SUBJECT: POOL RENOVATIONS AT VARIOUS LOCATIONS – RE-BID

BID #: CS-0449-17 **OPEN DATE: 2017-03-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH 9/30/2017, WITH THREE (3), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

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

NUMBER OF BIDS INVITED: 9 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

AuMiller Pools failed to provide brief descriptions of satisfactory completed similar projects and evidence of equipment and machinery necessary to complete the work as requested in Section 31 for this project and was determined by Procurement to have no bearing in the recommendation of award. Accordingly, recommend approval to accept and waive the technicality as a minor irregularity.

Recommend approval of award to the lowest responsive, responsible bidder, AuMiller Pools, for pool renovations at various City locations for the Parks, Recreation and Community Services Department. The period of service is from date of award through September 30, 2017, with three (3), one (1) year renewal options. Total annual expenditure not-to-exceed $750,000.00.

Funding for this award to be encumbered by various CIP accounts to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheets, Basis of Award, Specifications

ANALYST: _____
CHELSEY RENFROE

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief of Parks and Community Programming 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 _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

April 10, 2017

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief
Parks and Community Programming Division

RE: **CS-0449-17 Pool Renovations Award Recommendation**

In response to the solicitation for bids for the Pool Renovations at various locations, the Procurement Division received responses from two (2) bidders 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, the Parks, Recreation and Community Services Department respectfully recommends the award be given to Aumiller Pools, LLC in the amount not to exceed $3,577,075.00.

Backyard Designs, Inc	$4,491,461.09
Aumiller Pools, LLC	$3,577,075.00

The purchase will be executed via purchase orders(s). The funding source will be various CIP accounts.

If you have any questions or if further information is required, please contact Renée Harriman (255-8294).

KM/rlh

Attachments: Bid tabulation sheet

cc: Claire Stine, Parks, Recreation and Community Services Finance Manager
Chelsey Renfroe, Purchasing Analyst

Title: POOL RENOVATIONS AT VARIOUS LOCATIONS - RE-BID
Bid # CS-0449-17
Bid Date: 3/29/17
Buyer: Chelsey Renfroe
No. Invited: 9 **No. Received: 2** **No Bids: 0**
3/29/2017
Date
Recorded By: Gail Sampson

ITEM	DESCRIPTION	Est. QTY	UoM	BACKYARD DESIGNS, INC. UNIT PRICE	BACKYARD DESIGNS, INC. EXTENDED TOTAL	AUMILLER POOLS, LLC. UNIT PRICE	AUMILLER POOLS, LLC. EXTENDED TOTAL
1	Pool Deck Demolition: Remove existing pool deck concrete and transport to an approved facility	24000	SF	$5.00	$120,000.00	$8.50	$204,000.00
2	Fill Dirt \ Delivered: Approved hard pan fill dirt delivered, placed and compacted per 5 yard Dump Truck load.	100	5 YD LOAD	$178.57	$17,857.00	$500.00	$50,000.00
3	Pool Deck Re-pour: Re-pour 4" deck using expansion joints as existing, square feet poured and finished.	24000	SF	$6.00	$144,000.00	$14.50	$348,000.00
4a	Sandblasting: Sandblast the entire interior of the pool surface to remove any loose plaster and to roughen the surface to accept the bond coat and plaster finish.	100000	SF	$5.25	$525,000.00	$4.50	$450,000.00
4b	Hydro-blasting: Hydro-Blast the entire interior of the pool surface to remove any loose plaster and to roughen the surface to accept the bond coat and plaster finish.	100000	SF	$2.25	$225,000.00	$5.50	$550,000.00
5	Pool Plaster Interior Finish: This includes mobilization, dewatering, surface preparation, marcite removal, sounding and removal of hollow spots, cutting along tile and obstacles, bond coat, inspections, pool plaster installation and cleanup of site. NO SUBSTITUTE	100000	SF	$5.90	$590,000.00	$4.50	$450,000.00
6	Step Tile: Black non-skid step edge tile installed and grouted to current 64E-9 code per lin.ft. – NO SUBSTITUTE	1000	LF	$26.60	$26,600.00	$20.00	$20,000.00
7	Pool Shell Tile Replacement: Remove existing tile and replace w\new A3602 and grout to a true and level grade on water line of pool and riser beam. 6" #A-3602 Dal Tile or Equal.	30000	LF	$26.60	$798,000.00	$15.00	$450,000.00
8	Race Lane Tile Replacement: Removal and replacement of existing race lane tiles and targets to include grout. 2" x 2" flat black non glazed tile.	15000	LF	$26.60	$399,000.00	$17.50	$262,500.00
9	3FT 6IN Depth Marker; Ceramic glazed tile set flush, grouted to meet 64E-9 code front and rear of beam – NO SUBSTITUTE.	72	EA	$141.52	$10,189.44	$300.00	$21,600.00
10	4FT Depth Marker; Ceramic glazed tile set flush, grouted to meet 64E-9 code front and rear of beam – NO SUBSTITUTE.	60	EA	$141.52	$8,491.20	$300.00	$18,000.00
11	5FT Depth Marker; Ceramic glazed tile set flush, grouted to meet 64E-9 code front and rear of beam – NO SUBSTITUTE.	60	EA	$141.52	$8,491.20	$300.00	$18,000.00
12	12FT Depth Marker; Ceramic glazed tile set flush, grouted to meet 64E-9 code front and rear of beam – NO SUBSTITUTE.	60	EA	$141.52	$8,491.20	$300.00	$18,000.00
13	NO DIVING Marker; Ceramic glazed tile set flush, grouted to meet 64E-9 code front and rear of beam – NO SUBSTITUTE.	120	EA	$27.00	$3,240.00	$300.00	$36,000.00
14	Riser Beam Build-Up and Kool-Deck; After tile has been installed, re-leveled riser beam top should be filled level and coated with a bonding agent and three part epoxy texture applied. The COJ will provide final color for painting.	10000	SF	$15.00	$150,000.00	$10.00	$100,000.00

Title: POOL RENOVATIONS AT VARIOUS LOCATIONS - RE-BID
Bid # CS-0449-17
Bid Date: 3/29/17
Buyer: Chelsey Renfroe
No. Invited: 9 No. Received: 2 No Bids: 0
Recorded By: Gail Sampson 3/29/2017 Date

ITEM	DESCRIPTION	Est. ANNUAL QTY	UoM	BACKYARD DESIGNS, INC. UNIT PRICE	BACKYARD DESIGNS, INC. EXTENDED TOTAL	AUMILLER POOLS, LLC. UNIT PRICE	AUMILLER POOLS, LLC. EXTENDED TOTAL
15	Skum Gutter Build-up: Build-up of skum gutter after tile is installed and re-leveled to within ½" for final finish – NO SUBSTITUTE	40000	SF	$31.39	$1,255,600.00	$10.00	$400,000.00
16	Skum Gutter Fitting 2"; Remove existing damaged or broken fitting and replace with 2" plastic body frame and grate 2/screws sealed with masonry patching cement to prevent leakage – NO SUBSTITUTE.	60	EA	$39.59	$2,375.40	$10.00	$600.00
17	Skum Gutter Grate Replacement: Remove existing skum gutter grates and install ½" Hayward Skum Gutter (or equal) riser and new grate on existing gutter frame.	200	EA	$21.58	$4,316.00	$7.50	$1,500.00
18	Extend Existing Return Fittings: flush with new wall construction and add a new adjustable Hayward eyeball (or equal)	500	EA	$23.57	$11,785.00	$2.50	$1,250.00
19	Extend Vacuumed Fittings: on wall to be flush with new wall construction using Hayward vacuum fitting (or equal).	75	EA	$28.05	$2,103.75	$25.00	$1,875.00
20	Install Rope Anchors: will be Paragon Commercial Cast stainless steel anchor with integral center bar installed.	200	EA	$225.00	$45,000.00	$250.00	$50,000.00
21	Replacement of main drain covers and grates: May include diving the pool if filled with water. Certification required that the proper drain cover replacement was selected for the flow rate that particular pool's pump can produce. Drain sizes could be: 9" x 9", 12" x 12" or 18" x 18" depending on the pool	a) Diver not required: 30 or	EA	$392.56	$11,776.80	$1,000.00	$30,000.00
		b) Diver required: 30	EA	$678.37	$20,351.10	$1,500.00	$45,000.00
22	Hydrostatic relief valve; 2" plastic spring loaded relieve valve installed – NO Substitute.	50	EA	$39.45	$1,972.50	$15.00	$750.00
23	StA-rite/Swimquip Equilizer Kit – White w\Floor Plate; 2" plastic floor return w\diffuser and adjustable flow to replace existing damaged returns. Remove, replace and reseal floor. #0801-000 and 08417-0005.	750	EA	$56.17	$42,127.50	$30.00	$22,500.00
24	White recessed plastic step: Ladder steps (4ea deep end) recessed and installed. #HH3201-10 or Equal	100	EA	$376.33	$37,633.00	$50.00	$5,000.00
25	White cycolac recessed step: In-wall ladder steps (3ea shallow end) – INSTALLED. #HH3201-10 or Equal.	50	EA	$298.34	$14,917.00	$200.00	$10,000.00
26	Miscellaneous labor and material: to accommodate various installations (i.e. Hand-rails, life guard stands and diving boards).	100	HRS	$71.43	$7,143.00	$125.00	$12,500.00
	TOTAL:			**$4,491,461.09**		**$3,577,075.00**	

	BACKYARD DESIGNS, INC.	AUMILLER POOLS, LLC.
LICENSED SUBS:	✓	✓
CONFLICT OF INTEREST:	✓	✓
ADDENDUMS 1	✓	✓
MANDATORY PRE-BID:	✓	✓
COPY OF FL. COMMERCIAL SWIMMING POOL CONTRACTOR CERTIFICATE:	✓	✓
DESCRIPTION OF COMPLETED SIMILAR PROJECTS:	✓	NOT PROVIDED
LIST OF CONTACTS FOR SIMILAR PROJECTS:	✓	✓
EVIDENCE OF EQUIPMENT NECESSARY TO COMPLETE WORK:	✓	NOT PROVIDED
OFFICE WITHIN DUVAL COUNTY OR ADJACENT COUNTY:	✓	NOT CURRENTLY
NOTES:	**Difference in total pricing due to adjustment by Unit Pricing, "In case of error in extension of prices in the bid, the unit price will govern."**	**Difference in total pricing due to adjustment by Unit Pricing, "In case of error in extension of prices in the bid, the unit price will govern."**

A. PROPOSAL SCHEDULE

A Bidder must provide a price on each item listed within each Part. All entries in the entire Proposal must be made clearly in ink. Prices bid must be written in figures. Bidder must insert extended prices obtained by multiplying the proposed quantities times the unit prices. In case of errors, unit prices will govern. In case of errors, the amount shown in words will govern. The corrected extended prices and corrected Base Bid will be used to determine the lowest qualified Bid. Proposals in which the prices obviously are unbalanced will be rejected. 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.

B. BASIS OF AWARD

The project may be awarded ALL OR NONE to the lowest responsive, responsible Bidder contingent on the availability of funds within the project's approved budget. The LUMP SUM BASE BID plus selected ALTERNATE(S), if any, will be used to determine the lowest bidder. If selected by the City, Alternate bid items will be awarded in the order of priority listed (i.e. - 1,2,3…) The CITY has the right to reject any or all bids.

C. REVISIONS OF BID PROPOSAL FORM

Request for revision of the Bid Proposal Form must be made to the ENGINEER/PROJECT MANAGER at least ten (10) days prior to date of opening of Bids. Revision of the Bid Proposal by the Bidder will void the Bid.

D. CONTRACT EXPIRATION DATE

The Contract expiration date shall be established as follows:

The notice to proceed date plus ten (10) calendar days for mobilization, plus the construction time established in the Proposal, plus time extensions pursuant to valid change orders (which shall establish the construction completion date), plus 120 days to assure a contract exists beyond the scheduled construction completion date in order to comply with Executive Order Number 94-187.

E. BID CHANGES

No changes in the amount of Bids appearing on the outside of Bids will be considered. Only the amounts shown on bidding documents inside the envelope will be considered. All changes, corrections and erasures must be initialed by the person signing the bid.

F. CONSTRUCTION COMPLETION

The CONTRACTOR shall begin work within ten (10) calendar days, including Sundays and holidays, after issuance of a Blanket Order or Purchase Order from the City to begin work. No Blanket Orders or Purchase Orders will be issued under this Contract after September 30, 2017. All work stated under a Blanket Order or Purchase order shall be completed by the expiration date. By mutual agreement of both parties, provided funds are available, the Contract may be extended THREE (3) times for a period of ONE (1) year each. All pricing submitted shall remain firm for the initial period. Upon renewal, the Contractor may submit in writing a request for escalation/de-escalation for the percentage of change listed in the Consumer Price Index (CPI) or an

SECTION 30

SCOPE OF WORK

CS-0449-17 - POOL RENOVATIONS – RE-BID

GENERAL

1.01 QUALITY ASSURANCE

A. See Section 31.14 for Qualifications and required submittals. The swimming pool contractor must provide a 100% performance, labor and material bond. Each job will be supervised daily by an employee of the successful bidder and that employee will be accessible to the City of Jacksonville Parks, Recreation and Community Services Department during normal working hours. An emergency contact will also be required for non-routine working hours.

B. Codes: Construction and materials must meet the requirements of Chapter 64E-9, Rules of the State of Florida. The contractor is responsible for each pool to meet existing code when completed.

C. Dewatering Plan: The contractor must develop a dewatering plan for use at all times when the pool is void of water.

1.02 PERFORMANCE PERIOD

All work is to be performed within a 45 running day basis, with reasonable weather conditions. Each project will be treated as a stand-alone job and start dates will be determined by the issue of a COJ purchase order date.

1.03 SCOPE OF WORK

A. The work of this section in general, includes, but is not limited to, the following:

1. Dewatering
2. Deck replacement
3. Marcite removal and surface preparation
4. Interior pool finish
5. Tile
6. Depth and no dive markers
7. Recessed step replacement
8. Kool deck beam treatment.
9. Main drain replacement.
10. Miscellaneous – labor and material (hand rails, life guard stands, diving boards).

B. List of Pools that is included under this bid (subject to change):

1. Eugene Butler Pool
900 Acorn Street

2. Sandalwood Jr. \ Sr. High School Pool
2750 John Prom Blvd

3. Terry Parker Pool
7301 Parker School Road

4. Andrew Jackson Pool
3816 Main Street

5. Fletcher High School Pool
700 Seagate Ave

1.04 DEFINITIONS

A. The interior pool finish shall be quartz aggregate 'Renaissance', 'Krystal Krete', 'Marquis', or 'Diamond Brite', installed in accordance with the manufacturer's installation instruction and manufacturer's bonding coat. The interior finish will be hand troweled to a smooth hard surface, free from cold joints or rough areas that promote algae growth.

B. Admixtures to Marcite, such as 'Rhino Coat', are not acceptable. Oils, petroleum, or petroleum products that may bleed into the quartz finish will not be allowed into the refinish process.

1.05 SUBMITTALS

A. Finish Sample Panel: Provide a 2' x 2' sample panel of the proposed finish. Obtain the Parks, Recreation and Community Services Department's approval prior to proceeding with application of finish.

1. The owner shall choose colors of all finishes for interior pool, tile, and Kool-deck from the manufacturer's standard colors.

B. Dewatering Plan.

C. Provide Manufacturer's product data on all material and equipment intended for use on project(s) for review. No equipment shall be ordered without product approval.

2.02 INTERIOR POOL FINISH

A. All exposed interior pool surfaces and all other surfaces noted shall be finished with specified pool finish except where ceramic tile is call for. Epoxy's caulk or fillers will not be acceptable.

B.. Applicator: All application of plaster finish will be done with an in-house contractor. Plasterer will have a minimum of three (3) years' experience in application of this type of finish, as approved by the Parks, Recreation and Community Services Department.

C. Materials: pre-mix: Interior finish shall be a manufactured pre-mixed material applied in strict accordance with the manufacturer's printed instruction in the submittals.

D. All water used will be potable.

2.03 TILE

A. General

1. Furnish and install 6" x 6-3/4" BN glazed ceramic tile for waterline and riser. Tile will be set into a solid backing and will have no voids behind tile prior to the plaster finish being installed. All tile installed will be true and level set with either a water level or laser.

2. All depth markers to be replaced with approved depth markers as noted in Chapter 64E-9 of the Florida administrative Code for placement and size.

3. All "No Diving' marker set in the top of riser beam will be approved size, baked in non-skid ceramic tile, set flush in beam to provide a smooth surface.

4. Specification for tile setting can be found from the following:

American National Standard Institute (ANSI) A108.1-1976 Ceramic Tile Installed with Portland Cement Mortar.

The Tile Council of American, Inc. TCA 137.1 Standard specification for Ceramic Tile Installation.

B. Materials

1. Delivery: Deliver all tiles, adhesive and cementitious material to the job in the manufacturer's original unbroken grade marked packages.

2. Grade of Tile: Standard in accordance with TCA 137.1-1976. Sign and submit a Master Grade Certificate covering all tiles before performing the work in this section.

3. Approved Manufacturers: Approval of manufacturers of ceramic tile, mortar material and grouting materials will be limited to those listed or approved by the Tile Council of America.

4. Tile shall be a 6" x 6", full bull nose for water line and riser. Race lane tile will be to Code 64E-9.

5. Tile color to be Cobalt Blue or Light blue for water edges and Black for race lanes.

6. Grout: White Portland Cement commercial grout that is certified by the manufacturer as suitable for use with glazed tile and mixed in accordance with the manufacturer's printed directions.

2.04 RECESSED STEPS

A. White Cycolac, 15-1/2" x 5-3/4" x 5-3/4" deep, Recreation Supply Co. #HH-32101-10 or equal.

2.05 KOOL-DECK

A. Decks, Beams shall be finished with Kool-Deck, as manufactured by Stigmeyer or Mortex.

1. All decks shall be prepared for Kool-Deck applications as specified for existing deck surfaces.

2. Mixing shall be accomplished in the proportions stated by the manufacturer.

3. Applicator: Kool-deck applicator with a minimum of three (3) years' experience.

4. Color to be determined as existing.

2.06 MAIN DRAIN REPLACEMENT

A. Replace the main drain covers and grates as identified by owner, a) if not in good condition, or b) as required by Florida Department of Health. This may include diving the pool if filled with water and shall require certification that the proper drain cover replacement was selected for the flow rate that a particular pool's pump can produce. The size of drains could be 9" x 9", 12" x 12" or 18" x 18" depending on the pool.

3.01 EXECUTION

A. Interior pool finishes preparation and installation.

1. After dewatering, drain pool.

2. Surface Preparation will be done by sandblasting the entire interior of the pool shell to provide a void free hard, rough surface. Remove any hollow areas noted.

3. Protect all equipment and site form sandblast damage.

4. Double saw cut all existing tile, returns, vacuum, main drain scum gutter, rope anchors, or any fitting in the pool, and remove 2 inches around each item to a minimum of 1/2-inch, depth. All surfaces shall be sounded for bonding and hollow areas marked and removed to a solid bonded area.

5. Install recessed steps.

6. Inspection: No work will proceed past this point until an inspection of the project is performed. Inspection will include, but will not be limited to, tile, surface preparation, hollows and voids. Contractor will be given approval in writing to proceed with the bond coating. Any discrepancies will be resolved prior to application or approval.

B. Bond Coat

1. Utilize a two part component as manufactured by SGM.

2. All surfaces to be sounded and marked for removal of loose areas.

3. Apply to pool surface with a 1-1/4" nap roller.

C. Application

1. Apply and finish in accordance with the manufacturer's instructions.

3.02 CLEAN UP RESTORATION

A. Clean up will be done on a daily basis to keep the site as neat as possible and reduce unsightly concerns from the public. Project clean up will occur prior to each phase of project.

B. Trash, debris, broken cement will be contained within the fenced area, unless in a roll off dumpster or approved container. No piles of construction debris will be allowed to remain outside the construction fenced area overnight.

C. Inspection: Upon completion of the bond coat, the Parks, Recreation and Community Services Department shall inspect the work with the contractor. All surfaces shall be sounded and hollow areas marked. All marked areas shall be removed to the satisfaction of the owner and finish reapplied to areas.

4.01 REMOVAL OF EXISTING CONCRETE POOL DECK

Remove existing pool deck as determined by inspection of City of Jacksonville representative and pool contractor. Deck removal will consist of cutting a true and straight line on outside perimeter of area determined for removal. Any obstruction or deck equipment will be protected and installed back into the same location as existing. All damaged concrete will be removed completely from the site and disposed of to a facility equipped for that purpose. No damaged concrete materials will be permitted as fill for any reason. Site will be graded to as smooth a finish as reasonable. Per Square Ft. Pricing

4.02 DECK GRADING

If for any reason the grade of the pool deck requires fill the Contractor will provide the fill and grade the area smooth. Fill shall be provided with a compaction level to meet deck needs.

4.03 CONCRETE DECK REPLACEMENT

The concrete deck will be replaced with the minimum pitch of ¼" per foot required by the Health Dept to drains, spillways and be a minimum of 4" thick through the entire area. Pool Deck materials will be a minimum of 3000psi concrete placed over a 6x6 #10 wire mesh placed in the replacement area.

Expansion joints will be every 6 ft and a control joint every 18 feet through the pour area. The concrete finish will be a broomed concrete finish suitable for pool decks. The contractor will be responsible for pitch of concrete, deck drains, fence posts, meeting existing grades, clean up of job site to include pool, pool beam, fences, buildings and splatter on all equipment. Per Square Ft. Pricing

4.04 ROPE ANCHORS

Remove and replace existing rope anchors as determined by City of Jacksonville repetitive for race lanes, break line ropes and safety areas. The rope anchor required will be a Paragon Stainless Steel Anchor with an integral bar anchor. Pricing each installed.

5.01 DELIVERY

The work will be conducted at various 'as needed' pool and fountain locations throughout the City of Jacksonville. If the Contractor requires supplies to be delivered to the work site, a packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, company's name, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

5.02 PICK UP AND RETURNS

The Contractor shall guarantee all materials and workmanship. The City reserves the right to ask Contractor to return within 48 hours of notification to remedy all resulting defects

and faults attributed in whole or in part if the workmanship is not in compliance with the bid specifications at no charge to the City or its agencies.. The City or its agencies will determine compliance with bid specifications.

5.03 SUPPLIER ACCESSIBILITY

The City or its representative must able to contact, during normal business hours, by telephone or email any suppliers providing goods or services to the city or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

5.04 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.

5.05 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.

5.06 INSURANCE / INDEMNIFICATION

Awarded vendor 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 the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance will be grounds for rejection of bid award. Bid number should be listed on Insurance Certificate.