SUBJECT: PIGGYBACK RFP 17-20 MASTER AGREEMENT CONTRACT 02-93 - HVAC EQUIPMENT, INSTALLATION, SERVICE & RELATED PRODUCTS

BID #: PSC-0142-21 **OPEN DATE:**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT- FROM SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTION

AGENCY: PUBLIC BUILDINGS

BASIS OF AWARD: PER PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: ( ) **NUMBER RECEIVED**: ( ) **OTHER** ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) renewal options for piggyback bid RFP 17-20 (Master Agreement Contract 02-93) with Brooks Building Solutions, Inc. the designated partner and regional vendor for Waibel Energy Systems for HVAC Equipment, Installation, Service and Related Products for the Department of Public Works on an as needed basis. Period of Service will be from September 1, 2022 through August 31, 2023. Total expenditure for this period not to exceed $1,000,000.00. Total revised award amount not-to-exceed $2,000,000.00.

This award will be funded by various account (s) and executed by contract amendment through Office of General Counsel and processed via Purchase Order Release(s).

Attachments: Recommendation Memo, Vendor Letter, Certificate of Insurance

BUYER: Wallace-Cohen **RESPECTFULLY SUBMITTED**
OLIVE WALLACE-COHEN
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Roy Birbal, Chief, Public Buildings Division**

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY. ONE JACKSONVILLE

July 19, 2022

MEMORANDUM

TO: Gregory W. Pease, Chief Procurement Division

THRU: John P. Pappas, P.E., Director

FROM: Roy Birbal, Chief

SUBJECT: **PSC-0142-21 - Recommendation to utilize the first renewal option of piggyback RFP 17-20 by region 14 Education Service Center (Region 14 ESC) and Master Agreement Contract Number 02-93 with Waibel Energy Systems for HVAC Equipment, Installation, Service, & Related Products made available and administered by the National Cooperative Purchasing Alliance (NCPA).**

On August 24, 2020, Waibel Energy Systems was awarded competitively solicited RFP 17-20 for HVAC Equipment, Installation, Service, & Related Products and subsequent Master Agreement Contract Number 02-93 for use on an as needed basis. The RFP 17-20 solicitation was by region 14 Education Service Center (Region 14 ESC) on behalf of itself and other Government Agencies made available and administered through the National Cooperative Purchasing Alliance (NCPA).

Waibel Energy Systems has partnered with Brooks Building Solutions, Inc. (as identified in their RFP 17-20 response) to represent the products and services provided by Waibel Energy Systems in the Jacksonville, FL area/territory.

The Public Buildings Division recommends utilizing the first of three renewal options for PSC-0142-21. The first renewal option will be from September 1, 2022 through August 31, 2023 with a not-to-exceed limit of Two Million Dollars ($2,000,000). There will be two (2) 1-year renewal options remaining.

If approved, funding will be encumbered by individual releases against the master blanket, dependent on funding, the appropriate account, and fiscal year and documented by formal contract through the Office of General Counsel.

Your assistance in concurring with this recommendation for the respective award would be appreciated.
Any questions or concerns can be directed to Sheila Kuhl in Public Buildings at 904-255-4340.

Attachments:

1. Region 14 ESC Renewal Notice to Waibel Energy Systems and Letter of Renewal
2. National Cooperative Purchasing Alliance (NCPA) Letter of Renewal
3. Brooks Building Solutions, Inc. Letter of Renewal
4. Brooks Building Solutions, Inc. Certificate of Insurance
5. Prior Award

cc: Steve Schlessinger, Public Works Contracts & Finance Manager
Annette Leslie-Burney, Purchasing Analyst
Sheila Kuhl, Contract Administration Coordinator

WAIBEL
ENERGY SYSTEMS

June 7th, 2022

Ms. Sheila Kuhl
Contract Administrator
Public Works/Public Buildings Division City of Jacksonville
555 W. 44th Street
Jacksonville, Florida 32208

RE: Renewal of competitively solicited RFP # 17-20 by Region 14 Education Service Center (Region 14 ESC) and Master Agreement Contract Number 02-93 made available and administered by the National Cooperative Purchasing Alliance (NCPA) between Region 14 ESC and Waibel Energy Systems for HVAC Equipment, Installation, Service, & Related Products (Supplement) for the period September 1, 2022 through August 31, 2023.

Dear Ms. Kuhl,

Region 14 ESC and Waibel Energy Systems have agreed to renew the aforementioned agreement for a second year of a possible total five year term beginning September 1, 2022 through August 31, 2023 per the attached renewal letter from Region 14 ESC under the current terms and conditions.

Waibel Energy Systems hereby extends to the City of Jacksonville the opportunity to continue piggybacking on Master Agreement Contract Number 02-93 in connection with RFP # 17-20 for HVAC Equipment, Installation, Service & Related Products awarded to Waibel Energy Systems on an as needed basis.

As indicated in our RFP # 17-20 response, Waibel Energy Systems has partnered with Brooks Building Solutions, Inc. as our regional vendor to represent the products and services provided by Waibel Energy Systems in the Jacksonville, FL area/territory.

The partnership between Brooks Buildings Solutions, Inc. and Waibel Energy Systems is currently in good standing.

Please feel free to contact me with any questions or concerns.

Alex Waibel

NCPA

National Cooperative Purchasing Alliance

May 2, 2022

Ms. Sheila Kuhl
Contract Administration Coordinator
City of Jacksonville
Public Buildings Division
555 West 44th Street
Jacksonville, FL 32208

RE: Invitation to piggyback competitively solicited RFP # 17-20 by Region 14 Education Service Center (Region 14 ESC) and Master Agreement Contract Number 02-93 made available and administered by the National Cooperative Purchasing Alliance (NCPA) between Region 14 ESC and Waibel Energy Systems for HVAC Equipment, Installation, Service, & Related Products for the period of August 24, 2020 through August 31, 2022,

Dear Ms. Kuhl,

Region 14 Education Service Center (Region 14 ESC) award Waibel Energy Systems for a two year of a possible total five-year term beginning August 24, 2020 through August 31, 2022 under the current terms and conditions.

Region 14 ESC, as the lead public agency on behalf of itself and all states, local governments, school districts and higher education institutions in the United States of America, and other government agencies and non-profit organization ("Public Agency" or collectively "Public Agencies") partnered with NCPA to make the resultant Master Agreement Contract Number 02-93 available to all participating agencies in the United States.

NCPA will continue to administer the aforementioned agreement and hereby extends the opportunity to the City of Jacksonville to continue piggybacking on said agreement for the above referenced time period.

As indicated in the RFP #17-20 response, Waibel Energy Systems has partnered with Brooks Building Solutions, Inc. as a regional vendor to represent the products and services provided by Waibel Energy Systems in the Jacksonville, FL area/territory. As of today's date, May 2, 2022 Waibel Energy Systems has been awarded an annual contract renewal which will expire on August 31, 2023, completing the 3rd year of a possible five-year term.

Sincerely,

Mark Reese
Manager, Member & Vendor Support

National Cooperative Purchasing Alliance
P.O. Box 701273, Houston, TX 77270 | 888.543.6515 | info@ncpa.us

Brooks
Building Solutions

Mr. Sheila Kuhl
Contract Administrator
City of Jacksonville, Florida
555 W. 44th Street
Jacksonville, Florida 32208

March 17, 2022

RE: Invitation to piggyback on competitively solicited RFP # 17-20 by Region 14 Education Service Center (Region 14 ESC) and Master Agreement Contract Number 02-93 made available and administered by the National Cooperative Purchasing Alliance (NCPA) between Region 14 ESC and Waibel Energy Systems for HVAC Equipment, Installation, Service & Related Products (Supplement).

Dear Ms. Kuhl,

Brooks Building Solutions, Inc. would like to extend to the City of Jacksonville the opportunity to piggyback on Region 14 ESC Master Agreement Contact Number 02-93 in connection with RFP # 17-20 for HVAC Equipment, Installation, Service & Related Products on an as needed basis.

Region 14 ESC, as the lead public agency on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organization ("Public Agency" or collectively "Public Agencies") has partnered with NCPA to make the resultant Master Agreement Contract Number 02-93 available to all participating agencies in the United States.

As indicated in the RFP # 17-20 response, Waibel Energy Systems has partnered with Brooks Building Solutions, Inc. to be part of the RFP response to represent the products and services provided by Waibel Energy Systems in the Jacksonville, FL area/territory.

Brooks Building Solutions, Inc. will provide the City of Jacksonville the same terms, conditions and pricing as provided in the aforementioned documents while they remain in effect.

H. Neff Jenkins

President

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hub International Florida
10739 Deerwood Park Blvd Ste 200
Jacksonville FL 32256

CONTACT NAME: Rachel Spiro
PHONE (A/C, No, Ext): 904-446-3141 FAX (A/C, No): 904-396-7432
E-MAIL ADDRESS: Rachel.Spiro@Hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Westfield Companies	24112
INSURER B : FFVA Mutual Insurance Company	10385
INSURER C : Certain Underwriters at Lloyds	
INSURER D : Travelers Property Casualty Company of America	25674
INSURER E : Westfield Companies	24112
INSURER F :	

INSURED BROOK-1
Brooks Building Solutions, Inc.
Brooks Air Systems, Inc.
4501 Beverly Ave.
Jacksonville FL 32210

COVERAGES **CERTIFICATE NUMBER:** 1301417462 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	TRA4677509	9/11/2021	9/11/2022	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 150,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	Y	Y	TRA4677509	9/11/2021	9/11/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
D	X UMBRELLA LIAB X OCCUR			CUP3S966873	9/11/2021	9/11/2022	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	WC84000208912021A	9/11/2021	9/11/2022	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	BR/ Installation Floater			TRA4677509	9/11/2021	9/11/2022	Any Single Location	200,000
C	Pollution/Professional Liab			ENP000620401	7/15/2021	7/15/2022	Each Occurrence	$1,000,000
							Aggregate	$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: RFP 17-20

City of Jacksonville, its member, officials, officers, employees and agents are named as additional insured on General Liability and Automobile Liability on a Primary & Non-Contributory basis when required by written contract. Waiver of Subrogation in favor of City of Jacksonville, its members, officials, officers, employees and agents applies to General Liability, Automobile Liability and Workers Compensation when required by written contract. 30 Days Notice of cancellation to the City of Jacksonville applies to all policies when required by written contract.

CERTIFICATE HOLDER

City of Jacksonville
117 W Duval Street
Suite 335
Jacksonville FL 32202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SUBJECT: PIGGYBACK RFP 17-20 MASTER AGREEMENT CONTRACT 02-93 - HVAC EQUIPMENT, INSTALLATION, SERVICE & RELATED PRODUCTS

BID #: PSC-0142-21 **OPEN DATE:**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT- FROM SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTION

AGENCY: PUBLIC BUILDINGS

BASIS OF AWARD: PER PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to piggyback bid RFP 17-20 (Master Agreement Contract 02-93) with Brooks Building Solutions, Inc. the designated partner and regional vendor for Waibel Energy Systems for HVAC Equipment, Installation, Service and Related Products for the Department of Public Works, on an as needed basis. Period of Service will be from September 1, 2021, through August 31, 2022, with three (3) one (1) year renewal options. Total award amount not-to-exceed $1,000,000.00.

This award will be funded by various account (s) and executed by formal contract through Office of General Counsel and processed via Purchase Order Release(s).

Attachments: Recommendation Memo, Vendor Letter, Bid RFP 17-20, Certificate of Insurance

BUYER: D Wallace-Cohen for MARILYN LAIDLER **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Buildings Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8/5/21

Teresa R Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8-6-21

APPROVED ✓ DISAPPROVED

OTHER

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No 2019-02

SIGNATURE OF AUTHENTICATION