWERBED MAINT	2432
L. GENERAL FUND/SERVICE CALLS	12064
	253433
1.2 SUBCONTRACTOR COSTS - NORTH SIDE	
A. GRASS MOWING & MAINT	24450
B. CURB, SIDEWALK EDGING	17169
C. FLOWERBED MAINT	15924
D. IRRIGATION SYSTEM MAINT	7238
E. STORM WATER DRAINAGE W. NEW WORLD	53060
F. CLEAN RETENTION POND OUTFALLS	2895
G. STREET SWEEPING	3619
H. GENERAL FUND/SERVICE CALLS	12064
	136419
SUBTOTAL	389853
1.3 LABOR	
A. SALARIES	57163
SUBTOTAL	57163
1.4 MATERIALS & OTHER EXPENSES	
A. FERT/PEST CONTROL/GRNDS EQUIPMENT	1206
B. FERT/PEST CONTROL/GRNDS MATERIALS	13873
C. SPRINKLER SYSTEM MAINTENANCE	4343
D. UTIL/METERS	26057
SUBTOTAL	45480
TOTAL ANNEX 4	492495

ANNEX 5
ENVIRONMENTAL

ANNEX 5 COSTS	EST
ENVIRONMENTAL	08/01/17-07/31/18
7.1 LABOR/SUBCONTRACTORS COSTS	6135
SUBTOTAL	6135
TOTAL ANNEX 5	6135

ANNEX 6
REFUSE/RECYCLE SERVICES

ANNEX 6 COSTS REFUSE/RECYCLE	
	08/01/2017-07/31
1.1 SUBCONTRACTOR COSTS	
A. WASTE DISPOSAL	$ 2,016.81
SUBTOTAL	$ 2,016.81
1.2 LABOR	
A. SALARIES	$ 1,120.11
SUBTOTAL	$ 1,120
TOTAL ANNEX 6	$ 3,137

OVER ABOVE PROJECTS

OVER & ABOVE		
MAINTENANCE, REPAIR & REPLACEMENT PROJECTS		
	REPAIRS AND MAINTENANCE TO VARIOUS BLDGS/FACILITIES	$ 300,000
TOTAL OVER & ABOVE		**$ 300,000**