City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **July 1, 2022**

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 contractor to provide services for the Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement - Rebid. 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: Encouragement 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	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

May 20, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
Sandy Simpson, EBO/JSEB Business Analysist SS
Jacksonville Small and Emerging Businesses

RE: **JPL-Main Library 2nd Floor and Conference Center-Carpet Replacement-REBID**

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
- ☐ 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) 255-8828.

Cc: Annette Burney
Dinah Mason

City of Jacksonville, Florida

Lenny Curry, Mayor

Jacksonville Public Library
303 N. Laura Street
Jacksonville, FL 32202
(904) 534-1160
www.coj.net

ONE CITY. ONE JACKSONVILLE.

July 5, 2022

TO: Gregory W. Pease
Chief of Procurement

FROM: Ray Albury, Assistant Director, Facilities Management and Planning
Jacksonville Public Library

SUBJECT: Request to Rebid

RE: JACKSONVILLE PUBLIC LIBRARY - 2ND FLOOR AND CONVENTION CENTER CARPET - BID NO: ESC-0127-2

The Jacksonville Public Library (JPL) is requesting consent to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) process to re-issue the RFP for the 2nd Floor and Convention Center Carpet Replacement at the Jacksonville Main Library. This is a re-bid of ESC-0127-22. The RFP ESC-0127-22 was awarded but rescinded. The following information is furnished in accordance with Chapter 126.204 of the City of Jacksonville's Ordinance Code.

Community Development Block Grant (CDBG) program funds will be used to complete this project. The use of these funds requires evaluation and scoring of proposals based on federally defined criteria.

The work for this project consists of furnishing all labor, materials and equipment; and performing all operations necessary for the construction of Carpet Replacement in the Jacksonville Main Library as described in the construction documents.

The agency representative will be Daniel VanSickle from City of Jacksonville's Public Works. The subject matter expert responsible for evaluating the CDBG Federal Requirements will be Davetta Williams of Housing and Community Development Department.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Ray Albury 904-255-6166.

CC: Leslie Jones

Leslie-Burney, Annette

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Tuesday, June 28, 2022 2:21 PM
To:	Leslie-Burney, Annette
Cc:	Albury, Raymond
Subject:	CONCLUDED REVIEW FOR : Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement Rebid
Attachments:	RISK REDLINED INS. REQ FOR JPL CARPET REPLACEMENT - CDBG REBID - .docx

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed and did very minor **redlined** the Indemnification & Insurance Requirements for Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement Rebid

Summary: minor redlined on page 37, 38 & page 39 letter B

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement Rebid

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335

Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

ONE CITY. ONE JACKSONVILLE

This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Monday, June 27, 2022 1:07 PM
To: RiskReview <RiskReview@coj.net>
Cc: Albury, Raymond <RAlbury@coj.net>
Subject: RE: Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement Rebid

Forgot the attachments! 😊

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

CITY OF JACKSONVILLE

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

From: Leslie-Burney, Annette
Sent: Monday, June 27, 2022 1:06 PM
To: RiskReview <RiskReview@coj.net>
Cc: Albury, Raymond <RAlbury@coj.net>
Subject: Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement Rebid

Wanda, please find the attached RFP for review of the insurance and indemnification requirements. This is a rebid of the ESC-0127-21 from last year.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

Leslie-Burney, Annette

From: Kosicki, Kimberly
Sent: Wednesday, June 22, 2022 9:05 AM
To: Williams, Davetta; Leslie-Burney, Annette; Albury, Raymond
Subject: RE: Main Library Carpet Replacement - Rebid
Attachments: JPL CARPET REPLACEMENT - CDBG REBID - .docx; Section 3 Clause.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Annette –

I've reviewed the JPL Caret Replacement – CDBG Rebid (attached) and the feedback that Davetta has previously provided.

I can confirm that 24 CFR part 135 is the old Section 3 rule, all references of '24 CFR part 135' in the rebid document needs to be replaced with '24 CFR part 75', which is the newest Section 3 rule.

Other changes are outlined below:

- Page 44: Section 3 Business Concern:
  - A business that meets at least one of the following criteria:
    - The business is at least 51% or more owned and controlled by low- or very low-income persons; Over 75% of the labor hours performed for the business over the previous three-month period being performed were performed by Section 3 workers.
    - The business is at least 51% or more owned and controlled by current public housing residents or Section 8-assisted housing voucher holders.
- Page 44: 'Section 3 Covered Project' to state: applies only to projects in which HUD funding (i.e., CDBG, HOME, NSP, etc.) exceeds the threshold of $200,000.

- Page 45: Section 3 clause should be replaced with the attached Section 3 clause.

Please let me know if you have any questions.

Thanks,

Kim Kosicki
Community Development Assistant Administrator
Housing and Community Development
City of Jacksonville / Neighborhoods Department
214 North Hogan St. Jacksonville, FL 32202
O. (904) 255-8218 F. (904) 255-8209 C. (904) 673-2521

From: Williams, Davetta <DavettaW@coj.net>
Sent: Tuesday, June 21, 2022 12:34 PM
To: Leslie-Burney, Annette <ABurney@coj.net>; Albury, Raymond <RAlbury@coj.net>

Cc: Kosicki, Kimberly <KKosicki@coj.net>
Subject: RE: Main Library Carpet Replacement - Rebid

Hi Leslie,

I have reviewed your rebid proposal, my Supervisor Kim, will review and provide any revision information needed for Section 3.

Please contact Kim if you have any questions regarding the Section 3.

Thank you,

Davetta M. Williams
Human Services Planner II
City of Jacksonville | Housing & Community Development
214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Direct (904) 255-8257
Fax (904) 255-8209
www.coj.net

ONE CITY. ONE JACKSONVILLE.

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

From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Thursday, June 16, 2022 5:21 PM
To: Williams, Davetta <DavettaW@coj.net>; Albury, Raymond <RAlbury@coj.net>
Cc: Kosicki, Kimberly <KKosicki@coj.net>
Subject: RE: Main Library Carpet Replacement - Rebid

Davetta and Ray:
Please find the revised RFP attached. Ray, I removed the pricing for the different areas at the end of Section 4, per our conversation. The only thing you would need to do there is list the phases under the statement for "G" on page 29.

Revisions include:
Removing the Insurance Agent Acknowledgment form (Form 1). Risk no longer requires this form.
New Form 1 – List of Subcontractors

New Form 2 – Proposal Bond Forms
New Form 3 – No Bid Form
(all required forms have been corrected under Attachment A)
Added payment bonds documents after performance bond (pg. 95)

Davetta, please review and confirm that the latest CDBG or Federal Funding provisions are included.

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

CITY OF JACKSONVILLE

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

From: Williams, Davetta <DavettaW@coj.net>
Sent: Thursday, June 16, 2022 10:44 AM
To: Albury, Raymond <RAlbury@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Cc: Kosicki, Kimberly <KKosicki@coj.net>
Subject: RE: Main Library Carpet Replacement - Rebid

Good Morning,

Want to ask if the proposal for rebid is still with procurement?

Please let me know if you have any changes or updates.

Thank you,

Davetta M. Williams
Human Services Planner II
City of Jacksonville | Housing & Community Development
214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Direct (904) 255-8257
Fax (904) 255-8209
www.coj.net

ONE CITY. ONE JACKSONVILLE.

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

From: Albury, Raymond <RAlbury@coj.net>
Sent: Thursday, June 9, 2022 11:36 AM
To: Williams, Davetta <DavettaW@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Subject: RE: Main Library Carpet Replacement - Rebid

Leslie,

1. Per question on page 29/54, we're looking to separate proposal pricings as there is not enough funding in the project for all areas. The award will based on pricing for one area.

Please give me a call to discuss, 904-534-1160.

Thanks,
Ray

From: Williams, Davetta <DavettaW@coj.net>
Sent: Friday, June 3, 2022 10:32 AM
To: Leslie-Burney, Annette <ABurney@coj.net>; Albury, Raymond <RAlbury@coj.net>
Subject: RE: Main Library Carpet Replacement - Rebid

Good Morning,

These are the updates, but I want to run this by my other Supervisor he will return on Monday. He's been providing guidance with the Section 3 new rule.

On November 30, 2020, the Section 3 implementing regulations (24 CFR Part 75) became effective (see electronic version at: https://www.ecfr.gov/current/title-24/subtitle-A/part-75). Below are the primary changes required by the new final rule:

1. **Applicability** – A Section 3 project means housing rehabilitation, housing construction, and other public construction projects that are assisted under HUD programs which provide housing and community development financial assistance for the project that exceeds the threshold of $200,000. The threshold is $100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs, as authorized by Sections 501 or 502 of the Housing and Urban Development Act of 1970 (12 U.S.C.1701z-1 or 1701z-2), the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq).

Therefore, the City of Jacksonville and the entities to which it provides HOME, NHTF and NSP funds (collectively HUD Funds) in excess of $200,000 must comply with Section 3, as amended. Whether the project is fully or partially assisted under HOME, NHTF, or NSP, Section 3 applies to the entire project [24CFR 75.3(a)(2)(iii)]. **All Contractors and Subcontractors** must be made aware of the need to comply with Section 3 requirements.

Is a worker who currently fits or, when hired within the past five (5) years, fits at least one of the following categories:

- Is a low- or very low-income person that met HUD income limits for the previous or annualized calendar year. Low and very-low-income limits may be obtained from: https://www.huduser.gov/portal/datasets/il.html
- Is employed by a Section 3 Business Concern, or
- Is a participant of the US Department of Labor's YouthBuild program

Please give me a call.

Davetta M. Williams
Human Services Planner II
City of Jacksonville | Housing & Community Development
214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Direct (904) 255-8257
Fax (904) 255-8209
www.coj.net

ONE CITY. ONE JACKSONVILLE.

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

From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Thursday, June 2, 2022 12:21 PM
To: Albury, Raymond <RAlbury@coj.net>
Cc: Williams, Davetta <DavettaW@coj.net>
Subject: Main Library Carpet Replacement - Rebid

Ray, the RFP is attached for your review and to address the questions on pages 29 and 54 regarding pricing and the project phases.

Davetta, I reviewed the new information on 24 CFR Part 75, but it's unclear where this information needs to be inserted into the current federal documents (Attachment F) since 24 CFR Part 135 is mentioned in several sections. Do you have revised Section 3/federal documents with 24 CFR Part 75 language included that you can send?

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

CITY OF JACKSONVILLE

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.