

**APPENDIX A – TECHNICAL SPECIFICATIONS  
ITN 96387 COURIER SERVICES**

**A. GENERAL REQUIREMENTS**

**1. SCOPE OF WORK**

The purpose of this Invitation to Negotiate (the "ITN") is to evaluate and select a Respondent that can provide daily courier services at the best value to JEA. This Work includes mail courier services between JEA's downtown offices and JEA's service territory and between JEA's downtown offices and the United States Post Office (USPS). Courier services include regular and timely delivery of USPS and interoffice mail, packages, and boxes within JEA's service territory as specified in Table A of the Technical Specifications.

**2. OBLIGATIONS OF THE COMPANY**

- a. The Company shall provide everything necessary to successfully complete the Work except the materials and services specifically stated in the Contract to be provided by JEA. No payments, other than those shown in the Bid Documents, will be made to the Company for performance of any requirements of the Contract Documents. The Company shall perform all Work in accordance with the Contract Documents and the applicable JEA standards manuals, safety manuals, policies, accepted commercial work practices, local, state, and federal rules, regulations, and laws which may be amended from time to time. The Company shall provide all permits, certifications, and insurances necessary or required by good practice, except where specifically stated in the Contract to be provided by JEA.
- b. The Company personnel shall perform all Work in a professional, efficient, and competent manner. The Company is obligated to provide personnel possessing the skills, training, tools, demeanor, motivation, and attitude to successfully complete the Work. The Company is obligated to remove individuals from performing Work under this Contract when the Company recognizes an individual to not be working in a manner consistent with the requirements of this Contract, or when JEA notifies the Company that JEA has determined an individual or group of individuals to not be working in a manner consistent with the requirements of this Contract. The Company is obligated to ensure that their officers and executives interact with JEA, JEA customers (whether direct or indirect customers of JEA) with the utmost level of professionalism and integrity.
- c. The Company shall exercise due care and sound judgment to ensure that all items are delivered in the state and number in which they were collected including, but not limited to, taking reasonable measures to ensure the protection of items from weather and loss.
- d. In the event that the Company fails to deliver item(s) as specified within the Contract Documents, JEA will notify the Company immediately upon discovery. JEA will assess a penalty equal to the value of JEA's economic loss for each instance, which shall be deducted from the first invoice received following the discovery of the omission.
- e. The Company shall provide JEA, and update as needed, a personnel list who will handle Courier Services. Security Badge access will be required for Company personnel assigned to the Mail Center. The Company shall regularly provide JEA its personnel Work Schedules. Company personnel must have JEA Security Badge credentials to access JEA facilities. The Company must submit a list of at least two emergency telephone numbers and one emergency pager number of management level supervisory personnel other than a local branch office number or answering service who are authorized to dispatch back-up personnel. The Company will update those emergency telephone numbers as required throughout the term of the Agreement.
- f. The Company is obligated to ensure that sufficient supervision of the Work is provided.

- g. Company personnel shall have Company uniform and display Company identification at all times.
- h. All equipment furnished to Company shall be kept in first class working order at all times.

**B. COURIER SERVICES**

The Company shall provide scheduled pickup and delivery of administrative items including, but not limited to, those items specified in the table below, in accordance with the Contract Documents. Scheduled stops include stops made on a routine, daily, or multiple times per day basis, in addition to “special” scheduled stops, which include stops constrained by day, time, and/or sequence. A detailed listing of scheduled stops is included in Tables A and B.

Items Transported via courier services

- USPS mail (including registered, certified & return receipt)
- interoffice mail (e.g. letters, envelopes of various sizes)
- Reports
- Mailing tubes
- Parcels
- Checks
- Office supplies
- Copy Paper
- Computers
- Safety equipment
- Other items required in administrative operations of JEA
- Posters, printed materials, binders, books

Items not within the scope and which shall not be transported with JEA items

- Hazardous materials or chemicals
- Firearms or explosive materials
- Construction materials, machinery or parts
- Illegal items or substances
- Bodily fluids
- All other items prohibited by applicable federal, state and local laws
- Live animals
- Human or animal remains

**1. WORK LOCATION**

Work shall be performed at the following location(s): At locations detailed in Tables A and B.

**2. CURRENT COURIER SERVICES**

- a. The majority of JEA’s scheduled courier services occur on regular business days (Monday through Friday) between the hours of 6:30 AM and 4:00 PM. Times may be adjusted to provide efficiency in routes and schedules as long as the delivery frequency is not disrupted. Pick-ups and deliveries to certain locations may require specified timeframes to meet JEA business needs.
- b. Frequency and timing of pickups and deliveries on scheduled routes vary as indicated below in Tables A and B. Regularly scheduled stops occur daily or multiple times per day and have the primary function of routing inter-office mail between JEA facilities.
- c. The Company is responsible to determine the most efficient and economical routes that meet the constraints of time and schedule as specified within Tables A and B herein. The Company shall be required to provide

detailed route maps identifying stops and times. JEA may negotiate with The Company to ensure the greatest efficiency possible while meeting the necessary pickup and delivery times and locations.

- d. JEA employees pack and prepare items for shipping including boxing, packing, labeling and addressing items, as well as completing customer forms and placing items in the designated mail areas.
- e. Information provided herein is intended to provide the Company with reasonable estimates to assist in the Scope of Work. The Company understands and agrees that actual volumes and frequencies will vary from the amounts shown.

<b>Volume, Frequency and Special Item Information</b>	
<b>Unit</b>	<b>Amounts (averages)</b>
USPS or Interoffice Mail	1,300 pieces per day
Special Mail (requiring return receipts, certified, registered)	10 pieces per day
Other items (packages, office suppliers, etc.)	100 packages per month
Bulk Mailings	200-3,000 pieces / mailing 2x/month
Weight of pick-up/delivery items	Up to 50 lbs. (e.g. printed stock paper to outlying areas)
Peak mail volumes	Mondays and Tuesdays, the beginning of each month and the first workday following a Holiday
JEA Observed Holidays	New Years Day, Martin Luther Kings Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas, Day before/after Christmas (depends on when Holiday falls)

**3. IMPLEMENTATION SCHEDULE FOR WORK**

JEA currently requires courier services for those items specified herein. The current courier service stops at the locations listed in Tables A and B herein. Whenever possible, the Company will work with JEA’s current courier services provider to obtain information that will assist in a timely and smooth transition period. The Company shall adhere as closely as possible to the implementation plan agreed upon.

**4. VERIFICATION OF PICKUPS AND DELIVERIES**

The Company will establish a NET (not earlier than) and a NLT (not later than) time for each stop. The Company will develop and implement a plan whereby each driver will document their arrival times at each stop. Such documentation will be provided to JEA Mail Center operations personnel on a weekly basis. Such plan must be mutually agreed upon by JEA and the Company. The Company will be evaluated under JEA’s Vendor Performance program on its ability to meet established schedules and routes.

**5. SCHEDULES OF STOPS AND ROUTES**

The Company will prepare routes and schedules determined to be the most efficient and economical based on time demands prescribed in Tables A and B herein. Such routes and schedules are subject to JEA approval before implementation and are required prior to start of any work. Once approved, no changes in routes or schedules will be made without written approval of JEA.

**6. JEA UNITED STATES POSTAL SERVICE (USPS) MAIL**

The Company personnel shall use care to transport trays of JEA USPS Mail items. When performing bulk mail pickups and deliveries, the Company shall verify the number of trays with the number recorded on the USPS Qualification Report. The Company personnel shall, when necessary, deliver special categories of mail such as registered, certified, express mail, etc. to the Customer Call Window (US Post Office) for processing. The Company shall be responsible for all mail reprocessing costs up to the amount of \$1,500.00 incurred in the event the Company

personnel fails to perform the daily pick-up of JEA's USPS mail, mishandles USPS mail items or fails to meet the daily USPS Business Mail Entry Unit deadlines.

## **7. PICKUP AND DELIVERY LOCATIONS**

- a. The locations indicated in each of the Tables A and B herein represent current JEA pickup and delivery locations. The Company's routes should, at minimum, ensure that pickups and deliveries are made in accordance with the specifications herein. The Company is encouraged to suggest improvements to increase efficiency of pickups and deliveries.
- b. The Company is expected to know where mail is housed at each location and to put mail in its designated place(s) at each location. At times a JEA Business Unit may require specific documentation of delivery and receipt. In these cases the Business Unit should provide an interoffice shipment manifest or packing list, a roster detailing item(s) to be delivered, the delivery address, and the primary recipient. This would be done when an item has a particular value and/or there is a specific need or requirement to ensure acknowledgement of delivery. Until delivery can be made, the item(s) should be stored in a secured area, restricted from normal floor traffic. The Company will ensure that the primary recipient, or in their absence, a proxy employee in their department, signs for the delivery. The Company should NOT leave the item(s) unattended without first obtaining a signature. The Company will return all signed delivery receipt acknowledgment forms to the Mail Center, who will then maintain a copy, and turn over a copy to the initiating Business Unit to acknowledge delivery and receipt.
- c. JEA reserves the right to add, remove or alter pickup or delivery locations specified in the Contract Documents at any time upon written notice to the Company and in accordance with JEA and the Company's agreed upon procedures for effecting such changes.
- d. Times designated as Not Earlier Than ("NET") indicate the earliest time at which outgoing mail should be collected from that location. Times designated as Not Later Than ("NLT") indicate the latest time at which a stop may be made. Frequencies are indicated for each stop.

## **8. FUEL COST SURCHARGE**

- a. Unless the Company and JEA make other agreements, a fuel surcharge will be applied on a monthly basis when the cost of the fuel retail price used for the purposes of this bid fluctuates by 15%. The fuel surcharge will be expressed as a percentage and applied only against the portion of the bid price identified as Monthly Fuel Cost. This surcharge may result in an increase or decrease of the fuel cost for each month.
- b. The Contractor's Monthly Fuel Cost identified in the bid must include all monthly billable fuel cost and should be based on the per gallon Current retail price of regular gasoline on August 16, 2018 is \$2.761 as shown in the Lower Atlantic (PADDIC) Report price per gallon for All Grades - in the Jacksonville area. This report is available on the internet at the following URL: [www.eia.gov/petroleum/gasdiesel/LowerAtlantic\(PADDIC\)](http://www.eia.gov/petroleum/gasdiesel/LowerAtlantic(PADDIC))
- c. The surcharge will be expressed as a percentage of net change between the current retail price of regular gasoline on the 15th of the billing month and the retail price established on August 16, 2018. The Monthly Fuel Cost will then be multiplied by this percentage to determine the dollar value of the fuel surcharge. For example: The cost per gallon of regular gasoline on August 16, 2018 is \$2.761. If the cost per gallon of regular gasoline on October 16, 2018 is \$X (+) 18%, then the billable fuel surcharge will be 18% of the monthly fuel cost. In addition, if the cost per gallon of regular gasoline on October 16, 2018 is \$X (-) 18%, then the fuel surcharge credit would be 18% of the monthly fuel cost.
- d. This adjustment may result in an increase in the total amount of the invoice or a decrease which will be the case if the cost per gallon falls below the established price per gallon established on August 16, 2018.

- e. For calculation of the fuel surcharge, the Lower Atlantic (PADDIC) Report for the Jacksonville area derived from [www.eia.gov/petroleum/gasdiesel/LowerAtlantic\(PADDIC\)](http://www.eia.gov/petroleum/gasdiesel/LowerAtlantic(PADDIC)) will be used. In the event this report ceases to exist, the Company and JEA shall mutually agree on a replacement index. If the Company and JEA fail to agree on a replacement index, the Contract shall terminate 90 days following the end of the then current fiscal year.

## **9. DELIVERY TABLES**

**Table A: Regular Stops To & From JEA Mail Center (Customer Center, 1<sup>st</sup> Floor, 21 W. Church St.)**

- The JEA Mail Center is located on the 1<sup>st</sup> floor of the JEA Customer Center at 21 W. Church Street, Jacksonville FL 32202. The JEA Mail Center handles all JEA interoffice mail in addition to those items specified in the Scope of Work and this Technical Specification. The Company shall return all mail and other items collected at locations to the JEA Mail Center once in the morning and once in the afternoon.
- Routes servicing stops in this table will begin and end with the JEA Mail Center.
- Will be scheduled between the hours of 6:30 AM and 4:00 PM unless otherwise specified.
- These times are approximate. The Company may coordinate with JEA for more specific times when developing routes and schedules. Once established, any changes must be agreed to in writing by JEA.
- JEA may occasionally add or remove delivery locations in its service territory.

Stop #	Locations	Not Earlier Than	Not Later Than	Frequency	Description of Items
A1.	City Hall Mail Center 117 West Duval Street	Once Daily (open)		Once daily; Monday, Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A2.	JEA Wastewater Division Office 2221 Buckman Street	Once Daily (open)		Once daily; Monday, Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A3.	JEA Water Division Office (Ridenour) 102 North Kernan Blvd	Once Daily (open)		Once daily; Monday, Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A4.	JEA Southside Service Center 2325 Emerson Street	Once Daily (open)		Once daily; Monday, Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A5.	JEA Systems Operations Department 7720 Ramona Blvd.	Once Daily (open) AM		Once daily; Monday, Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A6.	JEA Commonwealth Service Center 6674 Commonwealth Avenue	Once Daily (open) AM		Once daily; Monday, Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A7.	JEA Westside Service Center 6727 Broadway Avenue	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A8.	JEA Wastewater Collection & JEA Meter Reading 2434 North Pearl Street	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.

**Table A: Regular Stops To & From JEA Mail Center (Customer Center, 1<sup>st</sup> Floor, 21 W. Church St.)**

- The JEA Mail Center is located on the 1<sup>st</sup> floor of the JEA Customer Center at 21 W. Church Street, Jacksonville FL 32202. The JEA Mail Center handles all JEA interoffice mail in addition to those items specified in the Scope of Work and this Technical Specification. The Company shall return all mail and other items collected at locations to the JEA Mail Center once in the morning and once in the afternoon.
- Routes servicing stops in this table will begin and end with the JEA Mail Center.
- Will be scheduled between the hours of 6:30 AM and 4:00 PM unless otherwise specified.
- These times are approximate. The Company may coordinate with JEA for more specific times when developing routes and schedules. Once established, any changes must be agreed to in writing by JEA.
- JEA may occasionally add or remove delivery locations in its service territory.

Stop #	Locations	Not Earlier Than	Not Later Than	Frequency	Description of Items
A9.	JEA Northside Generating Station Glasshouse 4377 Heckscher Drive	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A10.	JEA Northside Generating Station Fuels Lab 4377 Heckscher Drive	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A11.	JEA Northside Generating Station Maintenance Office 4377 Heckscher Drive	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A12.	JEA Northside Generating Station Engineering Services Office 4377 Heckscher Drive	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A13.	JEA Northside Generating Station NSRPC Office 4377 Heckscher Drive	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A14.	JEA Northside Generating Station Material Handling 4377 Heckscher Drive	Once Daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A15.	JEA Kennedy Generating Station CT Shop 4215 Talleyrand Ave	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A16.	Water/Wastewater Tech Svcs Pump Shop JEA Kennedy Generating Station 4215 Talleyrand Ave.	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.

**Table A: Regular Stops To & From JEA Mail Center (Customer Center, 1<sup>st</sup> Floor, 21 W. Church St.)**

- The JEA Mail Center is located on the 1<sup>st</sup> floor of the JEA Customer Center at 21 W. Church Street, Jacksonville FL 32202. The JEA Mail Center handles all JEA interoffice mail in addition to those items specified in the Scope of Work and this Technical Specification. The Company shall return all mail and other items collected at locations to the JEA Mail Center once in the morning and once in the afternoon.
- Routes servicing stops in this table will begin and end with the JEA Mail Center.
- Will be scheduled between the hours of 6:30 AM and 4:00 PM unless otherwise specified.
- These times are approximate. The Company may coordinate with JEA for more specific times when developing routes and schedules. Once established, any changes must be agreed to in writing by JEA.
- JEA may occasionally add or remove delivery locations in its service territory.

Stop #	Locations	Not Earlier Than	Not Later Than	Frequency	Description of Items
A17.	JEA Southwest Water Plant 7754 Wheat Road	Once per day - Anytime but preferably late afternoon		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A18.	Greenland Energy Center 12121 Phillips Highway	Once daily (open)		Once on Tuesday and Thursday	General mail, interoffice correspondence, and packages.
A19.	JEA Laboratory Services 1002 North Main Street	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A20.	JEA Medical Clinic 2525 N. Pearl Street	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A21.	JEA Baldwin 15701 Beaver Street	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A22.	JEA Julington Creek WWF 220 Davis Pond Blvd	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A23.	JEA Mandarin Road WWF 10828 Hampton Road	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A24.	JEA District II WWF 1840 Cedar Bay Road	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A25.	JEA Southwest WWF 5420 118th Street	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A26.	JEA Arlington East WWF 1555 Millcoie Road	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A27.	JEA Nassau Regional WWF SR 200 (AIA) at Chester O'Neil	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.



**Table A: Regular Stops To & From JEA Mail Center (Customer Center, 1<sup>st</sup> Floor, 21 W. Church St.)**

<ul style="list-style-type: none"> <li>The JEA Mail Center is located on the 1<sup>st</sup> floor of the JEA Customer Center at 21 W. Church Street, Jacksonville FL 32202. The JEA Mail Center handles all JEA interoffice mail in addition to those items specified in the Scope of Work and this Technical Specification. The Company shall return all mail and other items collected at locations to the JEA Mail Center once in the morning and once in the afternoon.</li> <li>Routes servicing stops in this table will begin and end with the JEA Mail Center.</li> <li>Will be scheduled between the hours of 6:30 AM and 4:00 PM unless otherwise specified.</li> <li>These times are approximate. The Company may coordinate with JEA for more specific times when developing routes and schedules. Once established, any changes must be agreed to in writing by JEA.</li> <li>JEA may occasionally add or remove delivery locations in its service territory.</li> </ul>					
Stop #	Locations	Not Earlier Than	Not Later Than	Frequency	Description of Items
A28.	JEA Monterey WRF 5802 Harris Street	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A29.	Ponte Vedra WWF 200 State Road A1A Ponte Vedra Beach	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.
A30.	Blacks Ford WRF 1310-100 Roberts Road Saint Johns, FL	Once daily (open)		Once daily; Monday Wed, Friday (JEA business days)	General mail, interoffice correspondence, and packages.

**Table B: Special Scheduled Pickup/Delivery Routes**

<ul style="list-style-type: none"> <li>Stops identified in this table are from Point A to Point B routes.</li> <li>These stops may be combined to accomplish the most efficient route(s); however, the times are critical and must be met.</li> </ul>					
From (Point A)	Time of Stop	To (Point B)	Time of Stop	Frequency	Special Instructions
USPS General Mail Center 1100 Kings Rd	6:30 AM	JEA Accounts Payable 6th Floor Customer Center 21 W. Church St.	6:45 AM	Once daily; Monday through Friday (JEA business days)	Pick up mail from PO Box 4910 and deliver to JEA Accounts Payable – CC-6.  Generally total weight and volume is such that all can be easily transported by hand in one trip without assistance of cart or other device. There may be occasions where a cart or other device may be useful.
USPS Norwood, 5258 Norwood Ave. #1	5:45 AM	JEA Mail Room 1st Floor, Customer Center 21 W. Church St.	7:00 AM	Once daily; Monday through Friday (JEA business days)	Pickup incoming JEA mail for delivery to JEA Mail Center.  Weight and volume is such that driver may be required to make several trips to and from the vehicle or use cart or other device.

**Table B: Special Scheduled Pickup/Delivery Routes**

- Stops identified in this table are from Point A to Point B routes.
- These stops may be combined to accomplish the most efficient route(s); however, the times are critical and must be met.

<b>From (Point A)</b>	<b>Time of Stop</b>	<b>To (Point B)</b>	<b>Time of Stop</b>	<b>Frequency</b>	<b>Special Instructions</b>
JEA Mail Center	3:00 PM No later than 3:30 PM	USPS Business Entry Mail Unit 3650 Southside Blvd	4:00 PM No later than 4:30 PM	Irregular. 1x/mo.	On occasion JEA may have bulk mailings requiring delivery to the USPS Business Mail Unit. Typically these are time-sensitive and may be sent by Human Resources, JEA's Project Outreach, Environmental or other departments through the JEA Mail Center. Company personnel are expected to be familiar with the USPS postal requirements for bulk mailings and verify tray count and record on USPS Qualification Report before departing JEA. Mail must be transported as prepared by the Mail Center - no mixing or rearranging is permitted.  Mail is transported in USPS mail trays. Trays are approximately 11" W x 6" H x 30" L.
		USPS Business Entry Mail Unit 10700 Beach Blvd	4:30 PM No later than 4:50 PM	Once daily; Monday through Friday (JEA business days)	First class and certified mail; all receipts and documents must be returned to the JEA Mail Center on the next business day.

**APPENDIX B - MINIMUM QUALIFICATION FORM  
ITN 96387 COURIER SERVICES**

**GENERAL**

**THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.**

**THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.**

**BIDDER INFORMATION**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

The Bidder shall meet the following Minimum Qualifications to be considered eligible to submit a Bid in response to this SOLICITATION. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated below.** A Bidder not meeting all of the following criteria will have their Response rejected:

- Bidder shall have completed or be in the process of performing two (2) similar contracts. The bidder will provide references demonstrating that they have provided courier services pursuant to two (2) similar contracts within the last five (5) years. A similar contract is defined as one that has a value of at least \$25,000 a year.
- The account references must include the referenced company name, contact person, phone number, email address and a summary of the scope of work provided. JEA will contact and verify the account references.

**APPENDIX B - MINIMUM QUALIFICATION FORM  
ITN 96387 COURIER SERVICES**

**Please provide the reference verification information requested below pertaining to this contract.**

**1. REFERENCE**

Reference Name \_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference Company Name \_\_\_\_\_

Address of Work \_\_\_\_\_

Reference E-Mail Address \_\_\_\_\_

Dates of Work/\$ Amount \_\_\_\_\_

Description of Work \_\_\_\_\_

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**2. REFERENCE**

Reference Name \_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference Company Name \_\_\_\_\_

Address of Work \_\_\_\_\_

Reference E-Mail Address \_\_\_\_\_

Dates of Work/\$ Amount \_\_\_\_\_

Description of Work \_\_\_\_\_

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**APPENDIX B – BID WORKBOOK  
ITN 96387 COURIER SERVICES**

Bidders are responsible to determine the most efficient and economical routes that meet the constraints of time and schedule as specified within the technical specifications. Detail route maps that identify stops and times will be required of the successful bidder prior to commencement of work.

<b>Table A: Regular Stops To &amp; From JEA Mail Center (Customer Center, 1st Floor, 21 W. Church St.)</b>				
All stops identified in Table A of the Technical Specifications with required frequencies.	Stop#	Monthly Base Price (X)	Monthly Fuel Cost (Y)	Monthly Price (X + Y)
	A1.	\$	\$	\$
	A2.	\$	\$	\$
	A3.	\$	\$	\$
	A4.	\$	\$	\$
	A5.	\$	\$	\$
	A6.	\$	\$	\$
	A7.	\$	\$	\$
	A8.	\$	\$	\$
	A9.	\$	\$	\$
	A10.	\$	\$	\$
	A11.	\$	\$	\$
	A12.	\$	\$	\$
	A13.	\$	\$	\$
	A14.	\$	\$	\$
	A15.	\$	\$	\$
	A16.	\$	\$	\$
	A17.	\$	\$	\$
	A18.	\$	\$	\$
	A19.	\$	\$	\$
	A20.	\$	\$	\$
	A21.	\$	\$	\$
	A22.	\$	\$	\$
	A23.	\$	\$	\$
	A24.	\$	\$	\$
	A25.	\$	\$	\$
	A26.	\$	\$	\$
	A27.	\$	\$	\$
	A28.	\$	\$	\$
	A29.	\$	\$	\$
	A30.	\$	\$	\$
Subtotals for Base Price and Fuel Cost:		\$	\$	
<b>Total Estimated Monthly Charges for Table A:</b>				\$

**APPENDIX B – BID WORKBOOK  
ITN 96387 COURIER SERVICES**

<b>Table B: Special Scheduled Pickup/Delivery Routes</b>			
	Monthly Base Price (X)	Monthly Fuel Cost (Y)	Monthly Price (X + Y)
All stops identified in Table B of the Technical Specifications with required frequencies.	\$	\$	
<b>Total Estimated Monthly Charges for Table B:</b>			\$

<b>Bid Summary</b>			
Summarize all the tables above for a grand monthly total for all services.			
	Monthly Base Price (X)	Monthly Fuel Cost (Y)	Monthly Price (X + Y)
<b>1. Total Monthly Courier Charges (Total from Table A and Table B (This Total will entered on the Page 1 Bid form)</b>			\$

**APPENDIX B – BID FORM  
ITN 96387 COURIER SERVICES**

Submit **Bid Form** along with other required documents in an email to:  
Sherea Harper ([harpsb@jea.com](mailto:harpsb@jea.com))

Company Name: \_\_\_\_\_

Company's Address \_\_\_\_\_

Phone Number \_\_\_\_\_ FAX No: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_

<b>BID SECURITY REQUIREMENTS</b> <input checked="" type="checkbox"/> <b>None required</b> <input type="checkbox"/> Certified Check or Bond _____ % \$ _____	<b>TERM OF CONTRACT</b> <input type="checkbox"/> One-Time Purchase <input checked="" type="checkbox"/> <b>Annual Requirements – 3 yrs</b> <input type="checkbox"/> Other, Specify
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<b>SAMPLE REQUIREMENTS</b> <input checked="" type="checkbox"/> <b>None required</b> <input type="checkbox"/> Samples required prior to Bid Opening <input type="checkbox"/> Samples may be required subsequent to Bid Opening	<b>SECTION 255.05, FLORIDA STATUTES CONTRACT BOND</b> <input checked="" type="checkbox"/> <b>None required</b> <input type="checkbox"/> Bond required \$ _____ % of Bid Award
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<b>QUANTITIES</b> <input type="checkbox"/> Quantities indicated are exacting <input checked="" type="checkbox"/> <b>Quantities indicated reflect the approximate quantities to be purchased throughout Contract period and are subject to fluctuation in accordance with actual requirements</b>	<b>INSURANCE REQUIREMENTS</b> <input type="checkbox"/> None required <input checked="" type="checkbox"/> <b>Insurance required</b>
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Quote the following materials **F.O.B.: Jacksonville, FL**

Item No.	ENTER YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES	TOTAL BID PRICE
1	Total Cost for <b>Courier Services (as described in Appendix A – Technical Specifications)</b>	\$ _____  <b>Total transferred from Appendix B - Workbook</b>

**\_\_\_\_\_ I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.**

**Bidder's Certification**

By submitting this bid, the bidder certifies that the bidder has read and reviewed all of the documents pertaining to this Request For Quote, that the person signing below is an authorized representative of the Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work. The Bidder also certifies that the Bidder complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Request For Quote.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
 Handwritten Signature of Authorized Officer of Firm or Agent

\_\_\_\_\_ Date

\_\_\_\_\_  
 Printed Name and Title