SUBJECT: CECIL COMPLEX – POOL MAINTENANCE

BID #: SC-0441-21 **OPEN DATE: 2021-09-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

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

NUMBER OF BIDS INVITED: 16 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder USA POOLS OF FLORIDA in the amount of $122,880.00 for CECIL COMPLEX – POOL MAINTENANCE. Period of service will be one (1) year from the date of award.

Funding to be encumbered by account 11308.166104.534100.000000.00000000.00000, to be executed by individual purchase order(s).

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

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief, Recreation and Community Programming Division

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(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

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

October 21, 2021

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief
Recreation & Community Programming Division

RE: **SC-0441-21 Cecil Complex Pool Maintenance**

In response to the bid solicitations for the Pool Maintenance at Cecil Complex, the Procurement Division received two (2) bids and forwarded the results to the Parks, Recreation and Community Services Department to review for a recommendation of award.

After reviewing the two (2) bids as documented on their attached Bid Proposal Forms, Parks, Recreation and Community Services respectfully recommends to award to the lowest responsible, responsive bidder, USA Pools of Florida

The annual estimated expenditure is not to exceed $122,880.00

The funding source will be RPCM1DACF03410 11308.166104.534100.000000.00000000.00000

Your assistance in concurring with this recommendation for the respective recommendation would be appreciated. If you have questions or need additional information regarding this request, please contact Amy Honey at 255-7909.

Attachment: Bid Tabulation Sheet

KM/ah

BID TABULATION SHEET

TITLE: CECIL COMPLEX – POOL MAINTENANCE

BID NO.: SC-0441-21

OPEN DATE: September 29, 2020

ANALYST: RUBEN OLA

No. Invited: (16) **No. Received (2)** **No Bids: (0)**

Bid Recorder: M. Pierce, **Announcer:** C. Spitler

ITEM	DESCRIPTION	QUANTITY	USA POOLS OF FLORIDA		ABOUT SERVICE, LLC							
			PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	CECIL COMPLEX – POOL MAINTENANCE	12 MONTHS	$ 10,240.00	$ 122,880.00	$ 20,561.31	$ 246,735.72						
		GRAND TOTAL:		$122,880.00		$246,735.72						
		TERMS:										
		DELIVERY (Business Days):			1 DAY							
		CONFLICT OF INTEREST:	✓		✓							
		ADDENDUM(1):	✓		✓							
		NOTES:										

TERMS AND CONDITIONS

CECIL COMPLEX – POOL MAINTENANCE

1. SCOPE

The Parks, Recreation and Community Services Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for **CECIL COMPLEX – POOL MAINTENANCE** as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is one year from date of award, with three (3) 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 condition set forth in the bid documents.

4. REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

A non-mandatory Pre-Bid conference will be held via Zoom on Sept. 17, 2021 at 11:30 A.M.,
Join Zoom Meeting
https://us02web.zoom.us/j/86886190149?pwd=VS9uV2IlenIyOVkwZWV2ZXRMVEFldz09
Meeting ID: 868 8619 0149
Passcode: 955995
One tap mobile
+13017158592,,86886190149# US (Washington DC) 13126266799,,86886190149#
+US (Chicago)

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.

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

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.

11. 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.

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, 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: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

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. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

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.

SPECIFICATIONS

A. BACKGROUND/PROPERTY & FACILITY DESCRIPTION:

The history of Cecil Field dates to the early years of World War II, when new military based were built across the United States to fight a two-front war. Cecil Field was decommissioned in September 1999. More that 2,000 acres on the northern end were reserved for recreation use, with 832 acres designated for active recreational use. Park amenities include playscapes, grills, a community and aquatics center, a gymnasium, picnic shelters, restrooms, youth and adult softball fields, multi-use fields and tennis courts.

FACILITY DESCRIPTIONS
Recreation Center/Community Center (13611 Normandy Blvd) is a 37,000 square foot facility that houses 2 classrooms, 4 offices, storage, a kitchen and multipurpose meeting room, 602,000 gallon Olympic size pool, a 42,750 gallon general use pool, [4] Softball fields and parking area.

B. SCOPE OF WORK

Contractor to provide all labor, materials, supplies for the CECIL COMPLEX – POOL MAINTENANCE.

1. Perform daily cleaning, maintenance and disinfection of both the 602,000 gallon competition pool and the 42,750 gallon general use pool, to include the pool, pool deck and pump/filtration system.
2. Pool chemicals to be tested 3 times daily and regulated as needed.
3. Pool temperature to be checked and regulated daily.
4. Maintain pool water in a safe, clear, sparkling condition for constant year-round usage.
5. Pool sanitation level must be consistent with State Health Department codes.
6. Requires Certified Pool Operators license. CPO must be onsite daily to perform daily maintenance and available 7-days a week to respond to immediate issues.
7. A daily log book will be maintained to document pool chemical levels and all adjustments performed.
8. Provide all chemicals for operation of the pool. (Currently system uses Sodium Hypochlorite and Muriatic Acid).
9. Contractor to repair or replace chemical feeders, controllers and tubing.
10. Contractor to troubleshoot pool, pumps, valves and motors for repair or replacement. Other repairs and replacement of items would be performed by City of Jacksonville staff or a Certified Pool Contractor (CPC).