



Procurement Department Bid Office

June 27, 2024

ADDENDUM NUMBER: Two (2)

TITLE: CapSwitcher Replacement Project

JEA SOLICITATION NUMBER: 1411761646

RESPONSE DUE DATE: July 5, 2024

TIME OF RECEIPT: 12:00 PM

TIME OF OPENING: 2:00 PM

**THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:**

**Change: SECTION 1.12 of the Solicitation has been revised:**

**New:**

**1.12) Optional Use of Jacksonville Small and Emerging Business Program (JSEB)**

It is at the Respondent's option as to whether it chooses to subcontract with a JSEB firm. JEA encourages the use of JSEB firms; however, the Respondent is not required to utilize a JSEB to be awarded a Contract under this Solicitation.

For more information regarding the JSEB program, please contact Bill Hickey, JEA, Manager of Supplier Diversity Programs and Procurement Services, [hickwj@jea.com](mailto:hickwj@jea.com) or [jsebprogram@jea.com](mailto:jsebprogram@jea.com).

**Old:**

**~~1.12) Jacksonville Small and Emerging Business (JSEB) Participation Goal~~**

~~The specific JSEB participation requirement for the Scope of Work described in this Solicitation is: 0.8%. This percentage is the percentage of the Respondent's total bid price, less the Supplemental Work Authorization (SWA), General/Special Conditions, and other allowances as listed in the Bid Workbook, and as noted in the Award documentation, that must be awarded or subcontracted to JSEB firms. Failure to fully comply with the JSEB requirements stated herein may disqualify the Response. Respondents are required to complete and submit with their Response the List of Subcontractors Form, which can be found at [www.jea.com](http://www.jea.com). Respondents must specify on the List of Subcontractors Form how they intend to comply with the JSEB participation requirement stated herein. Respondents that do not meet the JSEB participation requirement and/or do not submit a List of Subcontractors Form with their Response may have their Responses rejected, unless they are exempted under the good faith exception described below. In no case shall the Respondent make changes to the JSEB firms listed in its Response, revise the JSEB Scope of Work or Dollar Amount as stated in its Response without prior written notice to the JEA Project Manager and JEA Manager Supplier Diversity Programs, and without subsequent receipt of written~~

approval from JEA Project Manager and JEA Manager Supplier Diversity Programs. JSEB firms that qualify for this Contract are those shown on the current City of Jacksonville JSEB Directory appearing at <https://jaxseb.coj.net>. Certification of JSEB firms must come from the City of Jacksonville. No other agency or organization is recognized for purposes of this Contract.

If the Response does not comply with the JSEB participation requirement established in this Solicitation, the Respondent must submit documentation as part of its Response describing in detail its good faith efforts to comply with the JSEB participation requirement of the Solicitation. This documentation shall include at a minimum the following items:

1. The Respondent shall contact the JEA Manager Supplier Diversity Programs for assistance when all independent attempts (emails, phone calls, faxes and letters) to contact qualified JSEB firms have failed and shall do so in adequate time for JSEB firms to be identified and to allow JSEB firms adequate time in which to respond.
  2. A written and signed statement describing the level of effort for each of the requirements listed below, including dates and times, people whom the Respondent contacted and phone numbers to enable JEA to confirm good faith efforts.
  3. Emails and copies of written solicitations of participation the Respondent sent to qualified JSEB firms, showing adequate response time was provided, defining the scope and nature of the work the JSEB firm is asked to perform, Respondent contact information for questions and follow-up, and an offer to meet to review plans, specifications and scope.
  4. A statement of the Respondent's efforts to negotiate a suitable agreement with JSEB firms including call logs showing participants, dates, times, topics discussed, and open issues.
  5. A statement of the Respondent's efforts to help qualified firms that may require assistance in obtaining bonding, insurance, financing, technical support, procedural information, or other items necessary to compete for and perform the Work.
  6. For each offer received from a qualified JSEB firm but rejected by Respondent, a statement explaining why such offer was not made part of the Response.
  7. For each qualified JSEB firm contacted but considered unqualified by the Respondent to perform a portion of the Work, a statement of the reasons Respondent considered firm to be unqualified.
- Failure by the Respondent to contact the JEA Manager Supplier Diversity Programs as required herein will be considered when determining if the Respondent has made a good faith effort. The Respondent understands and agrees that receipt of a lower bid from a non-JSEB qualified firm, will not in and of itself, be sufficient reason to justify failing to meet the JSEB requirements of the Solicitation. The determination as to whether the Respondent made a good faith effort in trying to achieve the JSEB participation requirement of this Solicitation will be made solely by JEA and prior to Award. All questions and correspondence concerning the JSEB program should be addressed to the following contact:

Bill Hickey  
Manager, Supplier Diversity Programs and Procurement Services  
JEA  
[hickwj@jea.com](mailto:hickwj@jea.com) or [jsebprogram@jea.com](mailto:jsebprogram@jea.com)