SUBJECT: PARKS JANITORIAL SERVICES – RE-BID – JSEB SET-ASIDE

BID #: JSC-0379-15 **OPEN DATE: 2015-02-25**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1), TWO (2) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 16 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first and only two year renewal option to the vendors listed below, to provide janitorial services for the Parks, Recreation and Community Services Division. The period of service will be from March 19, 2018 through March 18, 2020. The total expenditure requested for the renewal not-to-exceed $695,164.00, for a total award not-to-exceed $1,936,468.82.

Group 1A & 1B – A Sanctuary House of N FL, Inc. - $173,982.00 for period March 19, 2018 – March 18, 2019; $173,982.00 for period March 19, 2019 – March 18, 2020 – Total renewal amount not-to-exceed $347,964.00. The total award amount for Group 1A & 1B not-to-exceed $960,107.50.
Group 2A & 2B – M.Y. Contractors, Inc. - $173,600.00 for period March 19, 2018 – March 18, 2019; $173,600.00 for period March 19, 2019 – March 18, 2020 – Total renewal amount not-to-exceed $347,200.00. The total award amount for Group 2A & 2B not-to-exceed $976,361.32.

Funding for this award to be encumbered by account RPCM011PG-03410E to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letters, Terms and Conditions, Previous Awards

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl Joseph, Director

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

ONE CITY. ONE JACKSONVILLE.

01/17/18 11:28:38
Procurement Division

January 17, 2018

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief KAW
Recreation and Community Programming Division

RE: **JSC-0379-15 Parks Janitorial Services Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully recommends approval to exercise the renewal option of two years with for the period of service of March 19, 2018 to March 18, 2020 for Groups 1 and 2 to continue janitorial services at various park locations throughout Jacksonville.

Group 1 to A Sanctuary House of N FL, in the amount of $173,982.00 for the service period of March 19, 2018 to March 18, 2019; and in the amount of $173,982.00 for the service period of March 19, 2019 to March 18, 2020. Total not-to-exceed amount of the renewal for Group 1 will be $347,964.00 for March 19, 2018 to March 18, 2020. Total maximum not-to-exceed indebtedness of the award for Group 1 will be ~~$681,429.50~~. $960,107.50 CF

Group 2 to M. Y. Contractors, in the amount of $173,600.00 for the service period of March 19, 2018 to March 18, 2019; and in the amount of $173,600.00 for the service period of March 19, 2019 to March 18, 2020. Total not-to-exceed amount of the renewal for Group 2 will be $347,200.00 for March 19, 2018 to March 18, 2020. Total maximum not-to-exceed indebtedness of the award for Group 2 will be ~~$679,933.32~~. $976,301.32 CF

The funding will be from RPCM011PG 03410E to be executed by purchase orders from Master Blanket; MB 606833 for Group 1 and MB 606840 for Group 2.

Your assistance in concurring with this recommendation for the respective award would be appreciated.

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

KM/rlh

Attachment: Renewal Letter from A Sanctuary House of N FL
Renewal Letter from M.Y. Contractor
Latest Award Copy JSC-0379-15

cc: Claire Stine, Finance Manager
Chelsey Fleming, Purchasing Analyst

A Sanctuary House of N, FL Inc
12131 Cancun Drive
Jacksonville, FL 32225
Cell: 904-477-3743 Fax: 904-998-1404
Email: hattenj@att.net

January 16, 2018

To: Wendy Jones

From: Jasper L. Hatten

Subject: Request for renewal for Parks Janitorial Contract

Yes, I would like to use the renewal options for the Cleaning contract under the same terms and conditions. Please notify when approval had been completed.

If there are any questions, please contact me by cell phone or Email or Fax.

Thank you,

Electronically Signed

Jasper L Hatten, President
A Sanctuary House of N. FL Inc

P.O. Box 40722
Jacksonville, FL 32209

M. Y. CONTRACTORS INC.

Facilities Management

Office: (904) 665-0003
Fax: (904) 665-0174

To: Keith Meyerl,

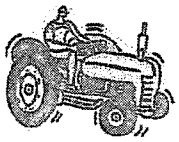
M. Y. CONTRACTORS would like to use the renewal option using the same term and condition on the contract for PARKS JANITORIAL SERVICES JSC-0379-15.

Thank You

Janice Bell

M.Y. CONTRACTORS INC.

Janice Bell



TERMS AND CONDITIONS BID NO:JSC-0379-15

1. **SCOPE OF WORK:** The City of Jacksonville, Parks, Recreation and Community Services Department, has a current need for Janitorial Services for the cleaning and maintenance of park restrooms and other select facilities as noted in the bid documents provided. The award will consist of two Geographical Groups which will be independently awarded to the lowest responsive, responsible bidders. The Geographical Groups are defined as Group 1- Eastside and Southside, Group 2- Westside and Northside. Bidders may bid on one or both groups but must bid all locations within the each group, as a whole, to be considered for award of that group. **ALL** awards are subject to the availability of funds. The intent is to provide a blanket order to cover a twelve-month period based on the services rendered at each Park. The City reserves the right to reject any or all bids as deemed in its best interest.

2. **AWARD:** Award will be to qualified bidder, by group (Group 1, Group 2), **ALL OR NONE** to the lowest, responsive, responsible bidder based on the extended annual cost. Bidders must bid on all items within Group 1, Group 2 or both to be considered for award. All awards are subject to the availability of funds.

3. **TERM OF AGREEMENT:** The term of this agreement is for three (3) years from date of award with one (1) two (2) year renewal option.

4. **PRE-BID CONFERENCE:** Not applicable.

5. **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 item. Multiple offerings, alternates 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.

6. **STATE CONTRACT:** 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. **LOCATIONS, CLEANING PERIODS & NUMBER OF UNITS:** Locations may be added, deleted or modified during the course of the contract by written notification from the Parks, Recreation and Community Services Department. For additions and modifications, per unit and/or location, prices will be negotiated as appropriate.

   Cleaning periods listed on the Bid Proposal Form reflect the time intervals each location must be cleaned. Locations, cleaning periods and number of units may change throughout the contract period. The City reserves the right to add or delete locations, cleaning periods and number of units.

8. **PRICES:** Prices given shall include all labor, cleaning supplies, equipment, transportation, employees, uniforms and fuel charges to provide these services at each location as outlined in the bid documents Bid Proposal Form. All Rate prices given must include <u>all</u> tasks listed within the Specifications, cleaning requirement section (page 19 and 20). Weekly Rate prices given shall be calculated using the Daily Rate given multiplied by number of days service is provided throughout the week. **<u>Annual Cost prices given shall be calculated using the Weekly Rate</u>**

given multiplied by number of weeks service is provided throughout the year which is 52 weeks unless otherwise stated. In case of errors, daily unit prices will govern. Proposals in which the prices obviously are unbalanced will be rejected.

9. **REPORTING:** The City may request, during the term of this agreement, reports including but not limited to; scheduling, **inventory of equipment**, invoicing and pricing. Vendor will be required to provide reports requested in hard copy and electronic format as required.

10. **INVOICING:** Invoices will be issued monthly once services/supplies are rendered and/or delivered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order number, Park Name and Location, Tasks Completed (Daily, Weekly, Monthly, Quarterly and/or Holiday/Special Event) 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.

11. **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 notice. Bid number should be listed on Insurance Certificate.

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SUBJECT: **PARKS JANITORIAL SERVICES-RE-BID- JSEB SET-ASIDE**

BID# JSC-0379-15 OPEN DATE: **2015-12-25**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT- THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1) TWO (2) YEAR RENEWAL OPTION

AGENCY: **RECREATION**

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

NUMBER OF BIDS INVITED **12** NUMBER RECEIVED **16** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to rescind award to Regina Benton Cleaning Services, for Groups 1 & 2 due to failure to provide janitorial services per letter from Office of General Counsel dated March 29, 2016.

Recommend approval to reject Heaven Scent and Kingdom Cleaning for not being eligible for JSEB program. Recommend approval to award Group 1A & 1B to A Sancutary House of N FL, in the amount of $159,483.50 for service period from May 1, 2016 through March 18, 2017; and in the amount of $173,982.00 for the period of service from March 19, 2017 through March 18, 2018.
Recommend approval to award Group 2A & 2B to M.Y. Contractors, in the amount of $159,133.32 for service period from May 1, 2016 thru March 18, 2017; and in the amount of $173,600.00 for the period of servcie of March 19, 2017 thru March 18, 2018, with one (1) two (2) year renewal option remaining. Total award amount for Group 1 will be $333,465.50; Group 2 in the amount of $332,733.32.
This award to be funded by account: RPCM011PG-03410E to be executed by Purchase Order(s).
Attachments: Recommendation Memo, Letter from OGC, Vendor Pricing Spreadsheet, Vendor Rejection Ltrs, Previous Award(s)

BUYER: Marilyn Laidler MARILYN LAIDLER RESPECTFULLY SUBMITTED: Greg Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Daryl Joseph, Director, Parks, Recreation and Community Services Department**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 4/28/16

Teresa R. Eichner _____ OTHER: _____

_____ _____

James R. McCaffery _____

ACTION OF AWARDING AUTHORITY DATE: 4/28/16

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Dawn M. Mamer
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

SUBJECT: **PARKS JANITORIAL SERVICES-RE-BID- JSEB SET-ASIDE**

BID# JSC-0379-15 OPEN DATE: **2015-02-25**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT- THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1) TWO (2) YEAR RENEWAL OPTION

AGENCY: **RECREATION**

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

NUMBER OF BIDS INVITED **12** NUMBER RECEIVED **16** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase award to Regina Benton Cleaning Service, Inc., for year two in the amount of $191,702.00, for the period of service from March 19, 2016 thru March 18, 2017; and adding funding for year three in the amount of $191,702.00 period of servcie from March 18, 2017 thru March 18, 2018, with one (1) two (2) year renewal option remaining. Revised total award amount not to exceed $575,106.00.

This award to be funded by account: RPCM011PG-03410E to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Previous Awards

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED:
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Sherry Wilson, Chief, Recreation and Community Programming Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 2/25/16

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 2/25/16

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-01

FORM GB-108, Revised 12/2007

SUBJECT: **PARKS JANITORIAL SERVICES-RE-BID- JSEB SET-ASIDE**

BID# JSC-0379-15 OPEN DATE: **2015-02-25**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT- THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1) TWO (2) YEAR RENEWAL OPTION

AGENCY: **RECREATION**

BASIS OF AWARD: **ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP.**

NUMBER OF BIDS INVITED **12** NUMBER RECEIVED **16** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend award dated 03/19/15 to Regina Benton Cleaning Service, Inc., due to clerical error - the correct annual cost for Group 1-A Plus Group 1- B should be $86,976.00, not $89,976.00 as previously awarded.

Recommend approval to add the following location: Our Community Club Park, for janitorial services on Monday, Wednesday and Saturday, during the months of March, April, May, June, July, October and November for Group 2. Recommend approval to increase annual cost for Group 2 by $792.00 for Westside and Northside services for year one; Increase annual cost by $2,046.00 for Group 2 for year two and three. Revised annual cost for year one in the amount of $103,472.00. Revised annual cost for year two and three in the amount of $104,726.00. Total cost for both groups in the annual expenditure amount of $191,702.00.

Funding for this award to be encumbered by account: RPCM011PG-03410E to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Vendor Price, Terms and Conditions, Previous Award

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED: Greg Phase
GREGORY PHASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Sherry Wilson, Chief, Recreation and Community Programming Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 9-17-15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 9/17/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

FORM GB-108, Revised 12/2007

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:

SUBJECT: **PARKS JANITORIAL SERVICES-RE-BID- JSEB SET-ASIDE**

BID# JSC-0379-15 OPEN DATE: **2015-02-25**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT- THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1) TWO (2) YEAR RENEWAL OPTION

AGENCY: **RECREATION**

BASIS OF AWARD: **ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP.**

NUMBER OF BIDS INVITED **12** NUMBER RECEIVED **16** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to Regina Benton Cleaning Service, Inc., as the lowest responsive, responsible bidder for Group 1-A Plus Group 1-B in the annual cost of $89,976.00; Group 2-A Plus Group 2-B in the annual cost of $102,680.00, for a total cost for both groups in the annual expenditure amount of $189,656.00. Period of Service will be three (3) years from date of award with one (1) two (2) year renewal option.

Funding for this award to be encumbered by account: RPCM011PG-03410E to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, JSEB Letter, Terms and Conditions, Specifications

BUYER: Marilyn Laidler MARILYN LAIDLER

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Tera Meeks, Division Chief, Natural and Marine Resources Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 03/19/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 5/15/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2015-01

Form GS-100 Revised 12/2007

JSC-0379-15	Regina Benton Cleaning Service - Group 1A & 1B	A Santuary House of N FL - Group 1A & 1B	Regina Benton Cleaning Service - Group 2A & 2B	M.Y. Contractors - Group 2a & 2B
3/19/2015	$89,976.00		$102,680.00	
9/17/2015	-$3,000.00		$2,046.00	
2/25/2016	$191,702.00		$191,702.00	
4/28/2016		$333,465.50		$332,733.32
Pending		$347,964.00		$347,200.00
Totals	$278,678.00	$681,429.50	$296,428.00	$679,933.32

Group 1 Total	$960,107.50
Group 2 Total	$976,361.32