3

SUBJECT: GENERATOR INSPECTION, MAINTENANCE, INSTALLATION, REPAIR, AND SERVICE FOR CITY BUILDINGS

BID #: ESC-0276-24 **OPEN DATE:** 1/3/2024

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – THREE (3) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS DIVISION

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The Evaluation Committee has completed their review of the two proposals received for the subject RFP. The responding firms are listed below. The ranking of first and second designates the order of qualification of these firms.

Firm	Average Score	Ranking
Zabatt Engine Services, Inc.	97.33	1
Ring Power Corporation	84.03	2

Both firms have answered questions regarding their pricing to the satisfaction of the City with no competitive advantage given to either one of them. Recommend approval to waive any information needed to clarify pricing as a minor irregularity for both firms.

Recommend approval to enter into contract negotiations with the higher-ranking firm, Zabatt Engine Services, Inc., to negotiate the unit prices offered in Form 1B – Price Sheet, Part 1: Unit Prices, Line-Items 7 – 9.

ATTACHMENTS: Recommendation Memo, Evaluation Scoring Matrix, Responsiveness Review, Bid Tabulation, Price Clarification Correspondence, Form 1B – Price Sheet from Zabatt Engine Services, Section 4 – Description of Services

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
RW DUSTIN FREEMAN, 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

Donna Deegan, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
jacksonville.gov

A NEW DAY

January 19, 2024

TO: **Dustin Freeman, Chief**
Procurement Division

THRU: **Nina Sickler, P.E., Director**
Department of Public Works

FROM: **Roy Birbal, Chief**
Public Buildings Division

SUBJECT: **ESC-0276 CSPEC Request approval to Enter Negotiations**
Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

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Two responses were received from the City's Request for Proposals for the Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings. After final points were awarded, both companies were determined to be qualified to perform the required services. They are listed below in alphabetical order. The designations of 1 and 2 indicate the ranking order.

2. Ring Power Corporation
1. Zabatt Engine Services, Inc.

Accordingly, this is to recommend that approval be given to enter negotiations with Zabatt Engine Services, Inc for Generator Inspection, Maintenance, Installation, Repair, and Services for City Buildings to negotiate the unit prices for Part 1: Unit Prices, Line-Items 7 – 9 in reference to generator rentals.

If you have questions or need additional information regarding this request, please contact Kirah Bays 255-4342.

RESPONSE EVALUATION SCORING MATRIX

Title: Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings
RFP No.: ESC-0276-24
Close Date: January 3, 2024
Analyst: David Klages
No. Invited: (7) **Received:** (2) **Other:** (0)
Announcer: Pearl Mitchell
Recorded By: Melissa Pierce

COJ Sub-Committee	Competence (30 Points Max)	Financial Responsibility (10 Points Max)	Professional Accomplishments (30 Points Max)	Cost (30 Points Max)	Total	Rank
RING POWER CORPORATION						
Roy Birbal	30.00	10.00	30.00	19.03	89.03	2
Steven Lyon	30.00	10.00	30.00	19.03	89.03	
Jeremy Wright	25.00	5.00	25.00	19.03	74.03	
Average	**28.33**	**8.33**	**28.33**	**19.03**	**84.03**	
ZABATT ENGINE SERVICES, INC.						
Roy Birbal	30.00	10.00	30.00	30.00	100.00	1
Steven Lyon	25.00	10.00	30.00	30.00	95.00	
Jeremy Wright	30.00	8.00	29.00	30.00	97.00	
Average	**28.33**	**9.33**	**29.67**	**30.00**	**97.33**	

RFP RESPONSIVENESS REVIEW

Title: Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings **RFP No.:** ESC-0276-24 **Close Date:** January 3, 2024 **Analyst:** David Klages **No.: Invited:** (7) **No. Received:** (2) **Other:** (0) **Announcer:** Pearl Mitchell **Recorded By:** Melissa Pierce	**Ring Power Corporation**	**Zabatt Engine Services, Inc.**
Title Page & Cover Letter	Yes	Yes
Addendum 1	Yes	Yes
Form 1 - Price Sheet	*Yes	*Yes
Form 2 - Conflict of Interest Certificate	Yes	Yes
Business Licenses	Yes	Yes
At Least Five Years of Experience	Yes	Yes
Manufacturer's Authorized Repair Facility	Yes	Yes
Certified Electrical Generator System Technicians	Yes	Yes
Reginal Office within 150 Miles of Jacksonville	Yes	Yes
Contact Information of At Least Three Employees	Two	Yes

*Both suppliers clarified questions about their pricing.

Bid Tabulation Summary

ESC-0276-24 Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

Description	Ring Power Corporation	Zabatt Engine Services, Inc.
Total Bid - Part 1: Unit Prices:	$282,332.00	$226,800.00
Total Bid - Part 2: JFRD Generator Maintenance and Repairs:	177,583.00	$84,700.00
Total Bid – Part 3: COJ Public Buildings Generator Maintenance and Repairs:	117,069.00	$69,585.00
Total Bid – Part 4: FDEP Generator Tank Inspections:	68,040.00	$28,080.00
Lump Sum Total (Parts 1 – 4):	**$645,024.00**	**$409,165.00**

Bid Tabulation Summary

ESC-0276-24 Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

Part 1: Unit Prices

Item #	Description	Unit of Measure	Est. Qty.	Total Price - Ring Power Corporation	Total Price - Zabatt Engine Services, Inc.
1	Repair Service: 7:00 a.m. - 6:00 p.m., Monday - Friday	Hour	1,000	$157,500.00	$120,000.00
2	Repair Service: After Hours and Weekends	Hour	80	18,900.00	$14,400.00
3	Repair Service: City of Jacksonville Recognized Holidays	Hour	20	6,300.00	$4,800.00
4	Minimum Service Call (Dollar Amount)	Each	100	15,750.00	$12,000.00
5	Travel Expense per Trip (including fuel and all other expenses)	Each	100	27,750.00	$9,000.00
6	Replacement Part Mark-up Percentage **(16% Maximum Mark-up)**	16%	$200,000	$32,000	$32,000
7	Generator Rental - 100 kw (delivered and ready to use)	Weekly	1	2,608.00	$3,058.00
8	Generator Rental - 750 kw (delivered and ready to use)	Weekly	1	7,636.00	$13,280.00
9	Generator Rental - 1600 kw (delivered and ready to use)	Weekly	1	13,888.00	$18,262.00
	Total Bid - Part 1: Unit Prices (Items 1 - 9):			**$282,332.00**	**$226,800.00**

Bid Tabulation Summary

ESC-0276-24 Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

Part 2: JFRD Generator Maintenance and Repairs

Item #	Fire Station	COJ Building #	Address	Brand	Model	Serial	KW	Total Price - Ring Power Corporation	Total Price - Zabatt Engine Services, Inc.
1	1	0251	611 Liberty St	Generac	4294960200	2078569	100	$2,911.20	$1,390.00
2	2	0252	1355 N. Main St	Cummins	C100 D6C	L190698487	100	$2,911.20	$1,390.00
3	4	0254	639 W. Duval St	Generac	8871750100	2095095	100	$2,911.20	$1,390.00
4	5	9930	2433 Forest S	Generac	8546820100	2094538	100	$2,911.20	$1,390.00
5	7	0257	2436 Division St	Generac	4295000100	2078607	60	$2,911.20	$1,365.00
6	9	0258	4560 N. Main Street	Generac	429490200	2078570	100	$2,911.20	$1,390.00
7	10	0260	1055 South McDuff Avenue	Generac	4295000100	2078606	60	$2,911.20	$1,365.00
8	11	0261	2732 Talleyrand Ave	Cummins	C100 D6C	L190698486	100	$2,911.20	$1,390.00
9	12	0262	3408 Atlantic Blvd	Cummins	C100 D6C	L190698507	100	$2,911.20	$1,390.00
10	13	0263	1411 Atlantic Blvd	Cummins	C100 D6C	L190698514	100	$2,911.20	$1,390.00
11	14	0264	4242 Herschel St	Cummins	C100 D6C	L190698515	100	$2,911.20	$1,390.00
12	15	0265	6403 N. Pearl St	Cummins	C100 D6C	L190698512	100	$2,911.20	$1,390.00
13	17	0266	710 Huron St	Cummins	C100 D6C	L190698509	100	$2,911.20	$1,390.00
14	18	0267	3504 Myrtle Ave	Generac	4294830100	2078633	100	$2,911.20	$1,390.00
15	19	0268	1072 Rogero Rd	Cummins	C100 D6C	L190698508	100	$2,911.20	$1,390.00
16	20	0269	1443 Huffingham Lane	Kohler	6521330100	33JVGMHC0035	80	$2,911.20	$1,390.00
17	21	0805	6272 Powers Ave	Generac	6521330100	2088252	100	$2,911.20	$1,390.00
18	22	0271	2032 Jammes Rd	Generac	6521330100	2087971	60	$2,911.20	$1,365.00
19	23	0272	5323 Ortega Blvd	Cummins	C100 D6C	L190698510	100	$2,911.20	$1,390.00
20	24	0811	9247 Lem Turner Rd	Generac	6521100100	2088251	100	$2,911.20	$1,390.00
21	25	0274	5423 Manor Dr	Cummins	C100 D6C	G220111828	100	$2,911.20	$1,390.00
22	26	2384	5710 Pickettville Rd	TPC	TP100ULT3	30719	100	$2,911.20	$1,390.00
23	27	0276	6241 Ft. Caroline Rd	Tradewinds	C100 D6C	K190688865	100	$2,911.20	$1,390.00
24	28	9948	9200 Hogan Road	TPC	TP100	24927	100	$2,911.20	$1,390.00
25	29	0278	13739 McCormick Rd	Cummins	C100 D6C	K90688858	100	$2,911.20	$1,390.00
26	30	0279	9735 1st Federal Dr.	Generac	4295000100	2078609	60	$2,911.20	$1,365.00
27	31	0280	5527 Hillman Dr	Generac	7950550100	2092915	100	$2,911.20	$1,390.00
28	32	9540	8140 Lenox Ave	Generac	8546710100	2094526	100	$2,911.20	$1,390.00
29	33	0810	10800 New Kings Rd	Generac	3177000200	2072151	180	$2,911.20	$1,435.00
30	34	0283	11248 Ross Blvd	Generac	7950940100	2092802	100	$2,911.20	$1,390.00
31	35	0806	12851 N. Main St	Generac	6379890100	2087475	100	$2,911.20	$1,390.00
32	36	0285	2926 Lippia Rd	Cummins	C100 D6C	L190698513	100	$2,911.20	$1,390.00
33	37	0286	10151 Busch Dr	Generac	1884590100	2065041	180	$2,911.20	$1,435.00
34	38	0809	469 Trout River Dr	Olympian	D150P1	OLY00000LNAT00681	150	$2,911.20	$1,415.00
35	39	0288	1408 Gator Bowl Blvd	Cummins	C100 D6C	K190684719	100	$2,911.20	$1,390.00
36	40	2195	9350 Heckscher Dr	TPC	TP100-T3	00030292	100	$2,911.20	$1,390.00
37	41	0290	985 Gavagan Rd	Generac	QT02525AVAN	4289317	25	$2,911.20	$1,290.00
38	43	0292	18255 Pennsylvania Ave	Generac	7034440100	2090120	60	$2,911.20	$1,365.00

Bid Tabulation Summary

ESC-0276-24 Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

Part 2: JFRD Generator Maintenance and Repairs

Item #	Fire Station	COJ Building #	Address	Brand	Model	Serial	KW	Total Price - Ring Power Corporation	Total Price - Zabatt Engine Services, Inc.
39	44	0293	8275 Western Way	Generac	451000100	2078608	60	$2,911.20	$1,365.00
40	45	0294	15725 Sawpit Rd	Tradewinds	C100 D6C	L190698511	100	$2,911.20	$1,390.00
41	48	0297	9687 Blount Island Blvd	Tradewinds	C100 D6C	L190698506	100	$2,911.20	$1,390.00
42	49	0303	14880 Yellow Bluff Rd	Generac	7983840100	2092900	100	$2,911.20	$1,390.00
43	50	9986	3275 Tamaya	Generac	9660810100	2097765	100	$2,911.20	$1,390.00
44	51	0299	10014 Old St. Augustine	Cummins	C100 D6C	K190688863	100	$2,911.20	$1,390.00
45	52	0300	6130 Collins Rd	Cummins	C100 D6C	K19068864	100	$2,911.20	$1,390.00
46	53	0301	4220 Jones Road	Cummins	C100 D6C	K190688857	100	$2,911.20	$1,390.00
47	54	0304	11026 Phillips Hwy	Cummins	C100 D6C	K190684718	100	$2,911.20	$1,390.00
48	56	0808	13364 Aeronautical Cr	Cummins	C100 D6C	K210001093	100	$2,911.20	$1,390.00
49	57	0798	11785 Beaver St	Generac	5201930300	2082920	100	$2,911.20	$1,390.00
50	58	0510	251 Joeandy Road	Generac	4671700100	2080768	180	$2,911.20	$1,435.00
51	59	0824	14097 W.M. Davis Pkwy	Generac	8546750100	2094537	100	$2,911.20	$1,390.00
52	61	4488	7965 South Old Middleburg Rd.	Tradewinds	TP100	2094537	100	$2,911.20	$1,390.00
53	62	2001	14279 Bartram Park Blvd.	Generac	TP1001	34817	100	$2,911.20	$1,390.00
54	63	2555	6530 Gate Parkway	Tradewinds	TP-100	6590	100	$2,911.20	$1,390.00
55	64	8870	10865 Harts Rd.	Tradewinds	TP-100	Unk	100	$2,911.20	$1,390.00
56	65	8900	7968 Bailey Body Rd	Tradewinds	TP-100	8638	100	$2,911.20	$1,390.00
57	73	3355	5845 Aviation Ave	Tradewinds	TP-100	4912	100	$2,911.20	$1,390.00
58	74	8855	11010 Meeting St.	Tradewinds	TP-100	8232	100	$2,911.20	$1,390.00
59	75	8844	2630 Firestone Rd	Tradewinds	TP-100	8880	100	$2,911.20	$1,390.00
*60	76	TBD	*0 Cedar Point Rd	Tradewinds	TP-100	*Not installed yet.	100	$2,911.20	$1,390.00
**61	**TSF	0443	355 S Ellis Rd.	Cummins	C100 D6C	L190698505	100	$2,911.20	$1,390.00
Total Bid - Part 2: JFRD Generator Maintenance and Repairs (Items 1 - 61):								**$177,583.20**	**$84,700.00**

*The facility at Cedar Point Road does not have an official address yet.

**Tactical Support Facility (TSF) - This generator also provides power to the Logistical Support Facility (LSF) shop area.

Bid Tabulation Summary

ESC-0276-24 Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

Part 3: COJ Public Buildings Generator Maintenance and Repairs

Item #	COJ Bldg. #	Address	Brand	Model	Serial	KW	Total Price - Ring Power Corporation	Total Price - Zabatt Engine Services, Inc.
1	0104	117 N Duval Street	Caterpillar	3412	5NA10508	500	$3,992.51	$2,670.00
2	0224	1020 Superior St	Caterpillar	DC100-2	100VNB700104	100	$1,399.20	$1,390.00
3	0228	451 Catherine Street	Onan	CUMMINS 6BT	100R0Z271 (Package #)	100	$1,399.20	$1,390.00
4	0833	501 W. Adams Street	Generac	1600REOZMB	1600RE02MB (Package #)	1600	$11,443.65	$4,870.00
5	0216	1650 BOULEVARD Or 515 6th St	Caterpillar	*Not yet installed.	TBD	600		
6	0438	609 St Johns Bluff Road N	Gillette	SPID-1500-3-2E	HD-19-301	150	$1,682.93	$1,415.00
7	0319	311 Monroe St W	Caterpillar	SR4B	AER00495	650	$5,094.99	$2,185.00
8	00792	214 N Hogan Street	Caterpillar	SR4	JP500376	1100	$9,583.89	$4,350.00
9	0792	214 N Hogan Street	Caterpillar	SR4	JP500387	1100	$9,583.89	$4,350.00
10	0442	515 N Julia Street	Caterpillar	SR4	6AF10909	600	$5,094.99	$2,540.00
11	0143	1093 6th St W	Olympian	G15U3	OLY00000PNGZ00377	20	$1,185.59	$1,280.00
12	0504	2637 W. 1st Street	Baldor	IDLC200-3J	P1005170002	200	$2,083.57	$1,450.00
13	0311	2581 Commonwealth Avenue	Caterpillar	600	CAT00C18HNAW00811	750	$5,094.99	$2,945.00
14	0415	128 Forsyth St E	Generac	89A03458-S	889689	40	$1,233.42	$1,880.00
15	0469	909 Haines Street	Generac	SD0150GG176.7D18HPYY	9554551	150	$1,682.93	$1,415.00
16	1117	4301 Richard Denby Gatlin Rd	Onan	DSGAC-7628831	M11G262592-H110235715	150	$1,682.93	$1,415.00
17	0797	829 Haines Street	Olympian	D200P4	OLY00000CNNS01332	200	$2,083.57	$1,525.00
18	0170	1133 Ionia St	Caterpillar	3406	42R02455	438	$3,992.51	$1,800.00
19	0356	303 N Laura Street	Caterpillar	3512	1KZ01321	1250	$9,583.89	$5,115.00
20	0318	2100 Jefferson St N	Baldor	HCI534C1	M13G315084	400	$3,206.99	$1,800.00
21	0116	1321 Eastport Rd	Centurion	49132	4241485	25	$1,185.59	$1,290.00
22	0422	4767 Moncrief Road	Generac	96404256-S	2029790	40	$1,233.42	$1,335.00
23	2484	5130 Soutel Dr	Generac	11734500100	2105340	600	$5,094.99	$2,235.00
24	0323	501 E Bay Street	Caterpillar	C18	FST02783	600	$5,094.99	$2,890.00
25	0323	501 E Bay Street	Caterpillar	C6.6	G5A0399	150	$1,682.93	$1,415.00
26	0337	500 E Adams Street	Caterpillar	C32	JP500179	1300	$9,583.89	$4,350.00
27	0446	555 W 44th St	Baldor	IDLC250-3JU	PO910080003	250	$2,890.14	$1,515.00
28	0650	2915 Parental Home Road	Caterpillar	96A04265-S	2029791	40	$1,233.42	$1,335.00
29	0801	105 Monroe St E	Caterpillar	D100-4	00C44CNCE00269	100	$1,399.20	$1,390.00
30	2222	1 Imeson Park Blvd	Mtu	DS00180D6SRAK0574	374205-1-1-0614	180	$2,083.57	$1,435.00
31	0103	231 E Forsyth Street	Kohler	100R0Z271	237009	100	$1,399.20	$1,805.00
32	0437	2637 1st St W	Caterpillar	100	T3900189	100	$1,399.20	$1,390.00
33	0234	1007 Superior St	Caterpillar	D125-8	JWG201513	125	$1,682.93	$1,415.00
Total Bid - Part 3: COJ Public Buildings Generator Maintenance and Repairs (Items 1 - 33):							**$117,069.11**	**$69,585.00**

Bid Tabulation Summary

ESC-0276-24 Generator Inspection, Maintenance, Installation, Repair, and Service for City Buildings

Part 4: FDEP Generator Tank Inspections

Item #	COJ Building #	Address	Brand	Model	Serial	KW	Total Price - Ring Power Corporation	Total Price - Zabatt Engine Services, Inc.
1	0104	117 N Duval Street	Caterpillar	3412	5NA10508	500	$3,780.00	$1,560.00
2	0833	501 W. Adams Street	Generac	1600REOZMB	1600RE02MB (Package #)	1600	$3,780.00	$1,560.00
3	0319	311 Monroe St W	Caterpillar	SR4B	AER00495	650	$3,780.00	$1,560.00
4	00792	214 N Hogan Street	Caterpillar	SR4	JP500376	1100	$3,780.00	$1,560.00
5	0792	215 N Hogan Street	Caterpillar	SR4	JP500387	1100	$3,780.00	$1,560.00
6	0442	515 N Julia Street	Caterpillar	SR4	6AF10909	600	$3,780.00	$1,560.00
7	0311	2581 Commonwealth Avenue	Caterpillar	600	CAT00C18HNAW00811	750	$3,780.00	$1,560.00
8	0510	251 Joeandy Rd	Generac	4671700100	2080768	180	$3,780.00	$1,560.00
9	1117	4301 Richard Denby Gatlin Rd	Onan	DSGAC-7628831	M11G262592-H110235715	150	$3,780.00	$1,560.00
10	0170	1133 Ionia St	Caterpillar	3406	42R02455	438	$3,780.00	$1,560.00
11	0356	303 N Laura Street	Caterpillar	3512	1KZ01321	1250	$3,780.00	$1,560.00
12	0318	2100 Jefferson St N	Baldor	HCI534C1	M13G315084	400	$3,780.00	$1,560.00
13	0323	501 E Bay Street	Caterpillar	C18	FST02783	600	$3,780.00	$1,560.00
14	0323	501 E Bay Street	Caterpillar	C6.6	G5A0399	150	$3,780.00	$1,560.00
15	0337	500 E Adams Street	Caterpillar	C32	JP500179	1300	$3,780.00	$1,560.00
16	0446	555 W 44th St	Baldor	IDLC250-3JU	PO910080003	250	$3,780.00	$1,560.00
17	3312	807 A Childrens Way	Caterpillar	C15	FTE03415	500	$3,780.00	$1,560.00
18	0437	2637 1st ST W	Caterpillar	100	T3900189	100	$3,780.00	$1,560.00
Total Bid - Part 4: FDEP Generator Tank Inspections (Items 1 - 18):							**$68,040.00**	**$28,080.00**

Section 4
Description of Services and Deliverables

Respondents must provide pricing for all line-items in **Appendix A – Line-Item Price Sheet** to be considered for award.

Respondents must provide current licenses/certifications to show that their firm meets the minimum qualifications set forth in Section 1.4 of this RFP.

Respondents must also provide contact information (name, phone number, and email address) of at least three (3) people who can be reached during regular business hours (7:00 a.m. – 6:00 p.m., Monday – Friday) as well as after-hours, weekends, and holidays. Messages left on voicemail or with an answering service must be responded to within one (1) hour after the call is placed.

The Contractor shall assume full responsibility for all damages or claims for damage and/or injury to persons, property, and equipment which might result from any services performed under this contract.

4.1 Scope of Service

The awarded Contractor shall:

A. Furnish labor, transportation, tools, and special equipment needed to inspect, repair, install, and test the equipment listed in **Appendix A – Line-Item Price Sheet**, and any other necessary equipment, in accordance with the requirements of the manufacturer.

B. Perform scheduled oil sampling and coolant on all units covered by this agreement.

C. Maintain service records on all maintenance and repairs, including oil and coolant sampling on all units covered by this agreement. A copy of the technician's report shall be forwarded to the City with the invoice.

D. Properly dispose of used oil, batteries, and filters; and leave the job site free from debris.

E. Perform Diesel Engine maintenance as follows:

1. Change engine lubrication oil and oil filter annually.
2. Check battery charging system, battery, and alternator.
3. Check engine radiator and hoses for leaks.
4. Check jacket water heater.
5. Check antifreeze, analyze, and inform/advise COJ contact person (top off up to one (1) gallon included).
6. Check all water hoses for proper pliability.
7. Check entire unit for leakage.
8. Adjust fan and governor belts.
9. Clean and refill bath-type air cleaner.
10. Remove all carbon deposits from generator.
11. Conduct safety shutdown check and run generator (except fire pumps). Check voltage, frequency, instruments, and make necessary adjustment. Test battery.
12. Submit technician report to COJ, update the spread sheet, and make a written proposal for additional parts and labor required.

13. Complete monthly required FDEP tank inspections and deliver inspections forms to COJ.
14. Make additional repairs only after submission of a written cost proposal to the COJ Facility Manager and receipt of a Purchase Order, except if the COJ Facility Manager deems it an emergency.

F. Perform Natural Gas Engine maintenance as follows:

1. Replace all spark plugs after one year, or as needed.
2. Replace ignition points and condenser once a year.
3. Replace distributor cap and rotor once a year.
4. Change engine lubrication oil and oil filter annually.
5. Check battery charging system, alternator, starter, and governor.
6. Check engine radiator for leakage.
7. Check antifreeze, analyze, and inform/advise COJ contact person (top off up to one (1) gallon included).
8. Check all water hoses for proper pliability.
9. Check entire unit for fuel, oil, and water leakage.
10. Adjust fan and governor belts.
11. Service and test battery.
12. Clean and refill bath-type air filter.
13. Remove all carbon and dust from deposits from generator.
14. Conduct safety shutdown safety check. Check and run generator except fire pump. Check voltage, frequency, instruments, and adjust carburetor and governor.
15. Submit technician's report to COJ, update spread sheet, and advise on additional parts/labor required in a written proposal. All parts and labor will be guaranteed for one year in all cases.
16. Make additional repairs only after submission of a written cost proposal to the COJ Facility Manager and receipt of a Purchase Order, except if the COJ Facility Manager deems it an emergency.

G. Minor adjustments such as: setting timers, setting run times, adding up to a gallon of coolant, and topping off fluids to the equipment required at the time of a scheduled task shall be performed at no additional cost to the City.

H. Should any necessary repairs be found upon the scheduled inspection and service, or which may be considered advisable before the next regular inspection and service, the Contractor shall notify the City in writing detailing the scope of repairs with all costs for labor and materials listed separately and wait for approval from an authorized COJ official before undertaking the work. The work will be authorized by a Purchase Order that serves as the official approval of the work. No additional costs for work shall be conducted without a Purchase Order, unless the work is deemed an emergency by the COJ Facility Manager and then the work will be documented with a written proposal on the first workday after the emergency that will be followed by a Purchase Order authorizing the work.

I. All service work shall be performed from 7:00 a.m. to 06:00 p.m., Monday – Friday.

J. Emergency repair service shall be available from the Contractor on 24-hour basis, 7 days a week, 365 days a year. Upon receiving a call from the COJ Public Building Division's Facility Manager, the Contractor shall respond within one (1) hour and commence work on site within three (3) hours. The Contractor must have the capacity to dispatch three (3) mechanics from three (3) trucks to three (3) separate locations simultaneously after hours during an emergency. The City reserves the right to contact an alternative source(s) to meet the needs of the City at any time.

K. The City reserves the right to question whether additional personnel or trips are warranted on a particular job, based on each quote and proposal, and may require an adjustment in the proposal and invoicing. The Contractor shall arrive at any routine job that they have quoted prepared with the appropriate personnel, equipment, and supplies to perform the work. Only hours worked on site shall be paid under this contract. Time spent for transportation of employees, material acquisition, handling, delivery, or for the movement of Contractor owned or rented vehicles is not chargeable directly but is overhead. All costs shall be included in the fixed hourly rates requested on **Appendix A – Line-Item Price Sheet**.

L. All work performed under this agreement must be authorized by the City prior to commencement by email or by Purchase Order. If approved by email, a quote must be turned in within 48 hours so that an emergency Purchase Order authorizing the work can be issued.

M. Monthly meetings between the City and the Contractor shall be held to analyze the performance of the Contractor. The Contractor must bring to the meeting an updated, detailed spreadsheet of work performed.

N. The Contractor may be asked by the City to provide options for remote monitoring of generators that need to be closely monitored.

4.2 Scheduling of Operations

The Contractor must be available 24 hours per day, 7 days per week, 365 days per year. Contractor must note that the buildings housing the generators may be occupied at the time service is required. Work schedules should be followed as closely as possible. If the work schedule must be altered, Contractor shall notify the COJ Facility Manager in writing as early as possible.

4.3 Requirements of Regulatory Agencies

Contractor shall perform all work in accordance with applicable codes. The work shall be completed by certified/licensed, experienced persons skilled in the trade and in accordance with the best practices of the trade. Contractor shall provide all necessary notices, obtain all state and municipal permits, pay all fees necessary in connection with the installation, including sales and use taxes as applicable, and perform all tests as are called for by regulations of such authorities.

Security requirements are the responsibility of the Contractor, including, but not limited to, providing workers who can pass security background checks, meeting application fees and renewals, and maintaining a staff of badged employees for any City facility.

4.4 Guarantee/Warranty

By entering into a contract with the City, the Contractor guarantees that the materials and workmanship are first-class in every aspect, and that the Contractor will make good any defect not due to ordinary wear and tear or improper use or care which may develop within one (1) year from the date of final payment.

4.5 City's Right to Terminate for Convenience

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

4.6 Basis for Award/Contract Negotiations

A recommendation of award will be made only after all inquiries of the respondent, if any, have been met and the Public Buildings Division is satisfied that the highest-ranked firm meets or exceeds the minimum qualifications set forth in Section 1.4 of this RFP. Additionally, the highest-ranked firm must have the necessary organization, capital, and equipment to perform the services described under this solicitation. Inspection of the Contractor's place of business may be conducted prior to a recommendation award.

The City may consider a solicitation response irregular and reject or ask for additional documentation/clarification if any of the line-item prices are considered excessively unbalanced (either above or below the amount of a reasonable response) to the detriment of the City.

Respondents must provide documentation with their response submittal to demonstrate that their firm is a specialized commercial generator maintenance and repair vendor in the Jacksonville area.

4.7 Work In Harmony

The Contractor shall work in harmony with any other forces the City decides to utilize for related work. The City is not required to utilize this Contract and may solicit or purchase services from other Contractors for services which the awarded Contractor is not authorized to perform.

4.8 Regular Requests

The Contractor shall respond to the facility for routine services within two (2) business days of being notified by the City. Work can commence without approval of a quotation for up to $500.00 for parts and labor total. Services requested over $500.00 for parts and labor will require an approved quotation prior to commencing.

4.9 After-Hours/Emergency Requests

The Contractor shall respond to the facility for after-hours/emergency service requests within three (3) hours of being notified by the City. Emergency services shall include corrective repair of any problem required to restore the facility generators to full operation. This work will commence with written (email or fax) authorization from the Public Buildings Division Facility Manager and prior to having an approved and signed estimate. Once an emergency scope of work is completed, a follow-up cost estimate will be submitted at the Contractor's earliest available opportunity for review/approval by the City for a further non-emergency scope of work to be completed.

After-Hours/Emergency requests are defined as requests made between 6:01 p.m. and 6:59 a.m., Monday – Thursday and between 6:01 p.m. Friday and 6:59 a.m. Monday.

4.10 Routine Work Tasks

Routine work tasks may include, but are not limited to:

- Quarterly and Annual Inspections
- Generator Repairs and Modifications
- Service Calls
- Exhaust Pipe Modifications
- Automatic Transfer Switch Repair/Replacement
- Providing Temporary Generators and Cabling Hooked up by an Electrical Contractor

4.11 Price

A. This is a labor and materials agreement guided by the rates and pricing structure identified in **Appendix A – Line-Item Price Sheet.**

B. All pricing submitted shall remain firm for the first year of the initial agreement period. After the first year of the agreement term, the Contractor 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.

C. Mark-up percentage on materials, supplies, and sub-contractors used for contract work shall not exceed the Contractor's approved mark-up percentage for overhead and profit. The mark-up percentage will be capped at 16% maximum.

D. Equipment, tool trucks, tools, and testing equipment shall be included in the overhead pricing.

E. Quantities listed in **Appendix A – Line-Item Price Sheet** are annual estimates and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed at any time during the agreement period if it so deems necessary. The City also reserves the right to purchase less than the estimated quantities listed or not to make any purchase under this solicitation. The City reserves the right to add or delete items during the agreement period.

F. Service calls and repairs shall be invoiced at the completion of each project, noting the Purchase Order number and Work Order number, according to the rates submitted in **Appendix A – Line-Item Price Sheet** or as formally increased/decreased by the City. Upon project completion, invoices must be submitted within fourteen (14) calendar days. All invoices shall include, at a minimum, the following information:

1. Current open/standard Purchase Order number and Work Order number.
2. Facility name/number and the 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. Back-up invoices for materials 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.

4.12 Delivery, Storage, and Handling of Materials

Material/equipment installed shall be new and free from defects. The City shall be provided with complete manufacturer's warranties. Replacement material/equipment must comply with the manufacturer's written instructions. All material/equipment must be available for inspection by COJ staff if requested.

4.13 Installation

A. The Contractor shall be responsible for familiarizing himself/herself 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 shall be as specified in the manufacturer's published installation instructions and to industry best standards.

D. Installers shall be certified by the manufacturer to ensure warrantable installation when applicable. Qualified sub-contractors are permitted to be used with prior approval of the COJ Facility Manager and may be billed with the contract authorized mark-up.

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

F. Equipment used must be in good mechanical condition and not require excessive maintenance or repairs or create excessive downtime that jeopardizes the Contractor's ability to perform 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 agreement.

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 agreement 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 timeframe required, or is unavailable, the City reserves the right to contact another Contractor to perform the service(s).

4.14 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 COJ staff.

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

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

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

E. The Contractor is required to schedule work with the local users and accommodate those who cannot allow shutdown of their operations.

F. The Contractor must inform the COJ Public Buildings Facility Manager immediately if any safety hazard is discovered.

G. The Contractor must ensure all staff, including sub-contractors, are wearing company t-shirts with logo/company ID when working in a City facility. The Contractor's employees should also wear in plain sight a company ID badge with their full name.

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

I. It is the Contractor's responsibility to locate underground utilities to ensure damage does not occur. If damage occurs, the Contractor shall repair, or make arrangements for repair of, the damage at the Contractor's own expense.

J. The Contractor will perform on-site minor repairs when the cumulative cost for parts and labor is $500.00 or less, as approved by the COJ Facility Manager or his/her designee. If the estimated costs exceed $500.00, the Contractor will provide a written quote and receive authorization from the City prior to commencing with the repair.

4.15 Code of Conduct

The City has developed specific standards of conduct deemed necessary to ensure the orderly and efficient performance of duties and to protect the health, safety, and welfare of all members of the community. In accordance with those standards, the following are strictly prohibited on City property during the performance of duties under this agreement:

a. The use or possession of drugs or alcohol.

b. Possession of illegal weapons.

c. Smoking in or within fifty feet (50') of any City building entrance.

d. Harassment (sexual, racial, or otherwise) or intimidation of anyone on the premises of City buildings or libraries.

e. Violation of applicable traffic or public safety regulations or of City rules and procedures.

f. Unauthorized use of City vehicles, equipment, or property.

g. Use of City telephones, computers, or other equipment for personal business.

h. Removal or theft of City property.

i. Unauthorized duplication or possession of City keys.

j. Transfer of personal identification card or other passes to unauthorized persons.

k. Conduct or behavior that endangers the health, safety, and welfare of any member of the public or City personnel.

l. Interference with the work of other employees.

m. Work attire other than the specified uniform.

n. Loud, vulgar behavior or the use of profanity.

The City prohibits teenagers, minors, and children from accompanying Contracted employees to work in any City-owned building during the performance of the services set forth in this solicitation.

The City may, at its discretion, require the removal of an employee(s) of the Contractor from City property who is found to be in violation of these standards, or in violation of other standards adopted by the City from time to time, to protect the health, safety, and welfare of all members of the community.

4.16 Protection

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

4.17 Cleaning

At the end of each day and at the conclusion of work, the Contractor shall clean up all debris, promptly remove any equipment or material, and leave the site of the work in a clean and tidy condition.

4.18 Performance Guarantee

The Contractor shall assume full responsibility for providing a complete and operational electrical component upon completion of the work.

4.19 Compensation

It is strictly understood that the Contractor is not entitled to the estimated totals of Appendix A – Line-Item Price Sheet for compensation. Rather, the Contractor's compensation is based upon the Contractor's adhering to the scope of work, detailed in this agreement. As such, the Contractor's compensation is dependent upon the satisfactory completion and delivery of all work product and deliverables noted in the Work Order.

4.20 Billing

The Contractor shall bill the City for all services satisfactorily performed, and materials satisfactorily delivered. Invoices should be separated into two separate accounts: Jacksonville Fire & Rescue Department (JFRD) and COJ Public Works – Public Buildings (PWPB). Invoices should be submitted when:

A. The Contractor has billed the City for all services, materials, and expenses rendered under a Work Order through the date of the invoice;

B. As of the date of the invoice, no other outstanding amounts or fees are due from the City for services rendered;

C. The reimbursable expenses, if any, have been reasonably incurred; and

D. The amount requested is currently due to the Contractor and owed by the City.

Inspection services should be billed in equal 12-month installments, include an up-to-date master spreadsheet, and be emailed to PBinvoicing@coj.net.

The Contractor shall keep an all-encompassing master spreadsheet divided by JFRD and PWPB units that should include:

- Quarterly Inspections
- Annual Inspections
- Recommend Repairs
- Approved Repairs
- Purchase Order and Work Order Tracking of Approved Work
- Invoice Numbers with Billed Items.

The spreadsheet will be approved by COJ for use and shall be updated and submitted monthly along with all other bills/invoices to PBinvoicing@coj.net.

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