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SUBJECT: GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

BID #: SC-0057-22 **OPEN DATE: 2022-03-09**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THE TERM OF THIS AGREEMENT WILL BE ONE (1) YEAR FROM THE DATE OF AWARD WITH FOUR (4), ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PUBLIC BUILDINGS

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to award Duval Glass and Mirror Inc. as the lowest responsive, responsible, and only bidder. Period of service shall be one (1) year from the date of award with four (4), one (1) year renewal options. The total award to Duval Glass and Mirror Inc. shall not exceed $161,750.00.

Funding for this award will be encumbered by Purchase Order Agreement dependent on funding and location served.

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

ANALYST: _____
BRYAN MATUS

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 _____ 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

DATE: March 10, 2022

TO: Gregory W. Pease, Chief
Procurement Division

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

FROM: Roy Birbal, CFM, Chief

SUBJECT: Recommendation to Award Bid #SC-0057-22
Glass, Door, and Window Repair & Replacement Services for all City Buildings

In response to the solicitation for bids to provide services for the Glass, Door, and Window Repair & Replacement Services for all City buildings, the Procurement Division received one (1) response on March 9, 2022 and forwarded the result to the Public Buildings Division to review for a recommendation of award.

After reviewing the bid, the Public Buildings Division recommends approval of award to the lowest responsive, responsible bidder, Duval Glass and Mirror, Inc., in the maximum indebtedness amount of $161,750.00.

Funding for this award will be encumbered by Purchase Order Agreement dependent on funding, the appropriate account for the locations being served.

In accordance with the license evaluation requirements under section 3 of the bid specifications, the following recommended business license was verified under the Florida Department of State.

Duval Glass and Mirror, Inc. Document Number: M78206

The term of this agreement is (1) year from date of award with four (4) one year renewal options.

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or need additional information regarding this request, please contact Frank Mashuda at 255-4333.

RB/ml

Attachments: Bid Tabulation
Vendor Bid

cc: Roy Birbal, CFM, Chief
Steve Schlessinger, Public Works Contracts and Finance Manager
Bryan Matus, Purchasing Analyst

TITLE:	GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS			Duval Glass and Mirror Inc.	
BID NO.	SC-0057-22 PUBLIC BUILDINGS DIVISION				
OPEN DATE:	MARCH 9, 2022 @ 2:00 PM				
BUYER:	BRYAN MATUS, PURCHASING ANALYST				
ITEM	DESCRIPTION	Est. Qty*	Unit	Unit Price	Total
1	Journeyman- Regular Hours	700	HRS	$ 60	$ 42,000
2	Apprentice - Regular Hours	700	HRS	$ 55	$ 38,500
3	Laborer Regular Hours	350	HRS	$ 50	$ 17,500
4	Journeyman After Hours and Weekend	100	HRS	$ 90	$ 9,000
5	Apprentice After Hours and Weekend	100	HRS	$ 83	$ 8,250
6	Laborer After Hours and Weekend	20	HRS	$ 75	$ 1,500
7	Percentage to Apply to Materials and Subcontractors. (OH & P)	$150,000 of Material/Sub contractor Cost	30%		$ 45,000
			TOTAL BID PRICE	$	161,750
			BID FORM	YES	
			BID PROPOSAL FORM	YES	
			CERTIFICATE OF LIABILITY INSURANCE	YES	
			CONFILCT OF INTEREST FORM	YES	

TERMS AND CONDITIONS

GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

1. **SCOPE**

The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source 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 item(s)/service(s) and to obtain pricing commitments for **Glass, Door, and Window Repair/Replacement Services at Various City Buildings** as listed in the bid documents. The low bidder must have the necessary organization, capital, and equipment to perform the services as described under this solicitation. Pre-award inspection of the company's place of business may be conducted prior to award.

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. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

Award will be granted only after all necessary inquiries have been met and that the Public Buildings Division is satisfied that the low bidder meets or exceeds the minimum qualifications to do the work. The Public Buildings Division may consider a solicitation response irregular and reject or ask for additional documentation/clarification if any of the prices are considered excessively unbalanced (either above or below the amount of a reasonable response) to the detriment of the city.

3. **TERM OF AGREEMENT**

The term of this agreement will be one (1) year from the date of award with four (4), 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. **MINIMUM REQUIREMENTS**

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

a. Contractor shall provide proof of applicable local business license if located within Duval County.
b. The Contractor must provide documentation to demonstrate that the company is a specialized in commercial door and window installations and related commercial services for a minimum of five (5) years.
c. Proof of Certification and Licensure shall be provided at the time of bid submission.
d. Contractor must provide proof that they have and are able to maintain a minimum staff of five (5) technicians.
e. Contractor must provide proof they have a minimum of three (3) fully equipped service trucks. Photographic proof of ownership must be submitted with bid.
f. Contractor must have a local office within Duval County or within the abutting counties of Nassau, Baker, Clay, or St. Johns before the execution of the Contract. Contractors are not required to have a local office in order to respond to this solicitation; however, the selected Contractor will be required to open a local office before the contract execution.

5. **PRE-BID CONFERENCE**

N/A.

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. **The City reserves the right to add or delete items during the contract period.** The City will order on an

as needed basis. The quantities used on the Bid Proposal Form are annual estimates.

8. **DELIVERY**
Various locations

9. **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.

10. **PRICES**
All unit prices shall include all-inclusive to complete scope of services outlined in the bid documents. This is a **labor and materials** contract guided by the rates and pricing structure identified in the Bid Proposal Form. Contractor will be reimbursed for materials and sub-contractor used at actual cost plus the contracted % Mark up. Contractor will be responsible for providing paid invoices for the materials purchased and/or the subcontractors used for any job performed for the City. The City reserves the right to request firm price quotations on work/individual projects from the successful Contractor or any other Contractor.

Markup percentage on materials, supplies and sub-contractors used for contract work shall not exceed the contract's approved mark-up percentage for overhead and profit. Equipment, tool trucks, tools and testing equipment are included in the overhead

11. **PICK UP AND RETURNS**
The City reserves the right to return materials in whole or in part if 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.

12. **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.

13. **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 or contract 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

Service calls & repairs shall be invoiced at the completion of each project noting the purchase order number and work order number, according to the rates submitted on Bid Proposal Form. Upon project completion, invoices must be submitted within 15 days. All invoices shall include, at a minimum, the following information:

1. Current open/standard purchase order number and work order number visible noted on the PO
2. Facility name and address of where work was completed.
3. City Facility Manager who initiated work.
4. Contract rates and charges extended by service quantities.
5. Description of work performed.
6. Backup invoices for materials, subcontractors used, or equipment purchased and included, as requested by the City.
7. A one-year warranty on parts and labor will be included on invoice for replacement parts or installation of new equipment, with model number, serial numbers, and operating manuals.
8. Invoices for regular service and emergency calls must have time of arrival and departure included.

14. 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 supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. 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.

16. 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

GLASS, DOOR, AND WINDOW REPAIR/REPLACEMENT SERVICES AT VARIOUS CITY BUILDINGS

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to Bryan Matus, Purchasing Analyst, at bmatus@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

1.1 SCOPE OF WORK

A. The work shall consist of interior and exterior glass and door services, to include boarding-up, installation, repair, maintenance, testing, inspection, of glass work and doors performed on as needed and when requested basis. Emergency response within two hours will be required and is at the sole discretion of the Public Buildings Division.

B. All work under this agreement is to be documented in advance, if possible, through a written proposal submitted to a Public Buildings Division Facility Manager and should be performed after receipt of an official purchase order from the Procurement Office. Only the Public Buildings Division is authorized to use this contract.

C. Contractor shall have a staffed office during normal business hours with **emergency service available 24 hours per day, 7 days per week via staffed answering service or other live contact**. Applicable after-hours staff or answering service should maintain an accurate multiple technician list capable of response to an emergency within the two (2) hour time limit stipulated by this contract.

D. Periodic meetings shall be held, as needed, to monitor the performance of the Contractor.

1.2 SCHEDULING OF OPERATIONS

A. Contractor acknowledges that buildings and parks will be occupied in most situations. It is the Contractor's responsibility to schedule work that does not result in needless service disruption with the Occupants of the buildings. Should the scheduling requirements of the building Occupants be considered unreasonable, the Public Buildings Division will manage the disruption of service.

B. As deemed necessary due to the nature of contract work and related emergencies, the Contractor must be available 24 hours per day, 7 days per week, 365 days per year.

1.3 REQUIREMENTS OF REGULATORY AGENCIES

Contractor shall perform all work in accordance with applicable codes and the contractor will be required to procure all necessary permits required by code. The work shall be completed by experienced persons. Where required by Florida Building Code, the employee shall be properly licensed. The contractor will coordinate work with the appropriate Public Buildings Facility Managers, obtain all state and municipal permits, pay all fees necessary in connection with installation, including applicable sales and use tax.

1.4 GUARANTEE

All work shall be completed in accordance with the manufacturer's specifications. All parts will be securely installed and comply with accepted standards. Unless specified by the Public Buildings Division, all materials shall be new and free of defects and shall be installed using the manufacturer's latest standard design. All newly installed materials shall meet or exceed the quality and performance of the materials presently installed. The Contractor shall guarantee that he will make good any defects not due to ordinary wear and tear or improper use or care, which may develop within one year from date of final acceptance of project. Equipment warranties, serial and model numbers of equipment shall be included with the invoices submitted for payment.

1.5 CITY'S RIGHT TO TERMINATE FOR CONVENIENCE

The City reserves the right to terminate the Contract for any reason by giving 30 days' written notice to the Contractor. If the Contract is terminated for convenience, City will be relieved of all further obligations other than payment for number of approved services performed up to the date of termination. Access to all work papers will be provided to The City within 30 days after the termination of the Contract.

PART 2 – OUTLINE OF SERVICES

2.1 REGULAR REQUESTS

Contractor shall respond to the facility for routine service requests within (2) business days of being contacted by the City. Work not on the unit price schedule will require a quotation and formal approval prior to commencing work. Proposals shall be in detail required by the approver.

2.2 EMERGENCY REQUESTS

A. The Contractor shall respond to the facility for weekend and/or after hour emergency service requests within (2) hours of being called by the City. Emergency services shall include corrective repair of any problem required to restore the facility and/or grounds to an operational, secure and/or safe condition. This work will commence with verbal authorization from the Public Buildings Division and prior to having an approved and signed estimate. Once the emergency scope of work is completed, a follow up cost estimate will be submitted at the Contractor's earliest available opportunity for review/approval before completing any further non-emergency scope of work required and invoicing for any completed work.

1. **After hours requests are defined as requests made between 5:00 pm and 06:59 am the following morning.**
2. **Weekend requests are defined as requests made between 5:00pm on Friday and 06:59 am Monday and all Federal Holidays.**

2.3 GLASS REPAIR OR REPLACEMENT SERVICES SHALL INCLUDE, BUT ARE NOT LIMITED TO:

- Installation, repairs, or modification to existing doors, glazing and windows, and security glass, including boarding up windows in emergency situations for broken glass to protect City property.
- Troubleshoot door and window systems for proper diagnostics and repairs.
- Door and window lubrications, door installation
- Emergency glass replacement on broken doors and windows.
- Security glass replacement or installation at the Pre-Trial Detention Facility, Community Transition Center or Police Memorial Building, including but not limited to bullet resistant or polycarbonate glass.

PART 3 - EXECUTION

3.1 DELIVERY, STORAGE AND HANDLING OF MATERIALS

A. Material/equipment installed shall be new and the City is to be provided with complete manufacturer's warranties.

B. Material/equipment installed will comply with manufacturers written instructions

C. Material/equipment must be available for inspection.

3.2 INSTALLATION

A. Contractor is responsible for familiarizing themselves with existing field conditions prior to submitting their quotation. Contractor shall coordinate the location with staff prior to commencing work. All labor and materials necessary to complete the installation shall be included in the quotation.

B. All service shutdowns shall be coordinated with the affected parties.

C. Installation to proceed as specified per manufacturer's published installation instructions and to industry best standards.

D. Installers shall be certified by the manufacturer to insure warrantable installation when applicable.

E. Contractor shall ensure that they have the necessary resources for the successful completion of the work on the day work is performed.

F. Equipment used must be in good mechanical condition and not require excessive maintenance, repairs or create excessive down time that jeopardizes the Contractor's ability to provide the work agreed to.

G. All work performed shall be subject to inspection and meet the approval of the City. If the work is not approved, the City shall have the right to reject it or require corrections.

H. Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for the work not provided in accordance with the Contract.

I. The City shall be the final judge of all work and its decisions to all matters in dispute will be final.

G. The City may have its own work forces and other Contractors on site while the work of this Contract is under way. The City shall coordinate the work of all Contractors on site and require their coordination with each other.

H. If the Contractor is unable to provide the services within the time frame required, or is unavailable, the City reserves the right to contact another Contractor to perform the service(s).

3.3 WORKSITE PROCEDURES

A. The Contractor will be required to notify City staff upon arrival and before starting any work, and prior to departure from the facility. An identity badge, parking pass and or keys may be required from staff.

B. Contractor's qualified personnel required to work at the Police Memorial Building, Pre-Trial Detention Facility, Community Transition Center, and other sites as designated by the City, shall be required to successfully complete and maintain security clearance for the duration of the Contract.

C. The Contractor will be required to provide employees that can pass security clearances for certain designated buildings that require security clearances.

D. Any costs for obtaining security clearances shall be the responsibility of the Contractor.

E. Contractor is responsible for installing temporary restrictions, barricades, and signs during service/repair operations.

F. Contractor is required to schedule work with the local users and accommodate those who cannot allow shut down of their operations.

G. Contractor must inform Public Buildings immediately if any safety hazard is discovered.

H. Contractor must ensure that all staff are wearing clearly visible identification and company uniforms.

I. Acquiring all necessary permits will be the responsibility of the Contractor.

J. Contractor has the responsibility of locating any underground utilities if present to ensure damage does not occur. If damage occurs, Contractor will repair the damage at its own expense.

3.4 PROTECTION

Contractor shall use care and caution so that no persons are injured, or no property is damaged in providing the work. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the work or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall immediately rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible immediately at no charge or cost to the City and to the satisfaction of the City.

3.5 CLEANING

At the end of each workday and at the conclusion work, the Contractor shall clean up all debris, promptly remove any equipment or materials, and leave the site of work in a clean and tidy condition. Work site must be returned to original condition.

3.6 PERFORMANCE GUARANTEE

Contractor shall assume full responsibility to provide an operational utility service upon completion of work.