5

A NEW DAY.

City of Jacksonville, Florida

DONNA DEEGAN, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **December 7, 2023**

RE: **Request for Approval to Utilize Competitive Sealed Proposal Process**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a supplier for **Electrical Services for City Buildings**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends the 25% Participation Plan.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works

Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: **Dustin Freeman, Chief**
Procurement Division

THRU: **Nina Sickler, P.E., Director**
Department of Public Works

FROM: **Roy Birbal, Chief**
Public Buildings Division

SUBJECT: **Request for RFP for Electrical Services for City of Jacksonville Buildings**

DATE: **November 20, 2023**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Electrical Services for City of Jacksonville Buildings.

The estimated length of the contract will be upon execution of the Contract and will continue through September 30, 2024, with four (4) one (1) year renewal options.

The sub-committee responsible for the submitted proposals will be comprised of representatives from the Public Buildings Division.

It is our desire that this job be awarded in the form of a contract upon selection of the winning vendor.

Attachments: Bid Documents

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

November 22, 2023

To: Dustin Freeman, Division Chief
Procurement Division

From: Gregory Grant EBO/JSEB Administrator GG
Karem Baez, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Electrical Services for City Buildings**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☐ Encouragement
- ☒ Participation 25%
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: David Klages
Gregory Grant

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

Internal Document

Goal Setting Checklist

BID/RFP Name: **Electrical Services for City Buildings**

The following has been reviewed:

☒ Number of JSEB's ready, willing, and able: 3

☒ Scope of services: The city of Jacksonville is accepting proposals from qualified electrical contractors for electrical installation, maintenance, and repair services at city owned facilities at the request of Public Buildings Division.

Emergency repair service shall be available from the contractor on 24 hours basis, seven days a week, 365 days a year. Contractor must provide at least three (3) 24/7/365 emergency contacts for city related emergencies.

☐ Types of work (non-administrative) to be done. (Attach examples to document)

☒ JSEB's contacted **12**.

☒ Using Agency notified of goal/percentage: Set A Side

☒ Engineers Project Estimate **$ 750. 000.oo**

List JSEB's below

Supplier Name	Contact Name	Phone	Email	Int
Collins Electrical and More, LLC	Collins, Chris	(904) 859-8225	Ceam.electrical2021@gmail.com	YES
Jerald Hardwick	Hardwick, Jerald	(904) 7420112	jchelectric@aol.com	YES
Joshua Ozias Douglas	Douglas, Joshua	(904) 405-6197	Douglaselectrical904@gmail.com	YES
Calibrated Controls LLC	Waddell, Clinton	(904) 307 0219	jwaddell@calibrated-controls.com	LM
Cortes Electric Inc	Jose Cortez	(904) 361-8389	Cortesec777@gmail.com	LM
Exum Electric, Inc.	Exum, Mary	(904) 646-9917	rle@exum.net	LM

Ezell Power Distribution Services Inc.	Ezell, Terrell	(904) 535-4345	terrell@ezellpower.com	LM
Paul A. O'Quinn, Inc.	Paul A. O'Quinn	(904) 695-9108	oquinnpa@bellsouth.net	LM
TRC Energy Engineering, Professional LLC	Colbert, Theron	(904) 576-0112	CEO@TRCEnergy.com	LM
True Patriots	McCullough, Steven	(904) 581-3915	Steven@truepatriotservices.com	LM
Vilano Electric, Inc.	Perry, Marcus	(904) 237 3724	ashley@vilanoelectric.com	LM
Zephyr Construction Management, LLC	Garcia, David	(904) 571-5228	garciad@zephyrbuilders.com	LM

Compliance Officer: **Karem Baez** Date: **November 22, 2023**

APPROVED
By Kevin at 8:44 am, Nov 17, 2023

Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

A NEW DAY.

RFP SPECIFICATIONS

FOR

ELECTRICAL SERVICES FOR CITY BUILDINGS

PUBLIC BUILDINGS DIVISION

BID NO:	ESC-XXXX-24
OPEN DATE:	DECEMBER XX, 2023
TIME:	2:00 P.M.
PLACE:	ED BALL BUILDING, 214 N. HOGAN STREET, SUITE #105, JACKSONVILLE, FL 32202

MANDATORY PRE-BID CONFERENCE:
Wednesday, December XX, 2023 at 10:00 a.m.
214 N. Hogan Street, Suite 851 (8th Floor), Jacksonville, FL 32202

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division

Klages, David

From: Klages, David
Sent: Friday, November 17, 2023 8:27 AM
To: RiskReview
Subject: RE: Review of RFP Document: Electrical Services for City Buildings
Attachments: Electrical Services for City Buildings - Draft 02.pdf

Thanks for the quick response, Kevin. Here is Draft 02 with the Professional Liability coverage added (see page 37).

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

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)

From: Collier, Kevin <CKevin@coj.net> **On Behalf Of** RiskReview
Sent: Friday, November 17, 2023 8:01 AM
To: Klages, David <DKlages@coj.net>
Subject: RE: Review of RFP Document: Electrical Services for City Buildings

David,

The only additional coverage I would like to see is proof of Professional Liability. Any reputable Electrical company will have this as a part of their insurance package so it shouldn't be a problem. Please see below:

Professional Liability (Including Medical Malpractice when applicable)	$1,000,000 per Claim and Aggregate

Klages, David

From: Collier, Kevin on behalf of RiskReview
Sent: Friday, November 17, 2023 8:01 AM
To: Klages, David
Subject: RE: Review of RFP Document: Electrical Services for City Buildings
Attachments: Reviewed Electrical Services for City Buildings - Draft 01.pdf

David,

The only additional coverage I would like to see is proof of Professional Liability. Any reputable Electrical company will have this as a part of their insurance package so it shouldn't be a problem. Please see below:

Professional Liability $1,000,000 per Claim and Aggregate
(Including Medical Malpractice when applicable)

Any entity hired to perform professional services as a part of this contract shall maintain professional liability coverage on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Contract and with a three-year reporting option beyond the annual expiration date of the policy.

Kevin

Nhylq#L#Frwhu#
Surshuw|# #Fdvxdo|#qv:ubqfh#Frp sdqfh#P dqdjhu#
Lqvqfh#bg#Dgp lqlvwudwlrq#Ghsduwphqw#
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

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, November 16, 2023 4:25 PM
To: RiskReview <RiskReview@coj.net>
Cc: Mashuda, Frank <FMashuda@coj.net>; Hooten, Kelly <KHooten@coj.net>
Subject: Review of RFP Document: Electrical Services for City Buildings

Good afternoon. Would you please review the insurance and indemnification requirements for the attached solicitation? The scope of services is for electrical services and can be found beginning on page 24.

The Insurance & Indemnification requirements can be found beginning on page 47. The estimated value of the project is $750,000 annually.

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

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)
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