

Welcome to the JEA Awards Meeting

You have been joined to the meeting with your **audio muted** by default.

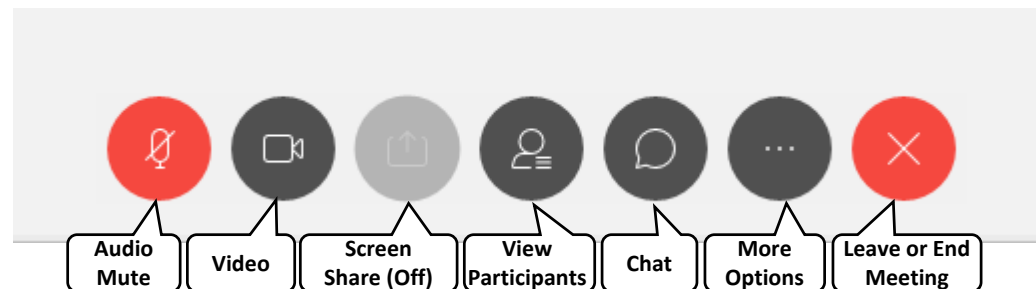
We will unmute your lines during the public comment time and provide opportunity for you to speak.

During the meeting, interested persons can also email **Cecil Camacho** at camac@jea.com to submit public comments to be read during the meeting regarding any matter on the agenda for consideration.

Public comments by e-mail must be received no later than 9:00 a.m. to be read during the public comment portion of the meeting.

Please contact **Cecil Camacho** by telephone at **(904) 568-7271** or by email at camac@jea.com if you experience any technical difficulties during the meeting.

Below is a summary of the meeting controls you will see at the bottom of your screen.



AWARDS COMMITTEE AGENDA

DATE: Thursday, June 3, 2021

TIME: 10:00 A.M.

PLACE: JEA, Customer Center, Bid Office, 1st Floor, 21 West Church Street, Jacksonville, FL
32202 OR
WebEx/Teleconference
WebEx Meeting Number (access code): 160 199 4252
WebEx Password: pxP6CqUSt63

Public Comments:

Awards:

1. Approval of the minutes from the last meeting (05/21/2021)
2. Request approval to award a contract increase to Biosolids Distribution Services LLC to provide transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake in the amount of \$1,215,573.00, for a new not-to-exceed amount of \$3,755,573.00, subject to the availability of lawfully appropriated funds.
3. Request approval to award a one (1) year contract renewal to Altec Industries, Inc. (\$936,000.00) and Ring Power Corporation (\$82,800.00) for Fleet Services Bucket Truck Maintenance and Repair Services for a new not-to-exceed amount of \$1,979,525.98, subject to the availability of lawfully appropriated funds.
4. **DEFERRED** - Request approval to award a contract increase to PVS Technologies, Inc. to provide Ferric in the amount of \$726,619.00, for a new not-to-exceed amount of \$1,969,079.00, subject to the availability of lawfully appropriated funds.
5. Request approval to award a single source contract to Access Information Management of Georgia LLC to provide Document Management Services in the amount of \$1,335,675.00, subject to the approval of lawfully appropriated funds.
6. 013-21 – Request approval to award a contract to Mott MacDonald Florida, LLC for engineering services for the CR210 - Longleaf Pine Pkwy to Shearwater Rd - Trans - RW project in the amount of \$450,484.00, subject to the availability of lawfully appropriated funds.
7. Request approval to award a single source contract to Alfa Laval Inc. to provide Blacks Ford Filter Purchase in the amount of \$391,450.00, subject to the approval of lawfully appropriated funds.
8. 101258 - Request approval to award a one (1) year contract to Sensus USA Inc. in the amount of \$1,732,125.00 for commercial water meters, subject to the availability of lawfully appropriated funds.

Informational Items: N/A

Open Discussion: N/A

Public Notice: N/A

General Business: N/A

SPECIAL NOTES: Copies of the above items are available in JEA Procurement, if needed for review. If a person decides to appeal any decision made by the Awards Committee, with respect to any matter considered at this meeting, that person will need a record of the proceedings, and, for such purpose, needs to ensure that a verbatim record of the proceedings is made, which record includes the evidence and testimony upon which the appeal is to be based. If you have a disability that requires reasonable accommodations to participate in the above meeting, please call 665-8625 by 8:30 a.m. the day before the meeting and we will provide reasonable assistance for you.

06-03-2021 Awards Committee

<u>Award #</u>	<u>Type of Award</u>	<u>Business Unit</u>	<u>Estimated/ Budgeted Amount</u>	<u>Amount</u>	<u>Awardee</u>	<u>Term</u>	<u>Summary</u>
1	Minutes	N/A	N/A	N/A	N/A	N/A	Approval of minutes from the 05/21/2021 meeting.
2	Contract Increase	Vu	\$1,215,573.00	\$1,215,573.00	Biosolids Distribution Services LLC	Five (5) Years w/ One (1) Renewal remaining	<p><u>Grit, Waste and Sludge Disposal Management Services for the Buckman Water Reclamation Facility (WRF).</u></p> <p>JEA requires the services of a Contractor for transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake and occasionally pellets (waste materials) from the Buckman WRF, located at 2400 Talleyrand Avenue, Jacksonville, Florida, 32206. Currently all waste materials are loaded out on a large concrete pad at the Buckman WRF, mixed and then loaded into trucks for landfilling. Pickups will be on a frequency determined by Buckman WRF plant personnel and coordinated between plant personnel and the awarded Contractor to transport and dispose of grit, sand and sludge cake material.</p> <p>Additionally, JEA solicited the participants for two (2) other services:</p> <ul style="list-style-type: none"> • Option 1: JEA is requesting pricing per ton for Class B biosolids disposal. For this service, Class B biosolids residuals will be loaded directly onto contractor provided trucks for disposal. JEA is currently evaluating having the Buckman sludge cake classified as Class B biosolids. • Option 2: JEA is requesting pricing for emergency dewatering services in the event of a failure of JEA dewatering equipment (centrifuges). <p>JEA needs to add funds to the Biosolids Distribution Services LLC contract for Grit, Waste and Sludge Disposal Management Services for the Buckman Water Reclamation Facility (WRF) in the amount of \$1,215,573. This contract is also used for emergency dewatering and sludge hauling, which due to several emergencies over the last two years, has caused the contract funds to be used at a higher than initially expected rate. The water / wastewater group needs to make sure there are enough funds to cover 30 more months. JEA budgeted \$550K/yr. The total amount needed for 30 months = \$1,375,000 -</p>

06-03-2021 Awards Committee

							<p>\$159,427 (remaining on the CPA) = \$1,215,573. Request approval to award a contract increase to Biosolids Distribution Services LLC to provide transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake in the amount of \$1,215,573.00, for a new not-to-exceed amount of \$3,755,573.00.</p>
3	Renewal	McElroy	\$930,000.00	\$936,000.00 \$82,800.00	Altec Industries, Inc. Ring Power Corporation	One (1) Year w/Two (2) – 1 Yr. Renewals	<p>This request is to execute the first one (1) Yr. Renewal with Altec Industries Inc. and Ring Power Corporation. These renewals are from a competitively bid and awarded to Altec Industries, Inc. and Ring Power Corporation on 05/14/2020 for one (1) year, with two (2) – 1 Yr. renewal options. It should be noted, an administrative increase of 10% was completed for both suppliers to pay for outstanding invoices at the end of the one-year term.</p> <p>Ring Power Corporation has agreed to renew under the same terms and did not increase their rates. Altec Industries Inc. has requested a slight increase in their annual inspection pricing to include filters, which they neglected to include in their original bid pricing last year.</p> <p>The annual spend was more than the budgeted amount for the first year of this contract. This was a new contract and there was a small increase in the number of assets. Although, the primary reason for the increase in spend under this contract is due to the social distancing requirement over the past year. Due to the need of social distancing, the assets were utilized more frequently and for longer periods. Therefore increasing the frequency in preventative maintenance required.</p> <p>The award amount is an estimate calculated by using the existing fleet makeup and the corresponding projected maintenance, both preventative and corrective, that will occur over the next one (1) year period. These numbers can fluctuate depending on actual usage of the vehicle, future fleet purchases and retirements, the severity and frequency of major repairs, along with fleet plans as part of JEA growth.</p>

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							Request approval to award a one (1) year contract renewal to Altec Industries, Inc. (\$936,000.00) and Ring Power Corporation (\$82,800.00) for Fleet Services Bucket Truck Maintenance and Repair Services for a new not-to-exceed amount of \$1,979,525.98, subject to the availability of lawfully appropriated funds.
4 - Defer	Defer	Defer	Defer	Defer	Defer	Defer	Defer
5	Single Source	Brooks	N/A	\$1,335,675.00	Access Information Management of Georgia LLC	Project Completion	<p><u>Records Storage and Management Services</u></p> <p>JEA requests to award on a single source basis to Information Management of Georgia LLC, DBA ACCESS Information Protected (“ACCESS”) for file, document and imaging services for JEA for an estimated 7,500 boxes of files, documents and images with an estimated required completion by June of 2022.</p> <p>The services include:</p> <ul style="list-style-type: none"> • Project Management • Imaging, file and pages conversion and processing • Documentation storage <p>Request approval to award a single source contract to Access Information Protected to provide Document Management Services in the amount of \$1,335,675.00, subject to the approval of lawfully appropriated funds.</p>
6	Request for Proposal (RFP) 3 proposers	Vu	\$632,126.00	\$450,484.00	Mott MacDonald Florida, LLC	Project Completion (Expected: September 2023)	<p><u>Engineering Services for the CR210 - Longleaf Pine Pkwy to Shearwater Rd - Trans - RW Project</u></p> <p>The Scope of Work performed under this solicitation is the professional final detailed design, permitting and services during construction of approximately 11,700 feet of 24 inch reclaimed water main along Longleaf Pine Parkway in St. Johns County.</p> <p>The proposed fees are approximately 28.7% lower than estimated due to lower than expected design costs through negotiations with the engineer, and deemed reasonable.</p> <p>Request approval to award a contract to Mott MacDonald Florida, LLC</p>

06-03-2021 Awards Committee

							for engineering services for the CR210 - Longleaf Pine Pkwy to Shearwater Rd - Trans - RW project in the amount of \$450,484.00.
7	Single Source	Vu	\$575,000.00	\$391,450.00	Alfa Laval Inc.	Project Completion	<p><u>Blacks Ford Filter Purchase</u> JEA requests to award on a single source basis to Alfa Laval Inc. for the purchase of a third Alfa Laval filter in the available space in the basin of filters five and six.</p> <p>The four existing disc filters (1-4) are 20 years old and have reached their end of useful life. Filters in the 5&6 area are newer technology and were installed with the recent plant expansion. The new basin was engineered/built with room for a third assembly. Three of the new type of filter units will provide full flow with some resiliency.</p> <p>Because the existing filters one through four have reached end of life, replacement is imperative to avoid plant capacity and effluent water quality problems. The proposed solution is to install a third Alfa Laval filter in the available space in the basin of filters 5 & 6. The installation of the filter will be done by a different contractor.</p> <p>Installing a different brand filter would require re-engineering the basin, and additional construction costs for the modification, which has been deemed not cost effective. Per section 3-112 and following (b) of the Procurement Code there is only one justifiable source for the required supplies.</p> <p>Having three of the same filter type will reduce O&M costs by allowing only one set of spare parts for all three units.</p> <p>Request approval to award a single source contract to Alfa Laval Inc. to provide Blacks Ford Filter Purchase in the amount of \$391,450.00.</p>
8	Single Source	McElroy	\$1,645,560.53	\$1,732,125.00	Sensus USA, INC.	One (1) Year	<p>SENSUS USA, Inc. is currently the only manufacturer approved by JEA Standards to provide these meters and parts. JEA is in the process of reviewing the long term sourcing strategy plan for the commodity and exploring the viability of additional sources, which is why this request is only for a one (1) year period verse a longer-term contract. The ongoing initiatives to approve additional manufacturers and equipment will hopefully improve long term pricing</p>

06-03-2021 Awards Committee

							for JEA while also reducing JEA's risk profile. JEA will realize an estimated five and one quarter percent (5.26%) increase due to unfavorable market conditions. We believe these to be justified with current inflation being close to these same amounts.
Total Award				\$6,144,107.00			

JEA AWARDS COMMITTEE MAY 21, 2021 MEETING MINUTES

The JEA procurement Awards Committee met on May 21, 2021, in person with a WebEx option

WebEx Meeting Number (access code): 172 105 8312

WebEx Password: pxP6CqUSt63

Members in attendance were Heather Beard as Chairperson, Laure Whitmer as Budget Representative, Reece Wilson as Office of General Counsel Representative; with Laura Dutton, Russell Caffee, Stephen Datz, Todd Skinner, and Sean Conner as voting Committee Members.

Chair Beard called the meeting to order at 10:02 a.m., introduced the Awards Committee Members, and confirmed that there was a quorum of the Committee membership present.

Public Comments:

Chair Beard recognized the public comment speaking period and opened the meeting floor to public comments. No public comments were provided by email, phone or videoconference.

Awards:

1. Approval of the minutes from the last meeting (05/13/2021). Chair Beard verbally presented the Committee Members the proposed May 13, 2021 minutes contained in the committee packet.

MOTION: Stephen Datz made a motion to approve the May 13, 2021 minutes (Award Item 1). The motion was seconded by Laura Dutton and approved unanimously by the Awards Committee (5-0).

The Committee Members reviewed and discussed the following Awards Items 2-4:

2. Request approval to award a contract increase to T B Landmark Construction, Inc. for construction services for the Downtown – Extend Chilled Water System to New JEA Office & Ed Ball Building project in the amount of \$3,894,145.71, for a new not-to-exceed amount of \$3,994,145.71, subject to the availability of lawfully appropriated funds.

MOTION: Laura Dutton made a motion to approve Award Item 2 as presented in the committee packet. The motion was seconded by Todd Skinner and approved unanimously by the Awards Committee (5-0).

3. Request approval for a one (1) year renewal award to Aclara Technologies LLC for Utility Tracker Portal Tool in the amount of \$260,984.34, with a new not-to-exceed amount of \$521,968.68, subject to the availability of lawfully appropriated funds.

MOTION: Sean Conner made a motion to approve Award Item 3 as presented in the committee packet. The motion was seconded by Stephen Datz and approved unanimously by the Awards Committee (5-0).

4. Request approval to award a contract to Valmont-Newmark to supply spun concrete poles for the circuit 853 rebuild project in the amount of \$345,555.00, subject to the availability of lawfully appropriated funds.

MOTION: Todd Skinner made a motion to approve Award Item 4 as presented in the committee packet. The motion was seconded by Sean Conner and approved unanimously by the Awards Committee (5-0).

Informational Item:

No informational items were presented to the Awards Committee.

Ratifications:

No ratifications were presented to the Awards Committee.

Public Comments:

No additional public comment speaking period was taken.

Adjournment:

Chair Beard adjourned the meeting at 10:16 a.m

NOTE: These minutes provide a brief summary only of the Awards Committee meeting. For additional detail regarding the content of these minutes or discussions during the meeting, please review the meeting recording. The recording of this meeting as well as other relevant documents can be found at the link below:
https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/



Formal Bid and Award System

Award #2 June 3, 2021

Type of Award Request: CONTRACT INCREASE
Request #: 166
Requestor Name: Smith, Thaliah
Requestor Phone: (904) 665-8319
Project Title: Grit, Waste and Sludge Disposal Management Services for the Buckman Water Reclamation Facility (WRF)
Project Number: HW30140 (O&M Budget Details Line 509)
Project Location: JEA
Funds: O&M
Budget Estimate: \$1,215,573.00

Scope of Work:

JEA requires the services of a Contractor for transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake and occasionally pellets (waste materials) from the Buckman WRF, located at 2400 Talleyrand Avenue, Jacksonville, Florida, 32206. Currently all waste materials are loaded out on a large concrete pad at the Buckman WRF, mixed and then loaded into trucks for landfilling. Pickups will be on a frequency determined by Buckman WRF plant personnel and coordinated between plant personnel and the awarded Contractor to transport and dispose of grit, sand and sludge cake material.

Additionally, JEA solicited the participants for two (2) other services:

- Option 1: JEA is requesting pricing per ton for Class B biosolids disposal. For this service, Class B biosolids residuals will be loaded directly onto contractor provided trucks for disposal. JEA is currently evaluating having the Buckman sludge cake classified as Class B biosolids.
- Option 2: JEA is requesting pricing for emergency dewatering services in the event of a failure of JEA dewatering equipment (centrifuges).

JEA IFB/RFP/State/City/GSA#: 123-18
Purchasing Agent: King, David
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
BIOSOLIDS DISTRIBUTION SERVICES LLC	Laurie Strelow	lstrelow@schwingbioaset.com	8025 Associate Blvd, Sebring, FL 33871	(863)655-2148	\$1,215,573.00

Amount of Original Award: \$2,540,000.00
Date of Original Award: 10/25/2018

Change Order Amount: \$1,215,573.00
New Not-To-Exceed Amount: \$3,755,573.00
Award Amount for remainder of this FY: \$115,573.00
Length of Contract/PO Term: Five (5) Years w/ One (1) Renewal remaining
Begin Date: 10/30/2018
End Date: 10/29/2023
JSEB Requirement: N/A

Background/Recommendations:

Originally approved by Awards Committee on 10/25/2018 in the amount of \$2,540,000.00 to Biosolids Distribution Services LLC to provide transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake. A copy of the original award is attached as backup.


Due to equipment failures over the last two years, JEA required more emergency dewatering and sludge hauling services from Biosolids Distribution Services LLC than originally projected. Currently, there is \$159,427.00 remaining in the contract. With the forecast of spending of \$550,000.00 per year, JEA needs an additional \$1,215,573.00 to cover services to the end of contract, approximately 30 more months:

$$\frac{\$550,000}{\text{year}} \times \frac{30 \text{ months}}{12 \text{ months/year}} - \$159,427 = \$1,215,573.00$$

Request approval to award a contract increase to Biosolids Distribution Services LLC to provide transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake in the amount of \$1,215,573.00, for a new not-to-exceed amount of \$3,755,573.00, subject to the availability of lawfully appropriated funds.

Manager: Ruiz, Melinda M. - Mgr Business Operations
Director: Smith, Carole F- Dir W/WW Asset Mgmt & Performance
VP: Vu, Hai X. – VP Water/Wastewater Systems

APPROVALS:


 _____ June 3, 2021

Chairman, Awards Committee **Date**


 _____ June 4, 2021

Budget Representative **Date**



Formal Bid and Award System

CPA 178038

Award #9 October 25, 2018

Type of Award Request: INVITATION TO NEGOTIATE (ITN)
Request #: 6262
Requestor Name: Lovgren, Rodney D.
Requestor Phone: (904) 665-8319
Project Title: Grit, Waste and Sludge Disposal Management Services for the Buckman Water Reclamation Facility (WRF)
Project Number: 30140
Project Location: JEA, Buckman WRF
Funds: O&M
Award Estimate: \$4,100,000.00
Scope of Work:

JEA requires the services of a Contractor for transportation and disposal of bar screened waste, grit, sand and unclassified sludge cake and occasionally pellets (waste materials) from the Buckman WRF, located at 2400 Talleyrand Avenue, Jacksonville, Florida, 32206. Currently all waste materials are loaded out on a large concrete pad at the Buckman WRF, mixed and then loaded into trucks for landfilling. Pickups will be on a frequency determined by Buckman WRF plant personnel and coordinated between plant personnel and the awarded Contractor to transport and dispose of grit, sand and sludge cake material.

Additionally, JEA solicited the participants for two (2) other services:

- Option 1: JEA is requesting pricing per ton for Class B biosolids disposal. For this service, Class B biosolids residuals will be loaded directly onto contractor provided trucks for disposal. JEA is currently evaluating having the Buckman sludge cake classified as Class B biosolids.
- Option 2: JEA is requesting pricing for emergency dewatering services in the event of a failure of JEA dewatering equipment (centrifuges).

These services will be optioned on a callout basis on secondary awards.

JEA IFB/RFP/State/City/GSA#: 123-18
Purchasing Agent: Lovgren, Rodney
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
Biosolids Distribution Services LLC	Laurie Strelow	lstrelow@schwingbioaset.com	8025 Associate Blvd, Sebring, FL 33871	(863)655-2148	\$2,540,000.00
H&H Liquid Sludge Disposal INC.	Rick Hacht	biosolidsolutions@hhlsd.com	PO Box 390, Branford, FL 32008	(800) 653-0386	\$1,762,500.00

CPA 178038 -

Amount for entire term of Contract/PO: \$4,302,500.00
Award Amount for remainder of this FY: \$717,083.33
Length of Contract/PO Term: Five Years w/ One (1) – 1Yr. Renewal
Begin Date (mm/dd/yyyy): 10/30/2018
End Date (mm/dd/yyyy): 10/29/2023
Renewal Options: Yes - One (1) – 1Yr. Renewal
JSEB Requirement: N/A - Optional

BIDDERS:

Name	First Round	BAFO	Rank	Option 1 Alt. Disposal	Option 2 Emer. Sves.
BIOSOLIDS DISTRIBUTION SERVICES LLC	\$5,080,000.00	\$5,080,000.00	1	\$48.18	\$48.18
MERRELL BROS INC.	\$5,645,000.00	\$5,642,000.00	2	\$54.22	\$57.86
H&H LIQUID SLUDGE DISPOSAL INC.	\$6,575,000.00	\$6,575,000.00	3	\$35.25	\$88.00
SOUTHERN LOGISTICS INC.	\$6,650,000.00	N/A	4	\$95.00	\$66.50
SYNAGRO LLC	\$6,750,000.00	N/A	5	\$59.75	\$95.67

Background/Recommendations:

Advertised on 07/27/2018. Six (6) companies attended the mandatory pre-response meeting held on 08/08/2018. At Response opening on 08/28/2018, JEA received five (5) Responses. Three (3) companies were short-listed and invited to submit Best and Final Offers (BAFO). JEA evaluated the companies on price only, and Biosolids Distribution Services LLC (BDS), is deemed the lowest responsive and responsible respondent. Additionally, H&H Liquid Sludge Disposal, Inc. (H&H) will be awarded a secondary contract for Class B biosolids disposal (Option 1) on a callout basis, as they are the lowest price respondent for this option. Lastly, BDS will be awarded the option for emergency dewatering services (Option 2), on a callout basis, as they are the lowest price respondent for this service. A copy of the Response Form and Workbook are attached as backup.

The award amounts were determined as follows:

Company	Service	Forecast (Tons)	Price per Ton	Total
Biosolids Distribution Services LLC	Hauling of Grit/Sand, Pellets, Sludge to Landfill	50,000	\$50.80	\$2,540,000.00
H&H Liquid Sludge Disposal Inc.	Option 1: Disposal of Class B Biosolids	50,000	\$35.25	\$1,762,500.00
Biosolids Distribution Services LLC	Option 2: Emergency Dewatering Services	callout	\$48.18	-
Total	Blended rate (analysis)	100,000	\$43.03	\$4,302,500.00

The incumbent rate from Southern Logistics is \$41.00 per ton and will expire on November 30, 2018. It

should be noted, Southern Logistics participated in the solicitation with a proposal of \$66.50 per ton.

The award amount of \$4,302,500.00 is approximately 4.9% higher than the estimate. This comparison uses two rates; \$50.80 per ton for landfilling (BDS) and \$35.25 per ton (H&H) for alternate disposal (e.g., land application). A blended rate of \$43.03 is used to compare cost increase for the services. Price increase for landfilling is due to tipping fee increases. It should be noted, the blended rate will be lower the more JEA can divert to the optional disposal method with H&H for the Class B disposal.

Prices are fixed for the first three (3) years of the contract, after which a Consumer Price Index adjustment will apply in years four (4) and five (5). BAFO resulted in no price reduction. The business unit will fund the work from same cost center and trend funds as necessary.


123-18 - Request approval to award a contract to Biosolids Distribution Service Inc, for \$2,540,000.00, and to H&H Biosolids Solutions in the amount of \$1,762,500.00 for biosolids waste hauling management services, for a not-to-exceed amount of \$4,302,500.00, subject to the availability of lawfully appropriated funds.

Manager: Durrett, Michael E. - Mgr Wastewater Treatment and Reuse - Buckman
Director: Mackey, Todd D. - Dir W/WW & Reuse Treatment
VP: Calhoun, Deryle I. - VP/GM Water Wastewater Systems

APPROVALS:

 10/25/18

Chairman, Awards Committee Date

 10/25/18

Manager, Capital Budget Planning Date

Addendum 5 BAFO - Appendix B - Bid Form
123-18 Grit, Waste and Sludge Disposal Management Services for Buckman Water Reclamation Facility

Submit an **original, two (2) copies and one (1) CD or thumb drive** along with other required forms in a sealed envelope to: JEA Procurement Dept., 21 W. Church St., Bid Office, Customer Center, 1st Floor, Room 002, Jacksonville, FL 32202-3139.

Company Name: Biosolids Distribution Services, LLC

Company's Address: 8025 Associate Blvd.; Sebring, FL 33871

License Number (if applicable) _____

Phone Number: 863-655-2148 FAX No: 863-655-2149 Email Address: npredatsch@schwingbioset.com

BID SECURITY REQUIREMENTS

- None required
- Certified Check or Bond Five Percent (5%)

TERM OF CONTRACT

- One Time Purchase
- Annual Requirements
- Other, Specify- Project Completion

SAMPLE REQUIREMENTS

- None required
- Samples required prior to Response Opening
- Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

- None required
- Bond required 100% of Bid Award

QUANTITIES

- Quantities indicated are exacting
- Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

INSURANCE REQUIREMENTS

Insurance required

PAYMENT DISCOUNTS

- 1% 20, net 30
- 2% 10, net 30
- Other _____
- None Offered

DESCRIPTION	TOTAL BID PRICE
Total from Bid Workbook	\$ 5,080,000.00

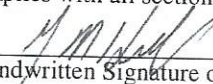
X I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".

BIDDER CERTIFICATION

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidding 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 (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation.

We have received addenda

(1) through (6) _


Handwritten Signature of Authorized Officer of Company or Agent Date 10/9/18

Gregory N. Hatten, CFO
Printed Name and Title

Acknowledge receipt of this addendum on the Response Form

123-18 Addendum 5 - BAFO - Appendix B - Bid Workbook

Item	Item Description	Unit Of Measure	Landfill / Disposal Fee (tipping fee)	Hauling Fee (Including all overhead and markups)	Total Unit Price/ Ton	Estimated Annual Forecast	Estimated Five Year Forecast	Annual Cost	Contract Total
1	Price/Ton to Haul Grit/Sand/Pellets or Cake (Mixed Biosolids) from Buckman WRF to a Class I Permitted Landfill for Disposal	Ton	\$ 41.00	\$ 9.80	\$ 50.80	20,000	100,000	\$ 1,016,000.00	\$ 5,080,000.00

Total Bid Price (Enter this amount on the Bid Form, Page 1) Award of the Primary Contract will be made based on this line

\$ 5,080,000.00

2	Demurrage Rate: Per truck per hour, when JEA places truck on standby.	Rate / Hour	\$	45.00
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Options Pricing

Option 1 Pricing - Alternate Disposal Method

		Unit of Measure	Alternate disposal Disposal Fee (tipping fee)	Total Unit Price (including tipping fee)
Option 1	Price/Ton to Haul Pellets or Cake (Mixed Biosolids) from Buckman WRF and use Vendor's Alternate Disposal Option	per ton	\$ 9.00	If Class B 48.18
Option 1a	Price/Ton to Haul (Market) Class A Pellets from Buckman WRF and use Vendor's Alternate Disposal Option Select Either Take (i.e. JEA pays company for disposal) or Pay (Company pays JEA for Class A biosolid)) and enter Price to be Paid or Fee.	per ton	Take	\$ 46.88
Option 1b	Price/Ton to Haul (Market or dispose of) Class B Cake from Buckman WRF and use Vendor's Alternate Disposal or Market Option	per ton	\$ 9.00	\$ 48.18
Option 1c	Price / Month to Provide Yard Dog (equipment to relocate and stage trailers, Owned & Maintained by Company, Operated and fueled by JEA	per Month	Price / Month	\$ 1,000.00

Option 2 Pricing - Emergency Dewater Services

		Unit Of Measure	Alternate disposal Disposal Fee (tipping fee)	Total Unit Price (including tipping fee)
Option 2a	Price/Ton to Haul Cake and or pellets (Mixed Biosolids) from Buckman WRF (post dewatering process) to Landfill or other alternate approved facility	per ton	\$ 9.00	If Class B 48.18
Option 2b	Mobilization/Demobilization - Price to bring equipment and manpower to JEA's Buckman WRF and set up to de-water centrifuge influent. Upon completion, breakdown, removal all equipment from site.	per event		\$ 5,000.00
Option 2c	Day Rate for operations - Price per gallon operate the temporary dewatering equipment and either load dewatered sludge to the pad or load onto trucks to remove from JEA Buckman WRF (A 250,000 gallon minimum will be placed for this service, regardless of the service required time by JEA, should the service exceed 250,000 gallons the price per gallon on this line will apply for all gallons processed.)	per Gallon		.055 Five & one-half cents
2d	Company Provide the number of hours required to mobilize, have equipment on JEA Buckman facility and have equipment ready to operate and take sludge (cake)	Hours		48

Addendum 5 BAFO - Appendix B - Bid Form
123-18 Grit, Waste and Sludge Disposal Management Services for Buckman Water Reclamation Facility

Submit an **original, two (2) copies and one (1) CD or thumb drive** along with other required forms in a sealed envelope to: JEA Procurement Dept., 21 W. Church St., Bid Office, Customer Center, 1st Floor, Room 002, Jacksonville, FL 32202-3139.

Company Name: H&H Liquid Sludge Disposal, Inc.

Company's Address P.O. Box 390, Branford, FL 32008

License Number (if applicable) DOT# 821903FL

Phone Number: (800) 653-0386 FAX No: (386) 935-0941 Email Address: biosolidsolutions@hhlsd.com

BID SECURITY REQUIREMENTS

- None required
 Certified Check or Bond Five Percent (5%)

TERM OF CONTRACT

- One Time Purchase
 Annual Requirements
 Other, Specify- Project Completion

SAMPLE REQUIREMENTS

- None required
 Samples required prior to Response Opening
 Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

- None required
 Bond required 100% of Bid Award

QUANTITIES

- Quantities indicated are exacting
 Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

INSURANCE REQUIREMENTS

Insurance required

PAYMENT DISCOUNTS

- 1% 20, net 30
 2% 10, net 30
 Other _____
 None Offered

DESCRIPTION	TOTAL BID PRICE
Total from Bid Workbook	\$ 6,575,000.00

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 CERTIFICATION

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidding 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 (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation.

We have received addenda

1 through 6


Handwritten Signature of Authorized Officer of Company or Agent

10/9/2018

Date

Steve Hacht, President

Printed Name and Title

Acknowledge receipt of this addendum on the Response Form

123-18 Addendum 5 - BAFO - Appendix B - Bid Workbook

Item	Item Description	Unit Of Measure	Landfill / Disposal Fee (tipping fee)	Hauling Fee (Including all overhead and markups)	Total Unit Price/ Ton	Estimated Annual Forecast	Estimated Five Year Forecast	Annual Cost	Contract Total
1	Price/Ton to Haul Grit/Sand/Pellets or Cake (Mixed Biosolids) from Buckman WRF to a Class 1 Permitted Landfill for Disposal	Ton	\$ 45.00	\$ 20.75	\$ 65.75	20,000	100,000	\$ 1,315,000.00	\$ 6,575,000.00

Total Bid Price (Enter this amount on the Bid Form, Page 1) Award of the Primary Contract will be made based on this line

2	Demurrage Rate: Per truck per hour, when JEA places truck on standby.	Rate / Hour	\$	65.00
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Options Pricing

Option 1 Pricing - Alternate Disposal Method

Option	Description	Unit of Measure	Alternate disposal Disposal Fee (tipping fee)	Total Unit Price (including tipping fee)
Option 1	Price/Ton to Haul Pellets or Cake (Mixed Biosolids) from Buckman WRF and use Vendor's Alternate Disposal Option	per ton	\$ 35.25	\$ 35.25
Option 1a	Price/Ton to Haul (Market) Class A Pellets from Buckman WRF and use Vendor's Alternate Disposal Option Select Either Take (i.e. JEA pays company for disposal) or Pay (Company pays JEA for Class A biosolid) and enter Price to be Paid or Fee.	per ton	Take	\$ 16.50
Option 1b	Price/Ton to Haul (Market or dispose of) Class B Cake from Buckman WRF and use Vendor's Alternate Disposal or Market Option	per ton	\$ 35.25	\$ 35.25
Option 1c	Price / Month to Provide Yard Dog (equipment to relocate and stage trailers, Owned & Maintained by Company, Operated and fueled by JEA)	per Month	Price / Month	zero dollars

Option 2 Pricing - Emergency Dewater Services

Option	Description	Unit Of Measure	Alternate disposal Disposal Fee (tipping fee)	Total Unit Price (including tipping fee)
Option 2a	Price/Ton to Haul Cake and or pellets (Mixed Biosolids) from Buckman WRF (post dewatering process) to Landfill or other alternate approved facility	per ton	\$ 55.00	\$ 88.00
Option 2b	Mobilization/Demobilization - Price to bring equipment and manpower to JEA's Buckman WRF and set up to de-water centrifuge influent. Upon completion, breakdown, removal all equipment from site.	per event		N/A
Option 2c	Day Rate for operations - Price per gallon operate the temporary dewatering equipment and either load dewatered sludge to the pad or load onto trucks to remove from JEA Buckman WRF (A 250,000 gallon minimum will be placed for this service, regardless of the service required time by JEA, should the service exceed 250,000 gallons the price per gallon on this line will apply for all gallons processed.)	per Gallon		N/A
2d	Company Provide the number of hours required to mobilize, have equipment on JEA Buckman facility and have equipment ready to operate and take sludge (cake)	Hours		N/A

Item	Item Description	Unit	Quantity	Unit Price	Total Price	Contract Total	Hawthorne Distribution Company			Hawthorne Distribution Company			Hawthorne Distribution Company			Hawthorne Distribution Company		
							Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total	Contract Total
1	Price To Be Paid (Net Cost) Plus or Minus (Net Cost) From Business WSP for a Total Contractual Amount of \$37,000	Yes	1	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000
2	Emergency Rate For truck per hour, when 90% of the truck is on standby	Hour	1	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00
Option 1 Pricing - Alternative Disposal Method																		
Option 1	Price To Be Paid (Net Cost) Plus or Minus (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per ton	1	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18	\$ 48.18
Option 2 Pricing - Emergency Disaster Services																		
Option 2a	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86	\$ 57.86
Option 2b	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22	\$ 32.22
Option 2c	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00
Option 2d	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57	\$ 96.57
Option 2e	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00	\$ 51,634.00
Option 2f	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.06
Option 2g	Price To Be Paid (Net Cost) and/or (Net Cost) From Business WSP and/or Vendor's Alternative Disposal Option	per hour	1	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815	\$ 32,815



Formal Bid and Award System

Award #3 June 3, 2021

Type of Award Request: RENEWAL
Requestor Name: Lucas, Jeff B. - Associate Mgr Fleet Services Operations
Requestor Phone: (904) 665-6973
Project Title: JEA Fleet Services Bucket Truck Maintenance and Repair Services
Project Number: 8002005
Project Location: JEA
Funds: O&M
Budget Estimate: \$930,000.00
Scope of Work:

The purpose of this award is to renew the maintenance and repair services contract for JEA's Aerial Bucket Truck Vehicles. The services that will be performed under this scope will be at a minimum preventative maintenance, corrective maintenance, yard checks, and road calls in order to support JEA operations. To date, there are 291 aerial assets that will be part of this program with the majority of them being of the Altec or Terex brand.

JEA IFB/RFP/State/City/GSA#: 019-20
Purchasing Agent: Selders, Elaine Lynn
Is this a ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Vendor Contact	Email	Address	Phone	1 Yr. Amount
ALTEC INDUSTRIES, INC.	Casey Stanton	Casey.Stanton@altec.com	P.O. Box 11407 Birmingham, AL 35246-0414	704-245-3056	\$936,000.00
RING POWER CORPORATION	Will Courtney	Will.Courtney@RingPower.com	8050 PHILIPS HWY, JACKSONVILLE, FL 32256	904-300-5143	\$82,800.00

Amount of Original Award: \$873,387.25
Date of Original Award: 05/14/2020
Change Order Amount: \$1,018,800.00
Award Amount for remainder of this FY: \$339,600.00

List of Previous Change Order/Amendments:

BPA #	Amount	Date
189865 - Altec	\$81,038.93	05/26/2021
189866 – Ring Power	\$6,299.80	05/26/2021

New Not-To-Exceed Amount: \$1,979,525.98
Length of Contract/PO Term: One (1) Year w/Two (2) – 1 Yr. Renewals
Begin Date (mm/dd/yyyy): 06/01/2020
End Date (mm/dd/yyyy): 05/31/2022
Renewal Options: Yes - One (1) - 1 Yr. Renewal
JSEB Requirement: N/A - Optional

Background/Recommendations:

Competitively bid and awarded to Altec Industries, Inc. and Ring Power Corporation on 05/14/2020 for one (1) year, with two (2) – 1 Yr. renewal options. The original award has been attached as back-up. An administrative increase was completed to pay for outstanding invoices at the end of the one year term. The annual spend was more than the budgeted amount for the first year of this contract. This was a new contract and there was a small increase in the number of assets. Although, the primary reason for the increase in spend under this contract is due to the social distancing requirement over the past year. Due to the need of social distancing, the assets were being used more frequently and for longer periods of time. Therefore increasing the frequency in preventative maintenance required.


This request is to execute the first one (1) Yr. Renewal with Altec Industries Inc., retroactive to June 1, 2021. Altec Industries, Inc. requested a slight increase in their annual inspection pricing to include filters, which they neglected to include in their original bid pricing last year. Ring Power Corporation agreed to renew under the same terms and did not increase their rates. A revised Altec Industries, Inc. bid workbook has been attached for back-up.

The award amount is an estimate calculated by using the existing fleet makeup and the corresponding projected maintenance, both preventative and corrective, that will occur over the next one (1) year period. These numbers can fluctuate depending on actual usage of the vehicle, future fleet purchases and retirements, the severity and frequency of major repairs, along with fleet plans as part of JEA growth.

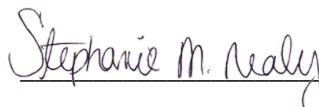
Request approval to award a one (1) year contract renewal to Altec Industries, Inc. (\$936,000.00) and Ring Power Corporation (\$82,800.00) for Fleet Services Bucket Truck Maintenance and Repair Services for a new not-to-exceed amount of \$1,979,525.98, subject to the availability of lawfully appropriated funds.

Manager: Lucas, Jeff B. - Associate Mgr Fleet Services Operations
Director: Brunell, Baley L. - Dir Facilities & Fleet Services
Chief: McElroy, Alan D. - VP Supply Chain & Operations Support

APPROVALS:

 June 3, 2021

Chairman, Awards Committee **Date**

 June 4, 2021

Budget Representative **Date**



Formal Bid and Award System

Award #2 May 14, 2020

Type of Award Request: INVITATION TO NEGOTIATE (ITN)
Request #: 6752
Requestor Name: Brunell, Baley
Requestor Phone: (904) 665-6403
Project Title: JEA Fleet Services Bucket Truck Maintenance and Repair Services
Project Number: 8002005
Project Location: JEA
Funds: O&M
Budget Estimate: \$759,102.44

Scope of Work:

The purpose of this Invitation to Negotiate (the "ITN") is to solicit pricing for the maintenance and repair services for JEA's Aerial Bucket Truck Vehicles. The services that will be performed under this scope will be at a minimum preventative maintenance, corrective maintenance, yard checks, and road calls in order to support JEA operations. To date, there are 265 aerial assets that will be part of this program with the majority of them being of the Altec or Terex brand.

This award impacts the following three (3) JEA Measures of Value:

- Customer Value – Ensures JEA can continue to efficiently and effectively operate the energy network grid.
- Community Impact Value – Minimize network outages by ensuring a high utilization rate of our Fleet Assets.
- Financial Value – This ITN aims to reduce operating expenses through improved maintenance practices for these items.

JEA IFB/RFP/State/City/GSA#: 019-20
Purchasing Agent: Roddy, Colin
Is this a Ratification?: No

RECOMMENDED AWARDEES:

Name	Vendor Contact	Email	Address	Phone	1 Yr. Amount
ALTEC INDUSTRIES, INC.	Casey Stanton	Casey.Stanton@altec.com	P.O. Box 11407 Birmingham, AL 35246-0414	704-245-3056	\$810,389.25
RING POWER CORPORATION	Will Courtney	Will.Courtney@RingPower.com	8050 PHILIPS HWY, JACKSONVILLE, FL 32256	904-300-5143	\$62,998.00

Amount for entire term of Contract/PO: \$873,387.25
Award Amount for remainder of this FY: \$291,129.08
Length of Contract/PO Term: One (1) Year w/Two (2) – 1 Yr. Renewals
Begin Date (mm/dd/yyyy): 06/01/2020
End Date (mm/dd/yyyy): 05/31/2021
Renewal Options: NO
JSEB Requirement: N/A - Optional

BIDDERS:

Name	Extended Amount – Altec Equipment	Altec Equipment Ranking	Extended Amount – Terex Equipment	Terex Equipment Ranking	Extended Amount – Misc. Equipment	Misc. Equipment Ranking
ALTEC INDUSTRIES, INC.	\$2,115,170.77	1	\$191,990.05	2	\$374,667.18	1
RING POWER CORPROATION	\$2,237,925.60	2	\$188,994.00	1	-	-

Background/Recommendation:

Advertised on 02/11/2020. One (1) vendor attended the optional pre-response meeting on 02/18/2020. On the bid due date on 03/03/2020, JEA received two (2) Responses.

In the past, JEA’s bucket truck maintenance requirements have been performed by Altec Industries, Inc. with the contract purchase agreement set to expire in June of this year. Over the past few months, the internal JEA team which included members from Procurement, Operations Support Services, and Fleet Services worked together to try to improve the service commodity as a whole by focusing on the following areas:

- Leveraging JEA’s buy through 1) grouping specific brand assets together, and 2) more accurate maintenance forecasts
- Moving to a maintenance model that incorporated more service intervals at the asset level
- Allowing the maintenance providers to assist in projected maintenance plan development

The evaluation criteria for this bid was that the lowest cost provider for each respective work scope would win as long as the vendor met the minimum qualifications. As part of the bid, there were three (3) different work scopes as it related to the Aerial Bucket Truck Maintenance, which are listed below.

- “Tab A” – This work scope represents all the corresponding corrective and preventative maintenance work as it relates to Altec brand specific equipment assets.
- “Tab B” – This work scope represents all the corresponding corrective and preventative maintenance work as it relates to Terex brand specific equipment assets.
- “Tab C” – This work scope represents all the corresponding corrective and preventative maintenance work as it relates to Miscellaneous Aerial Bucket Truck brand equipment assets.

After the evaluations were complete, both Altec Industries, Inc. and Ring Power Corporation were determined to be the Respondents that were the lowest cost to JEA for the respective work scopes included in the bid. The proposed pricing and final ranking for each respective work scope is listed below.

Tab A - Altec

Name	Three Year Price	Ranking
ALTEC INDUSTRIES INC.	\$ 2,115,170.77	1
RING POWER	\$ 2,237,925.60	2

Tab B – Terex

Name	Three Year Price	Ranking
RING POWER	\$ 188,994.00	1
ALTEC INDUSTRIES INC.	\$ 191,990.05	2

Tab C – Miscellaneous

Name	Three Year Price	Ranking
ALTEC INDUSTRIES INC.	\$ 374,667.18	1
RING POWER	-	-

Procurement tracks two different types of savings. The total cost difference is comparing the current pricing with the proposed pricing (+/-). The total sourcing savings is determined by negotiations, BAFO savings and value added savings. Below is the breakdown:

- **Total cost difference:** \$114,026.81 (unit cost increase) = \$114,026.81
- **Total sourcing savings:** \$0.00 – No BAFO conducted

The listed cost increase of \$114,026.81, is based on awarding the contract as a one (1) year with two (2) one year renewal options. If JEA awarded as a three (3) year contract, the cost increase would have been \$401,524.63, or 17.63%. By only awarding a single year, it will allow JEA the opportunity to assess Ring Power’s service capability while also mitigating future contract increases by not having to commit to increases in the contract out years and only realizing a 15.06% increase in year one (1). The internal team will meet over the course of the initial one (1) year period to evaluate if it makes sense to exercise the viably option renewals or choose to rebid based on the market and/or performance later this year.


The award value listed below is an estimate of the new not to exceed (NTE) value. These were calculated by using the existing fleet makeup and the corresponding projected maintenance, both preventative and corrective, that will occur over the next one (1) year period. These numbers can fluctuate depending on actual usage of the vehicle, future fleet purchases and retirements, the severity and frequency of major repairs, along with fleet plans as part of JEA growth.

019-20 - Request approval to award a contract to Altec Industries, Inc. for JEA Aerial Bucket Truck Maintenance and Repair Services for "Tab A - Altec" and "Tab C - Miscellaneous" in the amount of \$810,389.25, and a contract to Ring Power Corporation for JEA Aerial Bucket Truck Maintenance and Repair Services for "Tab B - Terex" in the amount of \$62,998.00, subject to the availability of lawfully appropriated funds.

Manager: Brunell, Baley – Manager Fleet Services & Business Operations
Director: McElroy, Alan – Director, Operations Support Services
VP: McCarthy, John P. – VP Logistics & Chief Supply Chain Officer

APPROVALS:

 05/14/2020
Chairman, Awards Committee Date

Laure A Whitmer ~~5/14/2020~~ 5/14/2020 
Budget Representative Date

Tab A - Altec

Name	Extended Price	Ranking
ALTEC INDUSTRIES INC	\$ 2,115,170.77	1
RING POWER	\$ 2,237,925.60	2

Tab B - Terex

Name	Extended Price	Ranking
RING POWER	\$ 188,994.00	1
ALTEC INDUSTRIES INC	\$ 191,990.05	2

Tab C - Miscellaneous

Name	Extended Price	Ranking
ALTEC INDUSTRIES INC	\$ 374,667.18	1
RING POWER	-	-

	Altec Three Year	Altec One Year	Terex Three Year	Terex One Year	Misc. Equipment Three Year	Misc. Equipment One Year
Altec	\$ 2,115,170.77	\$ 688,709.25	\$ 191,990.05	\$ 62,740.00	\$ 374,667.18	\$ 121,680.00
Ring Power	\$ 2,237,925.60	\$ 745,975.20	\$ 188,994.00	\$ 62,998.00	-	-

Current Three Year Est Annual Spend	\$ 2,277,307.32
Total Three Year Cost	\$ 2,678,831.95
Three Year Price Increase %	17.63%
Three Year Price Increase \$	\$ 401,524.63
Current One Year Annual Spend (Calculated using current contract spend	\$ 759,102.44

Contract Value Altec	\$ 810,389.25
Contract Value Ring Power	\$ 62,998.00
Total One Year Contract Value	\$ 873,387.25
FY20 Value (4 Months)	\$ 291,129.08
FY21 Value	\$ 582,258.17
One Year Price Increase %	15.06%
One Year Price Increase \$	\$ 114,284.81

Aerial Maintenance - Altec - Ring Power Submittal			
1. Corrective Maintenance (CM) Annual Breakout			
	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies CM Labor Rate per Hour	\$ 116.00	2,000	\$ 232,000.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 161.00	200	\$ 32,200.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	15.00%	\$200,000	\$230,000
Regular Business Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs)	\$ 128.00	400	\$ 51,200.00
After-Hours Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs) (5pm - 6am M-F, S & S, Holidays)	\$ 176.00	100	\$ 17,600.00
Year 1 Cost			\$ 563,000.00

2. Preventative Maintenance (PM) Annual Breakout			
			Total Amounts
Labor, Benefits, Overhead, Indirect Shop Supplies			
Cumulative PM (Carried Over from Below)			\$ 182,975.20
Year 1 Cost			\$ 745,975.20

TOTAL ONE (1) YEAR COST		0%	\$ 745,975.20
Sublet %			

Aerial Maintenance - Altec - Altec Submittal			
1. Corrective Maintenance (CM) Annual Breakout			
	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies CM Labor Rate per Hour	\$ 127.00	2,000	\$ 254,000.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 127.00	200	\$ 25,400.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	0.00%	200,000	\$ 200,000.00
Regular Business Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs)	\$ 127.00	400	\$ 50,800.00
After-Hours Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs) (5pm - 6am M-F, S & S, Holidays)	\$ 254.00	100	\$ 25,400.00
Year 1 Cost			\$ 555,600.00

2. Preventative Maintenance (PM) Annual Breakout			
			Total Amounts
Labor, Benefits, Overhead, Indirect Shop Supplies			
Cumulative PM (Carried Over from Below)			\$ 133,109.25
Year 1 Cost			\$ 688,709.25

TOTAL ONE (1) YEAR COST		8%	\$ 688,709.25
Sublet %			

PM3 - Annual Inspection w/ Dielectric Test			
Category	QTY	Rate	Annual Total
Altec AT37-G	39	\$ 986.00	\$ 38,454.00
Altec AT40-G	11	\$ 986.00	\$ 10,846.00
Altec AA55E	63	\$ 1,183.20	\$ 74,541.60
Altec AA755L	3	\$ 986.00	\$ 2,958.00
Altec TA41M	1	\$ 986.00	\$ 986.00
Altec TA40	9	\$ 986.00	\$ 8,874.00
Altec AH 100	1	\$ 1,183.20	\$ 1,183.20
Altec AH125	2	\$ 1,183.20	\$ 2,366.40
Altec D2045B-TR	4	\$ 986.00	\$ 3,944.00
Altec DM47-TR	32	\$ 986.00	\$ 31,552.00
Altec D4050A-TR	2	\$ 986.00	\$ 1,972.00
Altec D4060B-TR	1	\$ 986.00	\$ 986.00
Altec DM47B-TR	2	\$ 986.00	\$ 1,972.00
Altec AC 18-70B-HL	2	\$ 780.00	\$ 1,560.00
Altec AC38-103	1	\$ 780.00	\$ 780.00

PM3 - Annual Inspection w/ Dielectric Test			
Category	QTY	Rate	Annual Total
Altec AT37-G	39	\$ 555.75	\$ 21,674.25
Altec AT40-G	11	\$ 555.75	\$ 6,113.25
Altec AA55E	63	\$ 760.00	\$ 47,880.00
Altec AA755L	3	\$ 760.00	\$ 2,280.00
Altec TA41M	1	\$ 760.00	\$ 760.00
Altec TA40	9	\$ 760.00	\$ 6,840.00
Altec AH 100	1	\$ 1,244.50	\$ 1,244.50
Altec AH125	2	\$ 1,244.50	\$ 2,489.00
Altec D2045B-TR	4	\$ 1,021.25	\$ 4,085.00
Altec DM47-TR	32	\$ 969.00	\$ 31,008.00
Altec D4050A-TR	2	\$ 1,021.25	\$ 2,042.50
Altec D4060B-TR	1	\$ 1,021.25	\$ 1,021.25
Altec DM47B-TR	2	\$ 969.00	\$ 1,938.00
Altec AC 18-70B-HL	2	\$ 1,244.50	\$ 2,489.00
Altec AC38-103	1	\$ 1,244.50	\$ 1,244.50

Aerial Maintenance - Terex - Ring Power Power Submittal

1. Corrective Maintenance (CM) Annual Breakout			
	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies, CM Labor Rate per Hour	\$ 116.00	100	\$ 11,600.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 161.00	20	\$ 3,220.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	15.00%	\$20,000	\$23,000
Regular Business Road Call Response & Diagnostic Fee (<i>Fixed Rate per - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs</i>)	\$ 131.00	50	\$ 6,550.00
After-Hours Road Call Response & Diagnostic Fee (<i>Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs</i>) (5pm - 6am M-F, S & S, Holidays)	\$ 176.00	5	\$ 880.00
Year 1 Cost			\$ 45,250.00

2. Preventative Maintenance (PM) Annual Breakout			
Labor, Benefits, Overhead, Indirect Shop Supplies			
Cumulative PM (<i>Carried Over from Below</i>)			
Year 1 Cost			\$ 17,748.00
TOTAL One (1) YEAR COST			\$ 62,998.00
Sublet %	0%		

PM3 - Annual Inspection w/ Dielectric Test				
Annual Costs				
Category	QTY	Rate	Annual Total	
Terex TL41	8	\$ 986.00	\$ 7,888.00	
Terex 55 Foot Bucket	3	\$ 986.00	\$ 2,958.00	
Terex 55 Foot Material Handler	3	\$ 986.00	\$ 2,958.00	
Terex C4047	2	\$ 986.00	\$ 1,972.00	
Terex C5050	2	\$ 986.00	\$ 1,972.00	
Comparable Costs - Year 1			\$ 55,568.00	
% Increase				5.72%

Aerial Maintenance - Terex - Altec Submittal

1. Corrective Maintenance (CM) Annual Breakout			
	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies, CM Labor Rate per Hour	\$ 132.00	100	\$ 13,200.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 132.00	20	\$ 2,640.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	20.00%	\$20,000	\$ 24,000.00
Regular Business Road Call Response & Diagnostic Fee (<i>Fixed Rate per - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs</i>)	\$ 127.00	50	\$ 6,350.00
After-Hours Road Call Response & Diagnostic Fee (<i>Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs</i>) (5pm - 6am M-F, S & S, Holidays)	\$ 254.00	5	\$ 1,270.00
Year 1 Cost			\$ 47,460.00

2. Preventative Maintenance (PM) Annual Breakout			
Labor, Benefits, Overhead, Indirect Shop Supplies			
Cumulative PM (<i>Carried Over from Below</i>)			
Year 1 Cost			\$ 15,280.00
TOTAL One (1) YEAR COST			\$ 62,740.00
Sublet %	8%		

PM3 - Annual Inspection w/ Dielectric Test				
Annual Costs				
Category	QTY	Rate	Annual Total	
Terex TL41	8	\$ 800.00	\$ 6,400.00	
Terex 55 Foot Bucket	3	\$ 800.00	\$ 2,400.00	
Terex 55 Foot Material Handler	3	\$ 800.00	\$ 2,400.00	
Terex C4047	2	\$ 1,020.00	\$ 2,040.00	
Terex C5050	2	\$ 1,020.00	\$ 2,040.00	
Comparable Costs - Year 1			\$ 55,120.00	

Aerial Maintenance - Miscellaneous - Ring Power Bid			
1. Corrective Maintenance (CM) Annual Breakout			
	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies, CM Labor Rate per Hour	\$ -	400	\$ -
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ -	50	\$ -
Cost Plus % Pricing for Parts (Not to exceed 20%)	0.00%	\$20,000	\$0
Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs	\$ -	60	\$ -
Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs (5pm - 6am M-F, S & S, Holidays)	\$ -	10	\$ -
Year 1 Cost			\$ -

2. Preventative Maintenance (PM) Annual Breakout			
Labor, Benefits, Overhead, Indirect Shop Supplies			
Cumulative PM (Carried Over from Below)			
TOTAL ONE (1) YEAR COST			\$ -

TOTAL THREE (3) YEAR COST (TRANSFER THIS AMOUNT TO THE RESPONSE FORM)	0%		\$ -
Sublet %			

PMB - Annual Inspection w/ Dielectric Test Annual Costs			
Category	Qty	Rate	Annual Total
Lifmoore 4000V/16	80	\$ -	\$ -
14' Stake Body Liftgate	1	\$ -	\$ -
Ramsey RCH1000	2	\$ -	\$ -
Stellar 10621	1	\$ -	\$ -

Aerial Maintenance - Miscellaneous - Altec Bid			
1. Corrective Maintenance (CM) Annual Breakout			
	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies, CM Labor Rate per Hour	\$ 132.00	400	\$ 52,800.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 132.00	50	\$ 6,600.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	20.00%	\$20,000	\$24,000
Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs	\$ 132.00	60	\$ 7,920.00
Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs (5pm - 6am M-F, S & S, Holidays)	\$ 264.00	10	\$ 2,640.00
Year 1 Cost			\$ 93,960.00

2. Preventative Maintenance (PM) Annual Breakout			
Labor, Benefits, Overhead, Indirect Shop Supplies			
Cumulative PM (Carried Over from Below)			
TOTAL ONE (1) YEAR COST			\$ 27,720.00

TOTAL THREE (3) YEAR COST (TRANSFER THIS AMOUNT TO THE RESPONSE FORM)	0%		\$ 121,680.00
Sublet %			

PMB - Annual Inspection w/ Dielectric Test Annual Costs			
Category	Qty	Rate	Annual Total
Lifmoore 4000V/16	80	\$ 330.00	\$ 26,400.00
14' Stake Body Liftgate	1	\$ 330.00	\$ 330.00
Ramsey RCH1000	2	\$ 330.00	\$ 660.00
Stellar 10621	1	\$ 330.00	\$ 330.00

Aerial Maintenance - Altec

1. Corrective Maintenance Annual Breakout

	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies CM Labor Rate per Hour	\$ 129.54	2,000	\$ 259,080.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 129.54	200	\$ 25,908.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	0.00%	\$200,000	\$200,000
Regular Business Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs)	\$ 129.54	400	\$ 51,816.00
After-Hours Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs) (5pm - 6am M-F, S & S, Holidays)	\$ 259.08	100	\$ 25,908.00
Year 2 Not To Exceed Cost			\$ 562,712.00

\$ 562,712.00
\$ **828,972.79** \$121,216.20

2. Preventative Maintenance Annual Breakout

		Total Amounts
Labor, Benefits, Overhead, Indirect Shop Supplies		
Cumulative PM (Carried Over from Below)		
Year 2 Not To Exceed Cost		\$ 145,044.59

YEAR 2 COSTS			\$ 707,756.59
Sublet %	8%		

**Filters used but not charged last year to the customer totaled \$11,905.49

Category	QTY	PM3 - Annual Inspection w/ Dielectric Test		
		Annual Costs		
		Rate	Annual Total	
Altec AT37-G	39	\$ 639.16	\$ 24,927.24	PM Flat Rate price \$390; Dielectric Flat Rate Price \$205; Filter price \$85.81. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec AT40-G	11	\$ 580.38	\$ 6,384.18	PM Flat Rate price \$390; Dielectric Flat Rate Price \$205; Filter price \$27.03. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec AA55E	63	\$ 806.51	\$ 50,810.13	PM Flat Rate price \$615; Dielectric Flat Rate Price \$205; Filter price \$43.91. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec AA755L	3	\$ 783.80	\$ 2,351.40	PM Flat Rate price \$615; Dielectric Flat Rate Price \$205; Filter price \$21.20. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec TA41M	1	\$ 806.51	\$ 806.51	PM Flat Rate price \$615; Dielectric Flat Rate Price \$205; Filter price \$ 43.91. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec TA40	9	\$ 805.51	\$ 7,249.59	PM Flat Rate price \$615; Dielectric Flat Rate Price \$205; Filter price \$ 43.91. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec AH 100	1	\$ 1,442.76	\$ 1,442.76	PM Flat Rate price \$1,340; Filter price \$ 196.56. Took the total price of the PM, discounted that 7% and then added the filter price to that amount
Altec AH125	2	\$ 1,442.76	\$ 2,885.52	PM Flat Rate price \$1,340; Filter price \$ 196.56. Took the total price of the PM, discounted that 7% and then added the filter price to that amount
Altec D2045B-TR	4	\$ 1,090.89	\$ 4,363.56	PM Flat Rate price \$895; Dielectric Flat Rate Price \$205; Filter price \$67.89. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec DM47-TR	32	\$ 1,035.09	\$ 33,122.88	PM Flat Rate price \$835; Dielectric Flat Rate Price \$205; Filter price \$67.89. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec D4050A-TR	2	\$ 1,090.89	\$ 2,181.78	PM Flat Rate price \$895; Dielectric Flat Rate Price \$205; Filter price \$67.89. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec D4060B-TR	1	\$ 1,090.89	\$ 1,090.89	PM Flat Rate price \$895; Dielectric Flat Rate Price \$205; Filter price \$67.89. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec DM47B-TR	2	\$ 1,035.09	\$ 2,070.18	PM Flat Rate price \$835; Dielectric Flat Rate Price \$205; Filter price \$67.89. Took the total price of the PM & Dielectric, then discounted that total 7% and then added the filter price to that amount
Altec AC 18-70B-HL	2	\$ 1,785.99	\$ 3,571.98	PM Flat Rate price \$1,340; Filter price \$539.79. Took the total price of the PM, discounted that 7% and then added the filter price to that amount
Altec AC38-103	1	\$ 1,785.99	\$ 1,785.99	PM Flat Rate price \$1,340; Filter price \$539.79. Took the total price of the PM, discounted that 7% and then added the filter price to that amount

Aerial Maintenance - Miscellaneous

1. Corrective Maintenance Annual Breakout

	Rate	Estimated Volume/Value	Year 1
Labor, Benefits, Overhead, Indirect Shop Supplies CM Labor Rate per Hour	\$ 129.54	400	\$ 51,816.00
CM Labor Rate per Hour After-Hours (5pm - 6am M-F, S & S, Holidays)	\$ 129.54	50	\$ 6,477.00
Cost Plus % Pricing for Parts (Not to exceed 20%)	20.00%	\$20,000	\$24,000
Regular Business Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs)	\$ 129.54	60	\$ 7,772.40
After-Hours Road Call Response & Diagnostic Fee (*Fixed Rate per Incident - Exclusive of Maintenance Costs Performed as that is Covered in Above Costs) (5pm - 6am M-F, S & S, Holidays)	\$ 259.08	10	\$ 2,590.80
			\$ 92,656.20

2. Preventative Maintenance Annual Breakout

<u>Labor, Benefits, Overhead, Indirect Shop Supplies</u>		Total Amounts
<u>Cumulative PM (Carried Over from Below)</u>		
Year 2 Not To Exceed Cost		\$ 28,560.00

TOTAL THREE (3) YEAR COST (TRANSFER THIS AMOUNT TO THE RESPONSE FORM)		\$ 121,216.20
<u>Sublet %</u>	8%	

		PM3 - Annual Inspection w/ Dielectric Test	
		Annual Costs	
Category	Qty	Rate	Annual Total
Liftmoore 4000x/16	80	\$ 340.00	\$ 27,200.00
14' Stake Body Liftgate	1	\$ 340.00	\$ 340.00
Ramsey RCH1000	2	\$ 340.00	\$ 680.00
Stellar 10621	1	\$ 340.00	\$ 340.00
			\$ 28,560.00



Formal Bid and Award System

Award #5 June 3, 2021

Type of Award Request: SINGLE SOURCE
Requestor Name: Hutchinson, Jasen, Mgr Corporate Records Compliance
Requestor Phone: 904-665-7461
Project Title: Records Storage and Management Services
Project Number: A0506 (FY21), HE30810 (FY22)
Project Location: JEA
Funds: O&M
Budget Estimate: N/A

Scope of Work:

JEA requests to award on a single source basis to Access Information Management of Georgia LLC, (“ACCESS”) for file, document and imaging services for JEA for an estimated 7,500 boxes of files, documents and images with an estimated required completion by June of 2022.

The services include:

- Project Management
- Imaging, file and pages conversion and processing
- Documentation storage

Conversion: Convert from hardcopy (paper) to electronic, certain CLIENT Records as estimated herein. ACCESS will provide the technology and labor to successfully achieve this objective. An “image” is one side of a sheet of paper. A “page” is a single sheet of paper.

ESTIMATED VOLUMES	
Number of files to image	2,255,000
Number of pages	16,500,000
Number of images	24,750,000
Number of boxes	7,500

JEA IFB/RFP/State/City/GSA#: N/A
Purchasing Agent: Lovgren, Rodney
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
ACCESS INFORMATION MANAGEMENT OF GEORGIA LLC	Marissa Kaeser	mkaeser@accesscorp.com	500 Unicorn Park Drive, Suite 503, Woburn, MA 01801	904-528-0102	\$1,335,675.00

Amount for entire term of Contract/PO: \$1,335,675.00
Award Amount for remainder of this FY: \$30,000.00
Length of Contract/PO Term: Project Completion
Begin Date (mm/dd/yyyy): 06/15/2021
End Date (mm/dd/yyyy): Project Completion (Estimated: September 2022)
JSEB Requirement: N/A – Single Source

Background/Recommendations:

JEA has a significant number of documents, files and images that require conversion to electronic data and storage in a means to support public records requirements, while JEA is preparing for a transition from the current customer center to the new JEA headquarters.

JEA has previously piggybacked off of COJ's contract. In 2019, COJ awarded single source, with three, one-year renewals. Since the latest COJ contract was not competitively bid JEA cannot piggyback on this contract, however, per section 3-112 and the following (a) there is only one justifiable source for the required Supplies or Services.

- Access currently performs document storage and imaging for JEA
- There is a significant amount of preparation and organization required to get files ready to be imaged, which needs to start as soon as possible
- Access has prior knowledge of JEA's business practices

For reference, and not a driving factor in considering single sourcing to ACCESS, JEA did have pricing one of the other suppliers charges \$0.08 / copy, where Access charges \$0.0523 / copy, which is also lower than the City's rate. Based on the comparisons, pricing is also deemed reasonable.

Request approval to award a single source contract to Access Information Management of Georgia LLC to provide Document Management Services in the amount of \$1,335,675.00, subject to the approval of lawfully appropriated funds.

VP: Brooks, Jody L. - Chief Administrative Officer

APPROVALS:

 _____ June 3, 2021

Chairman, Awards Committee **Date**
 _____ June 4, 2021

Budget Representative **Date**

Certification of Single Source or Emergency Procurement

Please use this form to certify a Single Source or Emergency Procurement complies with the requirements of the JEA Procurement Code. The JEA Procurement Code defines a Single Source and Emergency Procurement as follows:

3-112 Single Source

A Contract may be awarded for Supplies or Services as a Single Source when, pursuant to the Operational Procedures, the Chief Procurement Officer determines that:

- (a) **there is only one justifiable source for the required Supplies or Services;**
- (b) the Supplies or Services must be a certain type, brand, make or manufacturer due to the criticality of the item or compatibility within a JEA utility system, and such Supplies or Services may not be obtained from multiple sources such as distributors;
- (c) the Services are a follow-up of Services that may only be done efficiently and effectively by the Vendor that rendered the initial Services to JEA, provided the Procurement of the initial Services was competitive;
- (d) at the conclusion of a Pilot Project under Section 3-118 of this Code, the Procurement of Supplies or Services tested during the Pilot Project, provided the Vendor was competitively selected for the Pilot Project.

3-113 Emergency Procurements

In the event of an Emergency, the Chief Procurement Officer may make or authorize an Emergency Procurement, provided that Emergency Procurements shall be made with as much competition as practicable under the circumstances. A written Determination of the basis for the Emergency and for the selection of the particular Vendor shall be included in the Procurement file.

For purposes of this Section 3-113, an "Emergency" means any one of the following:

- (a) a reasonably unforeseen breakdown in machinery;
- (b) an interruption in the delivery of an essential governmental service or the development of a circumstance causing a threatened curtailment, diminution, or termination of an essential service;
- (c) the development of a dangerous condition causing an immediate danger to the public health, safety, or welfare or other substantial loss to JEA;
- (d) an immediate danger of loss of public or private property;
- (e) the opportunity to secure significant financial gain, to avoid delays to any Governmental Entity or avoid significant financial loss through immediate or timely action; or (f) a valid public emergency certified by the Chief Executive Officer.

Please provide the following information:

1. Vendor Name:

Access Information Management of Georgia LLC, DBA ACCESS Information Protected

2. Description of Services or Supplies provide by Vendor:

Document management, scanning and imaging services for JEA

3. **Certification:**

I the undersigned certify that to the best of my knowledge, no JEA employee has, either directly or indirectly, a financial interest in this Single Source Emergency Procurement, and

I the undersigned certify that this procurement meets the requirements of a (choose one of the following):

X **Single Source Procurement.** Please state which subsection of Section 3-112 above applies to this Single **(a)** Source Procurement:

JEA has piggybacked off of COJ's contract with Access Information Management ("Access") for storage and related services and conversion and software services. COJ had a 2012 competitively bid contract with Access that was renewed for four terms beyond original term. In 2019 they awarded Access a single source contract, with three, one-year renewals.

JEA has worked with Access on digitizing its records in anticipation of the move to the new HQ. There is a lot of prep work and organizing to get files ready to be imaged that is currently being done at JEA. The relationship with Access knowing JEA's business and being able to store our files is an advantage (they can image and then store, if needed). Once funding becomes available in FY22, we anticipate moving relatively quickly to image JEA records.

OR

Emergency Procurement - Please state which subsection of Section 3-113 above applies to this Emergency Procurement: _____

Jasen Hutchinson Digitally signed by Jasen Hutchinson
Date: 2021.06.03 08:04:15 -04'00'

Signature of JEA Business Unit Manager

Date

This certification shall be attached to the Purchase Order when it is routed for approval. A Single Source or Emergency Procurement shall be reported to the JEA Board in accordance with Section 1-110 of the JEA Procurement Code.

Statement of Work to the Master Services Agreement: Records Storage and Management Services

**Proprietary Notice: This statement of work is confidential information of ACCESS and subject to the confidentiality terms of the applicable services agreement between ACCESS and CLIENT. If the services agreement does not contemplate confidentiality terms between ACCESS and CLIENT, then CLIENT agrees to maintain this statement of work in confidence. CLIENT shall only reproduce or otherwise disclose this statement of work to those CLIENT representatives directly responsible for its evaluation, and who will be advised of and agree to its confidential nature.*

This statement of work (“SOW”) effective as of the last signature date below, is attached, made part of, and subject to the Master Services Agreement: Records Storage and Management Services dated (“Agreement”) between JEA (“CLIENT”), and Access Information Management of Georgia LLC, DBA ACCESS Information Protected (“ACCESS”). ACCESS and CLIENT are each individually a party (“Party”) and collectively the parties (“Parties”). Capitalized terms used but not otherwise defined in this SOW shall have the same meaning as ascribed to those terms in the Agreement. In the event of any conflict between the terms of the Agreement and this SOW, the Agreement (as amended) shall prevail.

I. OVERVIEW

This SOW describes in detail the Conversion Services and other related services to be performed by ACCESS for CLIENT (collectively the “Project”).

SOLUTION SUMMARY

JEA is an existing Hard Copy and Conversion Services client. JEA is downsizing HQ from 25 floors to 6 floors. This program will consist of several departmental imaging projects, onboarding at various times with an overall estimated 7,500 boxes to be imaged. JEA’s goal is to complete all by June 2022.

II. CONTACT INFORMATION

CLIENT

Primary Contact**(**):

Name: Jasen Hutchinson

Phone: 904-665-7461

Email: hutcjc@jea.com

Address:

Invoicing Contact:

Invoice via email Invoice via mail

Name: Jasen Hutchinson

Phone: 904-665-7461

Email: acctpaycustsrv@jea.com

Address:

Image Processing Subject Matter Expert**:

Name: Jasen Hutchinson

Phone: 904-665-7461

Email: hutcjc@jea.com

Address:

* Authorized to add/delete/amend Authorized Users set forth above in the CLIENT Contact Information. CLIENT is fully responsible for updating and keeping the Authorized Users current. To update, please contact the ACCESS Client Experience Team.

** Only these individuals are authorized to request services from ACCESS.



Information Protected.

ACCESS

Confidential Information of ACCESS

Market Leader:

Name: Thomas Gary

Phone: 904-421-3889

Email: tgary@accesscorp.com

Project Manager:

Name: Jeremy Peterson

Phone: 469-363-3099

Email: jeremy.peterson@accesscorp.com

Sales Executive:

Name: Marissa Kaeser

Phone: 904-528-0102

Email: mkaeser@accesscorp.com

III. PROJECT SCOPE AND DELIVERABLES

1. IN-SCOPE SERVICES

Conversion: Convert from hardcopy (paper) to electronic certain CLIENT Records as estimated herein. ACCESS will provide the technology and labor to successfully achieve this objective. An “image” is one side of a sheet of paper. A “page” is a single sheet of paper. Any amount 15% over or under the estimated number of images or pages in the table below shall require a change request subject to Appendix 3, Change Request Procedure and may be subject to requote of rates / a different tier of pricing.

ESTIMATED VOLUMES	
Number of files to image	225,5000
Number of pages	16,500,000
Number of images	24,750,000
Number of box	7,500

2. DELIVERABLES

2.1 ACCESS DELIVERABLES

The deliverables to be produced by ACCESS in-scope as further described below with the services above (“Deliverables”) are as follows (check those that apply):

Provide empty boxes to CLIENT to place Records in prior to pick-up.	<input checked="" type="checkbox"/>
ACCESS to pack hardcopy Records in boxes provided by ACCESS or supplied by CLIENT	
Transport all hardcopy Records to be serviced under the Project from CLIENT’s location(s) stated herein, to the ACCESS facility stated herein. ROLLING PICK UP - Department priorities and schedule to be developed and finalized after SOW signature.	<input checked="" type="checkbox"/>
Intake hardcopy Records to be serviced under the Project from CLIENT’s location(s) stated herein, to the ACCESS facility stated herein.	<input checked="" type="checkbox"/>
Validate receipt of all hardcopy Records received under the Project.	<input checked="" type="checkbox"/>
Prepare and scan all hardcopy Records received herein, to image (i.e. electronic Records).	<input checked="" type="checkbox"/>
Index such images per defined CLIENT requirements.	<input checked="" type="checkbox"/>
Provide a quality assurance check to ensure image and index accuracy of electronic Records.	<input checked="" type="checkbox"/>
Document reassembly of hardcopy Records received under the Project. If selected as a deliverable, ACCESS to work with CLIENT on time, effort and financial impact.	<input checked="" type="checkbox"/>
Deliver hardcopy CLIENT Records serviced under the Project from the ACCESS facility stated herein to the CLIENT’s location(s) stated herein.	
Make hardcopy CLIENT Records serviced under the Project available for pickup by CLIENT.	<input checked="" type="checkbox"/>
Destroy hardcopy CLIENT Records serviced under the Project. (as applicable by department)	<input checked="" type="checkbox"/>
Store hardcopy CLIENT Records serviced under the Project. (as applicable by department)	<input checked="" type="checkbox"/>
Deliver images to CLIENT via ACCESS provided SFTP	<input checked="" type="checkbox"/>

2.2 CLIENT DELIVERABLES

- CLIENT will attend design meetings, provide input to the solution, and sign off on the detailed design before the solution will be built.
- Once build is complete, CLIENT will attend training and sign off that all requirements have been fulfilled subject to Section VI below.
- CLIENT will provide electronic data file.

In the event that additional requirements are discovered during the above process, a change order will be created and approved by CLIENT.

3. SOW IN-SCOPE SERVICES LOCATION(S)

The services to be performed under the Project shall take place at the locations indicated below, and such locations shall be considered in-scope of this SOW.

Access Location(s)	Client Location(s)
11777 Central Pkwy, Jacksonville, FL 32224	21. W. Church Street, Jacksonville, FL 32202
3450 NW 112 th Street, Miami, FL, 33167	
2900 NW 27 th Avenue, Pompano Beach, FL, 33069	
1165 S Girls School Road, Indianapolis, IN, 46231	

4. OUT OF SCOPE

Any and all services or Deliverables not explicitly described in this Section III will be considered out-of-scope of this SOW. ACCESS shall have no responsibility or liability for such out-of-scope services or Deliverables.

IV. CLIENT RECORDS PACKING, TRANSPORTATION INTAKE, AND TIMELINE

1. PACKING HARDCOPY RECORDS

CLIENT will pack boxes.

ACCESS to provide time, effort and financial impact in a Project Clarification document if any ACCESS boxing, barcoding and manifesting services are requested. Time and effort will vary by department volumes and onsite/offsite needs.

2. TRANSPORTATION INTAKE AND TIMELINE

ACCESS will pick up boxes from CLIENT and transport to an Access facility for imaging.

Within ten (10) business days after execution of this SOW, if not set forth above, Parties shall mutually agree to schedule and transportation intake date(s).

If initial schedule or transportation intake date(s) change, Parties shall work in good faith to mutually agree on new schedule and transportation intake date(s), and further agree to extend overall project timeline. Such changes shall be documented through the Change Request Procedure described in Appendix 3.

V. CONVERSION SERVICES SCHEDULE

Subsequent to the execution of this SOW, and upon ACCESS receiving CLIENT’s hardcopy Records under the Project, a Conversion Services timeline and schedule will be mutually agreed upon by ACCESS and CLIENT in writing and made part of this SOW.

VI. CONVERSION SERVICES PILOT

The Conversion Services timeline and schedule shall include an initial conversion a minimum of one and no more than three CLIENT boxes of Records per department, which shall include CLIENT documents, into images (“Conversion Pilot”). CLIENT shall have a maximum of five business days from the delivery of the Conversion Pilot images to either accept, by signing the Access Con-

version Pilot Approval Form attached herein as Appendix 4, or reject those images. If Conversion Pilot images are rejected, ACCESS shall redo the Conversion Pilot and the same process shall be followed as contained herein. Notwithstanding the foregoing, if CLIENT does not otherwise accept or reject the images within five business days, the Conversion Pilot images shall have been deemed accepted. Upon acceptance of the Conversion Pilot images, ACCESS shall thereafter complete the Project.

VII. PREPARATION OF HARDCOPY RECORDS

1. Subject to ACCESS’ pricing, and by marking below, ACCESS will perform the following preparation responsibilities under the Project:

ACCESS will prepare hardcopy Records to a scanner-ready state by removing bindings (i.e. folders, staples, and paperclips) and flattening bent corners.

ACCESS will insert barcoded separator sheets to create document separation during the capture of the hardcopy Records. Choose one:

- File Level barcoded separator sheets – *depending on department*
 - Standard barcoded separator sheets
 - Intelligent barcoded separator sheets (File classification)
- Document Level barcoded separator sheets – *depending on department*
 - Standard barcoded separator sheets
 - Intelligent barcoded separator sheets (Document classification)

SOW assumption is file level processing. One pdf with indexing per file. ACCESS to provide time, effort and financial impact in a Project Clarification document if departments require a more detailed level of processing or deliverable

2. Preparation of hardcopy Records will occur during the conversion (scanning) process on a page-by-page basis. This manual process is to ensure accuracy and the proper handling and care of Records.

a. Based on CLIENT requirements, ACCESS estimates production throughput in document preparation can be performed at an estimated 900 pages per hour. If there is a material variance in actual production performance to estimate, ACCESS will pursue a change order to remediate.

3. If CLIENT prepares its own Records serviced under the Project, all prepared Records must be in a form acceptable to ACCESS.

VIII. SCANNING REQUIREMENTS FOR RECORDS CONVERTED INTO IMAGES

Below are the agreed upon scanning requirements under this Project:

DPI: 300 dpi

Color mode: Records are scanned in black and white by default. Color or grayscale scanning is subject to additional pricing.

- Color Grayscale Auto-color detect

Page Sizes of CLIENT Records:

<input checked="" type="checkbox"/>	US Letter (8 ½ x 11)
<input checked="" type="checkbox"/>	US Legal (11 x 17)
<input checked="" type="checkbox"/>	Other: Plans (24x36)

Backside % Estimate: 15%

Other Requirements:

<input checked="" type="checkbox"/>	OCR
	Other

IX. ELECTRONIC IMAGE RETENTION OF CONVERTED HARDCOPY RECORDS

Hardcopy Records converted into images (i.e. electronic Records) will be temporarily placed in ACCESS’ image capture system (“ICS”). The conversion of Records and the retention of images on the ICS is completed in batches determined by ACCESS (each a “Batch of electronic Records”). All images and associated data from each Batch of electronic Records will be held on the ICS for a period of thirty (30) days from its initial upload by ACCESS. Thereafter, all images and associated data in an uploaded Batch of electronic Records will be purged from the ICS and will no longer be available in any format other than the agreed upon format to be delivered under the Project (“Purge”).

CLIENT will have thirty (30) days from the date of the initial upload of a Batch of electronic Records to review them for defects. If CLIENT does not object in writing to such upload within the timeframe, then the Batch of electronic Records will be deemed accepted by CLIENT. If defects are discovered by CLIENT after the Purge, the cost of any rework is the sole responsibility of CLIENT.

X. INDEXING

ACCESS will capture or create key index values from the Records converted into images under the Project. Index points will vary by group. Project pricing is based on the following assumptions

File Level

- Up to 15 easily identifiable fields
- Up to 150 keystrokes
- CLIENT to provide a header sheet for each file with the included data points by group
- CLIENT provided headers sheets to be in text format

ACCESS to provide time, effort and financial impact in a Project Clarification document if departments require additional index points or additional keystrokes per file or data fields all require manual identification and entry.

Index Field Name	Field Type	Capture Method
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
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TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated
TBD	Alpha Numeric	Manual or Automated

XI. FINALIZATION OF THE CONVERSION SERVICES

1. Output to SFTP upon completion of the Conversion Services

Upon completion of the Conversion Services, images will be delivered to CLIENT via SFTP or other method of delivery mutually agreed upon between Parties. This delivery will constitute a final transfer of the chain of custody of CLIENT’s electronic Records from ACCESS to CLIENT.

2. Data Delivery Format Options

ACCESS will produce the following digital output to deliver to CLIENT:

<input checked="" type="checkbox"/>	Renamed Image Output TBD_TBD_TBD.pdf
<input checked="" type="checkbox"/>	ASCII Text File w/ Images Output <u>ASCII Extension:</u> .txt <u>ASCII File Header Example:</u> Index Field1 IndexField2 IndexField3 Image_Path

XII. HARDCOPY RECORD PICK-UP, DELIVERY, STORAGE, AND/OR DESTRUCTION AFTER CONVERSION

The following will only apply if checked under Section III.2:

1. Delivery/Pick-up

Records delivered along with electronic delivery, prepared by ACCESS for pick up by CLIENT.

2. Storage

Upon completion and delivery of electronic images, all original boxes will be stored in ACCESS’ facility.

3. Destruction

Physical Documents to be held for ninety (90) days for destruction (*authorization signature to destroy required*)

XIII. FINAL DOCUMENT DISPOSITION

If selected in Section III.2.1 above, Hardcopy Records made available for pick-up, delivery or stored by ACCESS, will be placed back in their original box without bindings such as staples and paper clips; files will contain ACCESS processing insert sheets. However, in the event that the original box is in a condition not otherwise suitable for storage or otherwise compromises the integrity of the Records contained therein, then ACCESS shall re-box such Records at the cost of the CLIENT.

XIV. REASSEMBLY OPTION

The following will only apply if Document reassembly is checked under Section III.2.1:

Partial De-Prep - Hardcopy Records made available for pick-up, delivery or stored by ACCESS, will be re-assembled by ACCESS by returning the Records to their original box and folders (if no folders, then only to their original box) and with document separators removed. No bindings such as staples and paper clips will be reinserted. However, in the event that the original box is in a condition not otherwise suitable for storage or otherwise compromises the integrity of the Records contained therein, then ACCESS shall re-box such Records at the cost of the CLIENT.

Full De-Prep - Hardcopy Records made available for pick-up, delivery or stored by ACCESS, will be re-assembled by ACCESS in the manner received from CLIENT with bindings such as staples and paper clips, and with document separators removed. Thereafter, the Records will be returned to their original box and folders (if no folders, then only to their original box). However, in the event that the original box is in a condition not otherwise suitable for storage or otherwise compromises the integrity of the Records contained therein, then ACCESS shall re-box such Records at the cost of the CLIENT.

- **Otherwise (if unchecked above) -**

Hardcopy Records made available for pick-up, delivery or stored by ACCESS, will be placed back in their original box without bindings such as staples and paper clips; files will contain ACCESS processing insert sheets.

XV. MISCELLANEOUS TERMS

1. ASSUMPTIONS AND REQUIREMENTS

Assumptions

A. Any changes or modifications to this SOW, including the scope and/or Deliverables subsequent to execution of this SOW will be made in accordance with Appendix 3 – Change Request Procedure. Any agreed upon changes may result in adjustments to the schedules or timelines, costs and pricing, or other terms contained in the SOW.

B. CLIENT will provide ACCESS all reasonably requested information in order for ACCESS to perform the services in connection with the Project.

Requirements

ACCESS and CLIENT will make reasonable efforts to meet the agreed upon timeline and/or schedule contained herein, however, one deviation from the timeline and/or schedule will be considered in-scope of this SOW. Any deviations beyond that must follow the requirements in Appendix 3 – Change Request Procedure.

2. PAYMENT TERMS AND CONDITIONS

Pricing. All services set forth in this SOW are subject to ACCESS' pricing contained in CLIENT's Price Schedule. The Price Schedule is based on the estimated volumes set forth in Section III.1 above. If pricing for a service in this SOW is not otherwise contained in the CLIENT's Price Schedule, then the pricing for such service is subject to ACCESS' then current rates unless otherwise agreed upon.

Currency and Tax. Pricing is quoted in US dollars, and is exclusive of any and all taxes.

Business Hours. The services described in this SOW shall be provided during normal business hours (8:30am to 5pm in the time zone of the ACCESS personnel). If CLIENT requests services outside the usual business hours, a premium of 1.5x is applied to the rates.

Invoicing and Payment Terms. Unless specific instructions are provided herein, and strictly relating to payment under this SOW, invoicing and payment terms are as specified in the Agreement between ACCESS and CLIENT.

CLIENT Billing Information

Contact Name: Jasen Hutchinson
Email Address: hutcjc@jea.com
Address: P.O. BOX 4910, Jacksonville, FL, 32201

3. SOW CLOSURE. Satisfactory completion and acceptance of this SOW and/or any Deliverables herein shall be deemed to have been delivered and accepted by CLIENT if CLIENT does not object in writing to the Deliverables within thirty (30) days of receipt. Thereafter, ACCESS shall have no further obligations with respect to this SOW or any non-conformity of the Deliverables.

Budgetary Pricing - Digital Scanning Fees

Department	Box Count	Est. Images per Box	Est. Total Images	Price per Image	Estimate Costs per Box	Estimated Total Fees
All	7,500	3,300	24,750,000	\$ 0.0523	\$ 172.59	\$ 1,294,425.00
	7,500				Total Digital Scanning Fees	\$ 1,294,425.00

Budgetary Pricing - Project Fees

Project Fee	Cost	Unit of Measure	Frequency	Est. # of Units	Estimated Project Fees
Project Management	\$ 150.00	Hour	275	Monthly	\$ 41,250.00
Database setup	\$ 1,000.00	Appication	TBD	Per Department	TBD
Transportation	\$ 50.00	Tirip	TBD	Per Department	TBD
				Total Project Fees	\$ 41,250.00

Total Digital Scanning Fees	\$ 1,294,425.00
Total Project Fees	\$ 41,250.00
Total Digital Scanning & Project Fees	\$ 1,335,675.00

ESTIMATES / ASSUMPTIONS

(7,500) boxes
 (3,300) images per box
 (30) files per box
 300dpi, auto-color detect
 File level processing
 Up to (15) fields per file
 Up to (150) total keystrokes per file

A La Carte

1.2 cu Boxes \$1.06 Per Box
 Hourly Labor Rate \$30.09 Per Hour
 Indexing \$0.005 Per Keystroke
 Barcode Printing \$0.009 Per Barcode
 Image Scan Oversize -
 Color / Grayscale \$1.00 Per Image
 OCR text Creation \$0.0025 Per Image

SOW accounted for 150 keystrokes. This would be additional past the 150 keystrokes. Pertaining to Separation of Document Types
 For documents larger than 11 x 17

**APPENDIX 1
STANDARD QUALITY CONTROL**

The following Quality Control procedures/processes associated to this project are defined, but not limited to the details below:

Document Preparation

- A review and removal of all existing bindings and ensuring that pages are in the proper orientation for a legible scanned image.
- The proper insertion of new file level or document level document barcoded separators.
- Identification of specific defects in physical paper condition, such as torn corners, rips, tears, etc. which can affect the efficiency and quality of the images produced at the scanner.
- Boxes are never split or shared and no operator works on more than one box at a time.

Document Scanning

- No blind scanning. Scan operators stage an efficiently sized stack of documents and manually guide the pages through the scanner, performing capture by sight, feel, and sound.
- An on-screen page validation during capture is performed by viewing an image monitor.
- The scanner (hardware) utilizes Optical Density Checking of every page in order to validate a single-page feed; additionally, the scanners perform a level of auto adjustments for de-skewing, de-speckle, blank page drop-out, and/or auto-crop.

Manual Indexing

- Human Index operators will manually key from the images the index fields detailed in this SOW.
- Human Index operators will perform indexing of documents either from the images or via physical files (creating a manifest to output to barcodes which will be inserted during document preparation).
 - o If a manifest is created and the files barcoded, an automated barcode read will take the place of manual/human index operators.
-

Document Validation

- Human QC operators review results derived from automated process throughout the capture platform.
- Human QC operators review statistically valid samples of all captured images and data for accuracy and quality.
 - o Sample size is adjusted based on initial QC results.
- Where/if applicable, re-scan and re-QC steps are performed prior to submission of the batch for finalization.

Finalization

- Human finalization operators validate the metadata and images, using the established data export requirements and standards.
 - o Validation of index fields and image pointers.
 - o Tracking of batch completion and output against original box.
 - o Validation that all metadata and images are recorded correctly to the SFTP site and/or media for delivery.

APPENDIX 2
RECORDS MANAGEMENT REQUESTS DURING THE CONVERSION SERVICES

If CLIENT anticipates a necessity to request Records while such Records are being serviced by ACCESS under this SOW, CLIENT shall follow the procedures set forth in this Appendix 2.

Standard Requests – For standard retrieval request during the Project, CLIENT shall place order through the ACCESS Market Leader (contact information above). CLIENT request for standard retrieval will be subject to ACCESS' then-current rates and standard delivery timeframes.

**APPENDIX 3
CHANGE REQUEST PROCEDURE**

The process below will be followed if a change to this SOW is required:

A Change Order (“CO”) will be the vehicle for communicating change. The CO must describe the change, the rationale for the change, and the impact the change will have on the project.

The designated Project Manager of the requesting Party (ACCESS or CLIENT) will review the proposed change and determine whether to submit the request to the other Party.

A written CO must be signed by both Parties to authorize implementation of the changes.

Several assumptions have been made regarding the nature of the services and Deliverables, which are incorporated into the pricing line items and unit multipliers described in the Price Schedule. Throughout the operational process descriptions within this SOW, additional assumptions (or clarifications of those already established) may be listed within the applicable operational process sections.

Changes to these assumptions could affect unit prices, and could have an impact on the throughput rates or units encountered (and therefore, the actual extended costs invoiced) for each task performed as part of the services. In all cases, invoicing for all tasks performed will be based on actual units encountered during the conversion. Significant variances to these assumptions will be addressed as and when encountered, via a CO. This CO may result in revisions to project schedule, scope, budget, processes, assumptions, Deliverables, and/or unit pricing.

Analysis and approval of proposed process and method modifications under this Change Request Procedure, together with any resulting implementation of modifications so proposed and approved, will be performed by experienced and authorized team members from both ACCESS and CLIENT to the mutual agreement of both Parties in writing.



ACCESS Conversion Services Change Order

CLIENT Name:		Project Description:	
Received by:		ACCESS Project Manager:	
Document Date:		CO Number:	

Change Topics:

Situations and Proposed Solutions:

Proposed Start Date:

Price/Billing Change:	ACCESS will invoice _____ for the described changes, as follows: (a) (b)
ACCESS: <input type="checkbox"/> Accepted	CLIENT: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
ACCESS Authorized Signature:	CLIENT Authorized Signature:
Printed Name:	Printed Name:
Printed Title:	Printed Title:
Date:	Date:

APPENDIX 4

Conversion Pilot Approval Form

This document will be used to certify CLIENT's acceptance of ACCESS' training, instructional, and/or reference materials as suitable, correct, and accurate in describing the baseline processes and instructions to be use in performing document preparation work for the imaging project.

ACCESS and CLIENT agree that 1) the reviewed Conversion Pilot sample comprises an accurate set of examples, directives, and instructions for the performance of applicable work; and 2) understanding of these materials has been demonstrated by ACCESS by virtue of having assembled, maintained, and finalized the work performed under the guidance of the letter and spirit of the SOW (or approved modifications or additions thereof), using both specific examples and the general guidelines of document classification, and data capture that those examples represent.

ACCESS and CLIENT further agree that modifications or additions to the materials will be accompanied by a Change Order addressing the change (supported by written communication and examples where applicable), which will be authored, approved, and signed and dated by authorized representatives of ACCESS and CLIENT.

This document is in support of the terms of the applicable and approved SOW and any relevant approved Change Orders and/or project clarifications.

Printed Name

CLIENT Name

Signature

Date

Printed Name

ACCESS Name

Signature

Date

-----Signature Page Follows-----



Confidential Information of ACCESS

No revisions or changes may be included in this SOW. Any and all changes to this SOW must be approved by both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this SOW to be executed by its duly authorized representatives as of the last signature date below.

ACCESS	Archive Systems Inc.	CLIENT	
Street Address:	500 Unicorn Park Drive	Street Address:	1702 Nevins Road
City, State/Province, Zip/Postal Code:	Woburn, MA 01801	City, State/Province, Zip/Postal Code:	Fair Lawn, NJ, 07410
Print Name:		Print Name:	
Title:		Title:	
Signature:		Signature:	
Date (MM/DD/YYYY):		Date (MM/DD/YYYY):	

Subject: RECORDS STORAGE, MANAGEMENT AND SECURE SHRED DESTRUCTION SERVICES

Department: Information Technologies Division

Description of Purchase: Recommend approval to ratify the period of service from December 30, 2018 to date of award.

Recommend approval of Single Source Award to Access Information Management of Georgia, LLC, for records storage, management and secure shred destruction services for the City of Jacksonville's physical records. Period of service will be three (3) years from date of award through September 30, 2021, with three (3) one (1) year renewal options. Total requested annual expenditure of \$501,780.00 with total amount not to exceed \$1,505,340.00.

Funding for this award to be encumbered by multiple funding, to be executed by purchase order(s).

Single Source Award To: Access Information Management of Georgia, LLC

Price Justification: See Attached

Total Award: \$1,505,340.00

Requisition #

Attachments: Recommendation Memo, Single Source Form; Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO


THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.


ANALYST: Ruben Ola


Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"


TERESA R. EICHNER
CHAIRMAN

DATE: 1/17/19

ACTION OF AWARDING AUTHORITY

APPROVED  DISAPPROVED _____ DATE: 1/17/19

OTHER _____

SIGNATURE OF AUTHENTICATION 

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SINGLE SOURCE REQUEST

SS-0319-15

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Information Technologies Division

FUNDING SOURCE: Multiple Funding Sources

BRIEF DESCRIPTION OF GOODS/SERVICES:

Records Storage, Management and Secure Shred Destruction Services.
Access Information Management of Georgia, LLC contract term three years with three one year renewals.
Pricing will remain the same utilizing the same terms and conditions for three years.

AMOUNT OF PROJECT (attach quote): FY2019 \$ \$501,780 FY20 \$501,780 FY21 \$501,780
estimated based on current usage. Total three year term amount \$1,505,340.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Vendor provides off-site storage of City's physical records; provides storage supplies; records transmittal sheets; ensure document classification; document retrieval; transportation delivery/pickup Services; secure destruction services; vendor provides data entry monitoring reviews;
records review and destruction reports; monthly invoicing interface to COJ billing interface. Vendor provides a local point of contact accessible via telephone and email. Vendor warehouse security includes 24/7 monitoring of fire and smoke alarm systems. Vendor has the capacity to store additional cartons during the term of the agreement. Records are transported in vendor owned vans operated by licensed and insured employees. Vendor provides in-house 65 gallon Shred Bin services.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Records stored off-site 178,793 boxes. City of Jacksonville and other agencies will pay withdrawal costs.
Due to the volume stored at off-site storage all City Agencies and other agencies using these services will be significantly impacted and there will be a major disruption of services to all our customers.
Access Information created a proprietary software billing system to interface with ITD's custom internal billing interface to bill our customers monthly. Vendor Records Destruction Reports are customized to meet the needs of the City and the schedules required by the State of Florida (SOF) for records compliance.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The current vendor has provided a secure off-site records storage solution. No other records storage Vendor can provide the services without a costly multi-year process to relocate the existing stored records.
The SOF has awarded a contract to a local vendor for this region and our current vendor's rates are less than what was awarded. The charge to pull 178,793 cartons off the shelf at \$2,5075 each is \$448,323.45.

Submitted by: Thomas Ossi Technology Contract Records Mgr.
(Name) (Title)

Date: 12/13/18

Requesting Agency's Director's Signature: [Signature]

12/12/18
KEZ 12-12-2018

INFORMATION TECHNOLOGIES DIVISION



12/13/18 08:58:14
Procurement Division

December 12, 2018

TO: Greg Pease, Chief of Procurement Division

JJP 12/18

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO *Kenneth E. Lathrop*

FROM: Thomas Ossi, Technology Contract and Records Manager, ITD *Thomas Ossi*

SUBJECT: Records Storage and Management Services - Single Source Award Request

The Information Technologies Division requests approval of a single source award to Access Information Management of Georgia, LLC. (vendor) for the purchase of records storage and management services. ITD manages the requested services and COJ has approximately 178,793 cartons stored at off-site storage.

The vendor has provided satisfactory service and has provided our customers with training specifically for public records utilizing their customized online records management system. ITD has performed a cost comparison with the State of Florida contract and Access Information's rates for the City are lower. COJ will enter into a formal contract with vendor. The costs associated for the services are estimated at \$501,708.00 per year for a three-year initial term. Also, the City will have the option to renew the services contract for three (3) additional one (1) year renewal options. Total not to exceed amount for the initial three-year term \$1,505,340.00.

ITD Management recommends purchasing the services as a single source whereby the City and its independent agencies will not experience a disruption of services or the additional costs by transferring the City's and Independent Agencies records to another provider. A request for a carton or file would be hindered and timeframes would be impaired, if the records were transferred from one provider to another. It is in the best interest of the City to remain with the current vendor at the current rates.

Funding Source: Multiple Funding Sources

Your favorable approval of this request is appreciated.

Attachments: Vendor Letter

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan St. 9th Floor | Jacksonville, FL 32202 | Phone: 904.255.8000 | Fax: 904.232.6932



JACKSONVILLE OPERATION

11777 Central Parkway
Jacksonville, FL 32224

TEL 904 528.0102

FAX 866 850 8738

WEB InformationProtected.com

12/21/2018

Mr. Tom Ossi
City of Jacksonville
Information Technologies Division
214 N Hogan St, 9th Floor
Jacksonville, FL 32202

RE: Records Storage Services

Dear Mr. Ossi,

Access Information Management, Inc. is proposing the renewal of the current Records Storage and Secure Shred Services contract for a three (3) year term, with (3) one year extensions. Access will maintain the City of Jacksonville's current pricing for the initial three (3) year term, and the (3) one year extensions will be subject to a rate increase per COLA.

The estimated cost for the records storage and management services based on the purchase orders received is approximately \$501,780.00 per year.

Should you have any questions, please do not hesitate to contact me.

Best regards,

Charles Wells

Charles Wells
Area Vice President, Southeast Region

Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Storage Cost	SHC2	Cartons Letter 15" X 12" X 10" Regular Storage 1.2 cu. Ft.	160,000	Per Carton	\$0.0512
Storage Cost	SHC4	Cartons Letter 24" X 12" X 10" Regular Storage 2.4 cu. Ft.	2,400	Per Carton	\$0.1013
Storage Cost	SHC6	Cartons Letter 24" X 15" X 10" Regular Storage 3.0 cu. Ft.	2,500	Per Carton	\$0.1264
Storage Cost	SHC1	Cartons Check Size Regular Storage 0.6 cu. Ft.	4,000	Per Carton	\$0.0261
Storage Cost	SHC8	Cartons Letter 24" X 15" X 10" Regular Storage 2.35 cu. Ft.	150	Per Carton	\$0.2508
Storage Cost	SHCM	Mapboards - Hard White boards for Exhibits	10	Per Board	\$0.2508
Storage Cost	SHC3	Cartons Letter 24" X 15" X 10" Regular Storage 1.8 cu. Ft.	18	Per Carton	\$0.0767
Storage Cost	SHC7	Cartons Letter 36" X 15" X 10" Regular Storage 3.6 cu. Ft.	7	Per Carton	\$0.1535
Storage Cost	SHC8	Cartons Letter 48" X 15" X 10" Regular Storage 4.8 cu. Ft.	68	Per Carton	\$0.2046
Storage Cost	SHC9	Cartons Letter 24" X 15" X 10" Regular Storage 6.0 cu. Ft.	113	Per Carton	\$0.2558
Storage Cost	SHCP	Cartons Letter 24" X 15" X 10" Regular Storage 64 cu. Ft.	4	Per Carton	\$2.7282
Storage Cost	SHV2	Cartons Letter 12" X 15" X 10" Climate Controlled Fire Suppression Vault 1.2 cu. Ft.	130	Per Carton	\$1.4443
Storage Cost	SHV1	Cartons Check Size Climate Controlled Fire Suppression Vault 0.6 cu. Ft.	20	Per Carton	\$0.7222
Storage Cost	SAC2	Cartons Letter 15" X 12" X 10" Environmentally/Air Condition Controlled 1.2 Cu. Ft.	100	Per Carton	\$0.4574
Storage Cost	SAC4	Cartons Letter 24" X 12" X 10" Environmentally/Air Condition Controlled 2.4 Cu. Ft.	100	Per Carton	\$0.9147
Storage Cost	SAC6	Cartons Letter 24" X 15" X 10" Environmentally/Air Condition Controlled 3.0 Cu. Ft.	10	Per Carton	\$1.1434
Storage Cost	SACB	Carton Building Plans Environmentally/Air condition controlled	1	Per Carton	\$1.0030
Storage Cost	SACM	Mapboards - Hard White boards for Exhibits Environmentally/Air Condition Controlled	100	Per Board	\$1.8054
Storage Cost	SBLF	Open File Shelf Storage Air Conditioned 12" Shelf Space/LF Legal Size File	10,000	Per Linear Ft	\$0.4614
Service Cost	IB1, IB2, IB3	Data Entry Index (Per Carton)	800	Per Carton	\$1.0030
Service Cost	IF1, IF2, IF3, IF4, IF5	Data Entry Index (index Each File)	2,000	Per File	\$0.3009
Service Cost	IB4	Data Entry Index-Web Carton (City Customer Putting in Data Description Via Web)	100	Per Box	\$0.1003

Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Service Cost	RFIF	Refile a file into carton that is currently stored	1,500	Per File	\$0.5015
Service Cost	JSP	Initial charge to Process a New Carton	500	Per Carton	\$1.5045
Service Cost	IIF	Initial Charge to Process a New File	300	Per File	\$2.5075
Service Cost	RFI	Return a Carton that was Previously retrieved	100	Per Carton	\$2.0060
Service Cost	EIN, E14, E12, E1E	Retrieval of Carton	100	Per Carton	\$2.5075
Service Cost	ENF, EIF2, EIF4, EIFE	Retrieval of file	100	Per File	\$2.5075
Service Cost	MEINR, MFPR	Search for a File within Carton	100	Per File	\$0.2508
Service Cost	NFF, NF2, NF4, NFE	Charge to Return Carton to Storage Shelf if File was Found or Not Found	50	Per Carton	\$2.0060
Service Cost	TP24	Per item charge for each item requested to be delivered on next scheduled delivery	12,500	Per Carton	\$0.0000
Service Cost	TP2	Per item charge for each item requested to be delivered in 2 hours	50	Per Carton	\$20.0600
Service Cost	TP4	Per item charge for each item requested to be delivered in 4 hours	50	Per Carton	\$10.0300
Service Cost	MDHC	Per pound for items destroyed	500	Per Pound	\$0.1003
Service Cost	S65G	Shredding rotation	100	Per Rotation	\$10.0300
Service Cost	MADM	Records Management Web Training	1	Per Class	\$30.0900
Service Cost	MCPY	Photocopy Files 1 Sided Only	10	Per Page	\$0.1003
Service Cost	MIMAGE	Document Scanning 1 Sided Only	10	Per Page	\$0.1505
Service Cost	MFY, MFR	Fax Delivery/Receipt	10	Per Page	\$0.1003
Service Cost	MIMEM	Per e-mail charge to send secure e-mail (inventory)	1	Transaction	\$1.0030
Service Cost	MCTN	Purchase Carton Letter 15" X 12" X 10" Document Storage 1.2 cu. Ft.	400	Per Carton	\$1.6048
Service Cost	VDES, VDESF	Destruction Services - Pull Cartons off-Shelf for Destruction	200	Per Carton	\$2.5075
Service Cost	VNR, VNRF	Destruction Services - Permanent Removal of	1,000	Cu. Ft.	\$1.0231



JACKSONVILLE OPERATION

11777 Central Parkway
Jacksonville, FL 32224

TEL 904 528 0102

FAX 866 850 8738

WEB InformationProtected.com

Accounts to Piggyback on Bid

- J0000382 – JSO Corrections
- J0000384 – Office of the Sheriff
- J0000386 – COJ Property Appraiser
- J0000676 – State Attorney- Special Prosecution
- J0000X36 – COJ Microfilm
- J0000900 – Duval County Clerk
- J0000500 – JEA
- J0010204 – FL Guardian Ad Litem
- J0000575 – JaxPort
- J0038017 - COJ - Council Auditors Office
- J000D380 - COJ - Destruction
- JDFJ3808 - COJ - Employee Services Division – Benefits
- J0038018 - COJ - Finance and Administration
- JDFJ3806 - COJ - General Accounting
- J0D10204 - COJ - Guardian ad Litem- Cir. 4
- JDFJ3801 - COJ - Human Resources
- J0038015 - COJ - Human Rights Commission
- JFD38016 - COJ - Medical Examiner's Office
- J0038016 - COJ - Office of Inspector General
- J0D38017 - COJ - Parking Facilities and Enforcement Division
- JDFJ3803 - COJ - Parks Recreation Entertainment & Conservation
- JDFJ3805 - COJ - Pension Office
- J0D38010 - COJ - Planning and Development Department
- J0DFJ386 - COJ - Property Appraiser
- JDFJ3802 - COJ - Public Defender's Office
- JDFJ3807 - COJ - Risk Management Office
- J0038020 - COJ - Social Services
- JDFJ3809 - COJ - State Attorney Office
- JDFJ3804 - COJ - Tax Collector's Office
- J0038014 - COJ - Treasury Department
- J0038011 - COJ - Victims Services

City of Jacksonville Records Storage and Secure Shred Services

Current Footprint

- Estimated 178,793 Boxes
- Estimated 225,370 Cubic Feet

Service Lines Utilized

- Records Management
- Secure Shredding

Terms of New Agreement

- 3 year agreement, with (3)- 1 year renewal options
- Years 1-3 rates locked, then each year Storage and Service capped at the lesser of COLA or 3%

Advantages of Partnering with Access

- A single-source partner to address all records storage, secure destruction, data protection and digital information management needs enabling City of Jacksonville to harness the power of information
- Customized SOPs created for City of Jacksonville
- Current rate City of Jacksonville pays is significantly below market average in all US markets
- Dedicated Account Management
- Customized and ongoing training for multiple divisions of FileBRIDGE
- Customized billing for the City of Jacksonville and its entities, to bill back to internal customers

If the City of Jacksonville elects to transition to another vendor:

- Estimated (179) 18 wheeler trucks to move inventory
- Estimated 3.44 years to move inventory (Access will move inventory at a rate of 1,000 boxes month)
- City of Jacksonville end users will experience disruption of services, and will need extensive end-user training
- Negatively impact partner agencies piggybacking on contract
- City of Jacksonville will pay withdrawal costs
- City of Jacksonville and partner agencies will experience disruption in service for Shred bin removal and replacement, given coordination efforts
- City of Jacksonville Points of Contact will endure labor hours expenditure to coordinate withdrawal and transfer efforts
- Potential loss of dedicated account management

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID #: SC-0549-12

OPEN DATE: 2012-08-29

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to extend the award with Access Information Management of Georgia, LLC., for ninety (90) days through December 29, 2018 to continue providing records storage and management services for the Information Technologies Division. Total requested increase for this period not-to-exceed \$135,708.00 for a total maximum indebtedness not-to-exceed \$3,285,676.00.

Funding for this award to be encumbered by account AFIT531CSCS-04906 for ITD and Clerk of Courts and various accounts for all other agencies, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

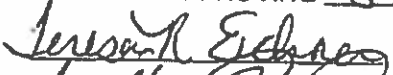


Analyst: 
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: 
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division/CIO

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/27/18

OTHER: _____

ACTION OF AWARDDING AUTHORITY

DATE: 9/27/18

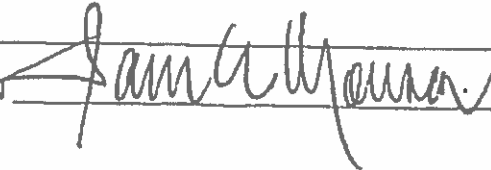
APPROVED 

DISAPPROVED _____

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

OTHER _____

SIGNATURE OF AUTHENTICATION



Under Authority of:
Executive Order No. 2015-05

INFORMATION TECHNOLOGIES DIVISION

**CITY OF
JACKSONVILLE**

September 19, 2018

09/20/18 12:03:03
Procurement Division

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO

Kenneth E. Lathrop

FROM: Thomas Ossi, Technology Contract and Records Manager, ITD

Thomas Ossi

SUBJECT: Bid No. SC-0549-12 Records Storage and Management Services - Extend and Increase Award Amount Recommendation

The Information Technologies Division is requesting to enter into a ninety (90) day extension on the current award SC-0549-12 Records Storage and Management Services. ITD manages the off-site records storage and management services award. Services are contracted out to Access Information Management of Georgia, LLC.

The period of services for this extension is from October 1, 2018 through December 29, 2018.

The Clerk of Courts estimate for services \$80,955.00. The Information Technologies Division estimated amount for services \$40,500.00. All City Agencies using the 65 gallon locked bins for shredding of their documents will utilize their own funding and enter their own purchase orders for this service. The shred bin destruction services and record storage services estimated at \$14,253.00. The increase amount requested not to exceed \$135,708.00 for the 90 day period.

The current not total maximum indebtedness is in the amount of \$3,149,968.00 with the requested increase of \$135,708.00 the total maximum indebtedness not to exceed \$3,285,676.00.

The funding source for ITD and Clerk of Courts is AFIT531CSCS - 04906.

Your favorable consideration of this request is appreciated.

Attachments: Vendor Extension Letter

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan St. 9th Floor | Jacksonville, FL 32202 | Phone: 904.255.8000 | Fax: 904.232.6932



Memo

To: Tom Ossi
From: Thomas Gary
cc: Marissa Kaeser
Date: 09/20/2018
Re: SC-0549-12 Records Storage and Shredding Services

To Tom Ossi:

Access Information management is extending the agreement period for bid SC-0549-12, which expires on 09/30/2018, for an additional 3 months to conclude on December 31st, 2018.

All services, rates, terms and conditions will remain the same with no increase in pricing during this time.

Please reach out directly with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Gary".

Thomas Gary

Senior Market Leader

904-903-6017

TGary@accesscorp.com

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID #: SC-0549-12

OPEN DATE: 2012-08-29

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT – TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the fourth and final renewal option with Access Information Management of Georgia, LLC., to continue providing records storage and management services for the Information Technologies Division. Period of service will be October 1, 2017 through September 30, 2018, with a COLA increase of 0.3%. Total annual expenditure not-to-exceed \$530,186.00 for a total maximum indebtedness not-to-exceed \$3,149,968.00.

Funding for this award to be encumbered by account AFIT531CSCS-04906 for ITD and Clerk of Courts and various accounts for all other agencies, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, COLA Information, Terms and Conditions, Specifications, Tabulation Results, Previous Awards

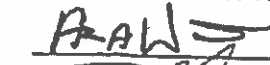
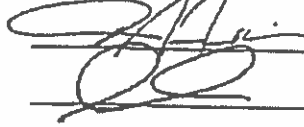
Analyst: 
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: 
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division/CIO

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/28/17

 _____ OTHER: _____
 _____

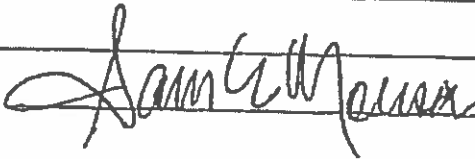
ACTION OF AWARING AUTHORITY

DATE 9/29/17

APPROVED  DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION



Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12

OPEN DATE: 8/29/2012

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012, OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL-OR-NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL TO AWARD FILING SOURCE, INC., THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR RECORDS STORAGE AND MANAGEMENT SERVICES FOR THE PERIOD OF TWO (2) YEARS FROM DATE OF AWARD IN THE NOT TO EXCEED EXPENDITURE AMOUNT OF \$1,010,000.00.

ACCOUNT CODE: OPIT531DCS 04906

ATTACHMENTS: RECOMMENDATION MEMO, TERMS AND CONDITIONS, BID TABULATION SHEET

BUYER: Deidra Barnes
Deidra Barnes

RESPECTFULLY SUBMITTED:

Gregory Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: USHA MOHAN, CIO AND DIRECTOR, ITD

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10/04/12

Alvin Brown
Gregory Pease
Usha Mohan
OTHER: _____

ACTION OF AWARDDING AUTHORITY _____ DATE 10/18/12

APPROVED ET _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Alvin Brown

Shirley H. Entenmann, III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2012-17

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12

OPEN DATE: 8/29/2012

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012, OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL-OR-NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL TO CHANGE THE AWARDED VENDOR FROM FILING SOURCE, INC., TO ACCESS INFORMATION MANAGEMENT OF GEORGIA, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AS A RESULT OF THE ACQUISITION OF FILING SOURCE, INC., BY ACCESS INFORMATION MANAGEMENT OF GEORGIA, LLC, EFFECTIVE DECEMBER 5, 2012. ALL PRICING, TERMS AND CONDITIONS WILL REMAIN UNCHANGED. NO CHANGE IN FUNDING IS BEING REQUESTED

ACCOUNT CODE: OPIT531654DCS 04906

ATTACHMENTS: RECOMMENDATION MEMO, BILL OF SALE (ASSIGNMENT AND ASSUMPTION AGREEMENT), W-9, PREVIOUS AWARD

BUYER: Deirdra Barnes
Deirdra Barnes

RESPECTFULLY SUBMITTED:

Gregory Dease
GREGORY DEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: USHA MOHAN, CIO AND DIRECTOR, ITD

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE
MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 01/31/13

Shubert J. Hanko
John Lee
Paul J. Allen

OTHER _____

ACTION OF AWARING AUTHORITY

DATE 2/1/13

APPROVED [Signature]

DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

[Signature]

Gregory Dease, Chief Procurement Division
FORM GB-108 Revised 12/2007
Dated: 01/31/13

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12

OPEN DATE: 8/29/2012

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT- TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase award by \$28,900.00 to Access Information Management of Georgia, LLC., for a total revised estimated expenditure not to exceed \$1,038,900.00

Funding for this award to be encumbered by account:
OPIT531DSC-04906- \$28,900.00 to be executed by Purchase Order(s)

Attachments: Recommendation Memo, Previous Award

BUYER: Marilyn Lindler
MARILYN LINDLER

RESPECTFULLY SUBMITTED: Gregory Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Infrastructure Solutions Manager, ITD

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 09/04/14

[Signatures]

OTHER: _____

ACTION OF AWARDING AUTHORITY _____ DATE: 9/9/14

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION [Signature]

Chief Administrative Officer
For Mayor Alvin Brown
Under Authority of
Executive Order No. 2013-04

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12

OPEN DATE: 8/29/2012

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from October 8, 2014 to date of award.

Recommend approval to utilize the first of four (4) renewal options with Access Information Management of Georgia, LLC. Period of service is from date of award through September 30, 2015. Total revised estimated annual expenditure in the amount of \$490,000.00. Total not to exceed expenditure in the amount of \$1,528,900.00.

Funding Source: OPIT531CS-04906 - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

W MR
BUYER: *AN*
ANNETTE BURNETT

RESPECTFULLY SUBMITTED: *Gregory Pease*
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Usha Mohan, Chief, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10/23/14

OTHER: _____

ACTION OF AWARDING AUTHORITY _____ DATE: 10/23/14

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION *Kevin P. ...*

Chief Administrative Officer
For Mayor Alvin Brown
Under Authority of
Executive Order 2013-04

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12

OPEN DATE: 2012-08-29

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase the award with Access Information Management of Georgia, LLC in the amount of \$21,000.00 for the remainder of the renewal period ending September 30, 2015. Total revised estimated annual expenditure in the amount of \$511,000.00, for a not to exceed expenditure amount of \$1,549,900.00.

Funding Source: OPIT531CS-04102 - To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Awards

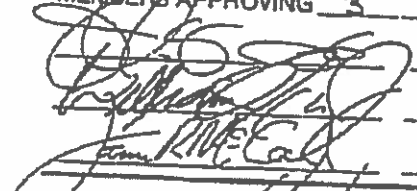

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: 
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Interim Chief, Information Technologies Division

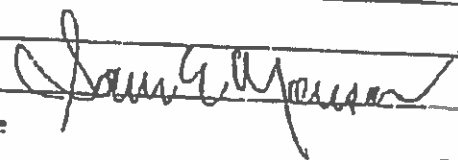
(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

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

ML APPROVED _____ DISAPPROVED _____

OTHER _____
SIGNATURE OF AUTHENTICATION 

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of,
Executive Order No. 2015 05

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12

OPEN DATE: 2012-08-29

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from October 1, 2015 to date of award.

Recommend approval to utilize the second of four (4) renewal options with Access Information Management of Georgia, LLC from date of award through September 30, 2016. Total revised estimated annual expenditure in the amount of \$542,061.00, to include a 1.7% increase of \$9,061.00, for a not to exceed expenditure in the amount of \$2,091,961.00.

Funding Source: OPIT531CS-04906 - To be encumbered by purchase order

Attachments: Recommendation Memo, Renewal Letter and Previous Awards

BUYER: [Signature]
ANNETTE BURNEY

RESPECTFULLY SUBMITTED: [Signature]
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10-8-15

OTHER: _____

ACTION OF AWARDING AUTHORITY

DATE: 10/08/15

APPROVED [Signature]

DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

[Signature]

Sam E. Mousa
Chief Administrative Officer FORM GB-103, Revised 12/2007
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID #: SC-0549-12

OPEN DATE: 2012-08-29

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the third (3) of four (4) renewal options with Access Information Management of Georgia, LLC. to continue providing records storage and management services for the Information Technologies Division. Period of service will be October 1, 2016 through September 30, 2017. Total annual expenditure not-to-exceed \$527,821.00 for a total maximum indebtedness not-to-exceed \$2,619,782.00.

Funding for this award to be encumbered by account AFIT531GSCS-04906, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Terms and Conditions, Specifications, Tabulation Results, Previous Awards

Analyst: *[Signature]*
CHELSEY RENFROE

RESPECTFULLY SUBMITTED: *[Signature]*
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division/CIO

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9-29-16
OTHER: _____

[Signature]
[Signature]
[Signature]

ACTION OF AWARDING AUTHORITY DATE 9/29/16

APPROVED *[Checkmark]* DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION *[Signature]*

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

Access Information

SC-0549-12	Mgmt.	
10/8/2012	\$1,010,000.00	Award
2/1/2013		Name Change Only
9/9/2014	\$28,900.00	Increase
10/24/2014	\$490,000.00	1st Renewal Option
9/17/2015	\$21,000.00	Increase #2
10/8/2015	\$542,061.00	2nd Renewal Option
9/29/2016	\$527,821.00	3rd Renewal Option
9/29/2017	\$530,186.00	4th Renewal Option
Pending	\$135,708.00	Extend & Increase

\$3,285,676.00 Total Award



Formal Bid and Award System

Award #6 June 3, 2021

Type of Award Request: PROPOSAL (RFP)
Requestor Name: Betancur, Maria A.
Requestor Phone: (904) 665-7215
Project Title: Engineering Services for the CR210 - Longleaf Pine Pkwy to Shearwater Rd - Trans - RW Project
Project Number: 8006778
Project Location: JEA
Funds: Capital
Budget Estimate: \$632,126.00

Scope of Work:

The Scope of Work performed under this solicitation is the professional final detailed design, permitting and services during construction of approximately 11,700 feet of 24 inch reclaimed water main along Longleaf Pine Parkway in St. Johns County.

JEA IFB/RFP/State/City/GSA#: 013-21
Purchasing Agent: Kruck, Dan R.
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
MOTT MACDONALD FLORIDA LLC	Leslie Samel	leslie.samel@mottmac.com	10245 Centurion Parkway North Suite 320, Jacksonville, FL 32256	(904) 203- 1081	\$450,484.00

Amount for entire term of Contract/PO: \$450,484.00
Award Amount for remainder of this FY: \$120,000.00
Length of Contract/PO Term: Project Completion
Begin Date: 07/01/2021
End Date: Project Completion (Expected: September 2023)
JSEB Requirement: Five Percent (5%) Evaluation Criteria

Comments on JSEB Requirements:

C&ES Consultants (MOT Engineering) – 7.3%
 Meskel & Associates Engineers (Geotechnical) – 10.28%

PROPOSERS:

Name	Amount	Rank
MOTT MACDONALD FLORIDA, LLC	\$450,484.00	1
ENGLAND-THIMS & MILLER, INC.	N/A	2
ARCADIS U.S., INC.	N/A	3

Background/Recommendations:

Advertised on 01/08/2021. Twelve (12) prime companies attended the mandatory pre-proposal meeting held on 01/20/2021. At proposal opening on 02/09/2021, JEA received three (3) proposals. The public evaluation meeting was held on 03/08/2021 and JEA deemed Mott MacDonald Florida, LLC most qualified to perform the work. A copy of the evaluation matrix and negotiated fees are attached as backup.

The proposed fees are approximately 28.7% lower than estimated due to lower than expected design costs through negotiations with the engineer, and deemed reasonable.


013-21 – Request approval to award a contract to Mott MacDonald Florida, LLC for engineering services for the CR210 - Longleaf Pine Pkwy to Shearwater Rd - Trans - RW project in the amount of \$450,484.00, subject to the availability of lawfully appropriated funds.

Manager: DiMeo, Elizabeth A. - Mgr W/WW Project Management

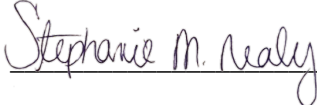
Director: Conner, Sean M. - Dir W/WW Project Engineering & Construction

VP: Vu, Hai X. – VP Water/Wastewater Systems

APPROVALS:

 _____ June 3, 2021

Chairman, Awards Committee **Date**

 _____ June 4, 2021

Budget Representative **Date**

013-21 Engineering Services for the CR210 - Longleaf Pine Pkwy to Shearwater Rd - Trans - RW Project

Vendor Rankings	Justin Sencer	Maria Betancur	Craig Jones	Σ Rank	Rank
Mott MacDonald Florida, LLC	2	2	1	5	1
England-Thims & Miller, Inc.	1	3	2	6	2
Arcadis U.S., Inc.	3	1	3	7	3

Justin Sencer	Professional Staff Experience (35 Points)	Design Approach and Work Plan (35 Points)	Company Experience (20 Points)	Value of Previous Work (5 Points)	JSEB (5 Points)	Total	Rank
Arcadis U.S., Inc.	33.25	16	15	5	4	73.25	3
England-Thims & Miller, Inc.	35	26	15	0	4	80.00	1
Mott MacDonald Florida, LLC	34.5	22	15	0	4	75.50	2

Maria Betancur	Professional Staff Experience (35 Points)	Design Approach and Work Plan (35 Points)	Company Experience (20 Points)	Value of Previous Work (5 Points)	JSEB (5 Points)	Total	Rank
Arcadis U.S., Inc.	30.2	34	20	5	4	93.20	1
England-Thims & Miller, Inc.	31.3	34	20	0	4	89.30	3
Mott MacDonald Florida, LLC	31.7	34	20	0	4	89.70	2

Craig Jones	Professional Staff Experience (35 Points)	Design Approach and Work Plan (35 Points)	Company Experience (20 Points)	Value of Previous Work (5 Points)	JSEB (5 Points)	Total	Rank
Arcadis U.S., Inc.	17.15	15	12	5	4	53.15	3
England-Thims & Miller, Inc.	21.8	27	13	0	4	65.80	2
Mott MacDonald Florida, LLC	30.45	24	20	0	4	78.45	1

Overall Averages	Professional Staff Experience (35 Points)	Design Approach and Work Plan (35 Points)	Company Experience (20 Points)	Value of Previous Work (5 Points)	JSEB (5 Points)	Total
Arcadis U.S., Inc.	26.87	21.67	15.67	5.00	4.00	73.20
England-Thims & Miller, Inc.	29.37	29.00	16.00	0.00	4.00	78.37
Mott MacDonald Florida, LLC	32.22	26.67	18.33	0.00	4.00	81.22



Formal Bid and Award System

Award #7 June 3, 2021

Type of Award Request: SINGLE SOURCE
Requestor Name: Hurford, John
Requestor Phone: 904-665-7314
Project Title: Blacks Ford Filter Purchase
Project Number: 8006544
Project Location: JEA
Funds: Capital
Budget Estimate: \$575,000.00

Scope of Work:

JEA requests to award on a single source basis to Alfa Laval Inc. for the purchase of a third Alfa Laval filter in the available space in the basin of filters five and six. The filter will come complete and include the items listed below:

- (1) Filter tank mad of 304 SS
- (7) Filter disks (304 SS) with filter grid and cloth media
- (1) Backwash vacuum cleaning assembly complete with vacuum shoes and valves
- (9) DeZURIK electronically actuated valves with rotork actuators for backwash & settled solids removal
- (1) 2hp backwash drive three phase motor
- (1) PLC-based control panel with NEMA 4X 304 SS enclosure
- (1) Level pressure transducer
- (1) Lot of high and low level probes

JEA IFB/RFP/State/City/GSA#: N/A
Purchasing Agent: Kruck, Dan
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Address	Phone	Amount
ALFA LAVAL INC.	Michael Yang	10470 Deer Trail Drive, Houston, TX 77038	(281) 985-4423	\$391,450.00

Amount for entire term of Contract/PO: \$391,450.00
Award Amount for remainder of this FY: \$137,008.00
Length of Contract/PO Term: Project Completion
Begin Date (mm/dd/yyyy): 06/07/2021
End Date (mm/dd/yyyy): Project Completion (Estimated: December 2021)

JSEB Requirement:

N/A – Single Source

Background/Recommendations:

The four existing disc filters (1-4) are 20 years old and have reached their end of useful life. Filters in the 5 & 6 area are newer technology and were installed with the recent plant expansion. The new basin was built with room for a third assembly. Three of the new type of filter units will provide full flow with some resiliency.

With the existing filters having reached end of life, replacement is imperative to avoid plant capacity and effluent water quality problems. The proposed solution is to install a third Alfa Laval filter in the available space in the basin of filters 5 & 6. The installation of the filter will be done by a different contractor.

The available space in the basin of filters 5 & 6 were engineered to fit Alfa Laval filters. Installing a different brand filter would require re-engineering the basin, and additional construction costs for the modification, and not cost effective. Per section 3-112 and following (b) of the Procurement Code there is only one justifiable source for the required supplies.

The quote for the filter purchase is attached for reference, and deemed reasonable when compared to the cost of replacing the existing filters (1-4) or re-engineering the existing basin for a different filter type. Additionally, having three of the same filter type will reduce O&M costs by allowing only one set of spare parts for all three units.

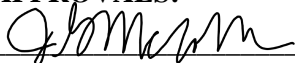
Request approval to award a single source contract to Alfa Laval Inc. to provide Blacks Ford Filter Purchase in the amount of \$391,450.00, subject to the approval of lawfully appropriated funds.

Manager: Dvoroznak, Michael T. – Water Wastewater Engineer

Director: Wagoner, Bryan L. – Dir Water Operations & Treatment Support Services

VP: Vu, Hai X. – VP Water/Wastewater Systems

APPROVALS:

 _____ June 3, 2021

Chairman, Awards Committee **Date**
 _____ June 4, 2021

Budget Representative **Date**

Certification of Single Source or Emergency Procurement

Please use this form to certify a Single Source or Emergency Procurement complies with the requirements of the JEA Procurement Code. The JEA Procurement Code defines a Single Source and Emergency Procurement as follows:

3-112 Single Source

A Contract may be awarded for Supplies or Services as a Single Source when, pursuant to the Operational Procedures, the Chief Procurement Officer determines that:

- (a) there is only one justifiable source for the required Supplies or Services;
- (b) the Supplies or Services must be a certain type, brand, make or manufacturer due to the criticality of the item or compatibility within a JEA utility system, and such Supplies or Services may not be obtained from multiple sources such as distributors;
- (c) the Services are a follow-up of Services that may only be done efficiently and effectively by the Vendor that rendered the initial Services to JEA, provided the Procurement of the initial Services was competitive;
- (d) at the conclusion of a Pilot Project under Section 3-118 of this Code, the Procurement of Supplies or Services tested during the Pilot Project, provided the Vendor was competitively selected for the Pilot Project.

3-113 Emergency Procurements

In the event of an Emergency, the Chief Procurement Officer may make or authorize an Emergency Procurement, provided that Emergency Procurements shall be made with as much competition as practicable under the circumstances. A written Determination of the basis for the Emergency and for the selection of the particular Vendor shall be included in the Procurement file.

For purposes of this Section 3-113, an "Emergency" means any one of the following:

- (a) a reasonably unforeseen breakdown in machinery;
- (b) an interruption in the delivery of an essential governmental service or the development of a circumstance causing a threatened curtailment, diminution, or termination of an essential service;
- (c) the development of a dangerous condition causing an immediate danger to the public health, safety, or welfare or other substantial loss to JEA;
- (d) an immediate danger of loss of public or private property;
- (e) the opportunity to secure significant financial gain, to avoid delays to any Governmental Entity or avoid significant financial loss through immediate or timely action; or (f) a valid public emergency certified by the Chief Executive Officer.

Please provide the following information:

1. **Vendor Name:**

Alfa Laval

2. **Description of Services or Supplies provide by Vendor:**

The ISO-Disc cloth media filter will come complete and include the following:

(1) Filter tank made of 304 SS

(7) Filter disks (304ss) with filter grid and cloth media

(1) Backwash vacuum cleaning assembly complete with vacuum shoes and valves

(9) DeZURIK electronically actuated valves with rotork actuators for backwash & settled solids removal.

(1) 2hp backwash drive 3 phase motor

(1) PLC- based control panel with NEMA 4X 304ss enclosure

(1) Level pressure transducer

(1) Lot of high and low level probes

3. Certification:

I the undersigned certify that to the best of my knowledge, no JEA employee has, either directly or indirectly, a financial interest in this Single Source Emergency Procurement, and

I the undersigned certify that this procurement meets the requirements of a (choose one of the following):

X Single Source Procurement. Please state which subsection of Section 3-112 above applies to this Single Source Procurement: _____ Subsection (b) _____

OR

_____ Emergency Procurement - Please state which subsection of Section 3-113 above applies to this Emergency Procurement: _____



Signature of JEA Business Unit Manager

5/2/2021

Date

This certification shall be attached to the Purchase Order when it is routed for approval. A Single Source or Emergency Procurement shall be reported to the JEA Board in accordance with Section 1-110 of the JEA Procurement Code.

Equipment Proposal



DATE: May 4, 2021

TO: John W. Hurford P.E.
W/WW Engineer, O&M

COMPANY: JEA
21 West Church Street
Jacksonville, FL 32202

CC: Paul Wachter, P.E.
Jaime Bengoechea
Jeff Devine

FROM: Michael Yang, Applications Engineer

SUBJECT: JEA Blacks Ford WRF, St. John's County, FL
Iso-Disc™ Cloth Media Filter

Process Systems Group

10470 Deer Trail Drive

Houston, TX 77038

Phone: (281) 985-4423

Fax: (281) 449-1324

Email: first.lastname@alfalaval.com

QUOTE NUMBER: 42077

This proposal has not been published and is the sole property of Alfa Laval, Inc.; it is lent to the borrower for his confidential use only. In consideration of this loan, the borrower promises to return it upon request and agrees that it shall not be reproduced, copied, lent, or otherwise disposed of, directly or indirectly, nor used for any purpose other than that for which it is specifically furnished.

In response to your inquiry to filter an average flow of 2.4 MGD and a peak flow of 7.2 MGD for the JEA Blacks Ford WRF in St. John's County, FL, Alfa Laval, Inc. is pleased to offer one (1) Iso-Disc™ Cloth Media Filter System Model IDDF- IDDF-7D7296R-SS as manufactured by Alfa Laval, Inc. This proposal has been prepared based on plans and specifications prepared by CH2M Hill, dated October 2015.

Description of Operation

The Iso-Disc™ cloth media filter utilizes an outside-in flow pattern (disks are fully submerged during operation) and stationary disks to minimize mechanical requirements of the system. All components of the system are constructed from corrosion resistant materials that have been designed for continuous operation.





The flow enters the filter tank through the influent flange. As the water passes through the cloth material, it enters into the core of each disk. The water exits each disk through one filtrate line located on the top of the disk. This line passes the filtrate to the filtrate collection trough. During the filtration process, the entire filter operates in static mode. As the filter cloth collects solids on the outer surface, headloss across the media gradually increases to a set point elevation in the tank. At this point, the backwash cleaning system energizes in a set sequence of cleaning operations. Influent continues to be processed during the backwash cleaning cycle, allowing for continuous filtration, 24 hours per day.

The backwash cleaning system is controlled by a PLC-based operating system furnished with the filter equipment.

Basis of Design

Average design flow (ADF):	2.4 MGD (1,667 gpm)
Peak design flow (PDF):	7.2 MGD (5,000 gpm)
Influent temperature (°C):	15-30 °C
Filter model selected:	IDDF 7D7296R-SS
Effective filtration area available per disc:	96 ft ²
Number of discs per filter:	7
Effective filtration area available per filter:	672 ft ²
Number of disk filters required:	1
Total effective filtration area available:	672 ft ²
Filtration rate per filter (ADF):	2.48 gpm/ft ²
Filtration rate per filter (PDF):	7.44 gpm/ft ²
Backwash requirement (as % of the influent flow):	1-3%
Maximum filter headloss across filter cloth at ADF/PDF:	12 inches of water column
Maximum influent chlorides concentration to filter:	300 mg/L
Average/peak influent TSS concentration to filters:	10/15 mg/L
Average effluent TSS concentration:	≤ 5 mg/L

Items Furnished by Alfa Laval, Inc.

The ISO-Disc[®] cloth media filter will be complete and include the following:

- One (1) Filter tank made of 304SS
- Seven (7) Filter disks (304 stainless steel) with filter grid and cloth media
- One (1) Backwash vacuum cleaning assembly complete with vacuum shoes and valves
- Nine (9) DeZURIK electrically actuated valves with Rotork actuators for backwash & settled solids removal thru the underdrain piping.
- One (1) 2 hp backwash drive, 480-volt, 60 Hz, 3 phase motor



- One (1) PLC-based control panel with NEMA 4X 304SS enclosure, color HMI touchscreen and ethernet connectivity, to include main disconnect circuit breaker, GFI receptacle, terminal blocks, motor starters for pumps and drives, pilot lights.
- One (1) Level pressure transducer with support bracket
- One (1) Lot of high and low level alarm probes

NOTE: All actuated valves for disk filter backwash and sludge removal will be pre-installed, pre-wired and tested at the factory prior to shipment. The control panel included in this proposal includes motor starters for (2) 5 HP backwash pumps that will be supplied by others. If the backwash pump motor exceeds the horsepower specified herewith, please notify Alfa Laval.

Estimated Filter Dimensions

Each filter tank will be approximately: 18'-6" long x 9'-6" wide x 10'-6" tall (top of the tank), excluding backwash pumps, backwash valves, piping and control panel.

Field Service

Two (2) Trips consisting of a total of four (4) eight-hour days of startup service by an Alfa Laval, Inc. Technician to instruct the owner's personnel in proper startup, operation and maintenance of the system.

Items Furnished by Others

- Civil works
- Equipment unloading and installation, including plumbing and electrical from components to control panel enclosure
- Influent, final filtrate, backwash piping to and from the filters to the discharge point
- Access ladder(s), platforms, grating and handrails
- Monorail and hoist system
- MCC, VFDs, SCADA

SELL PRICE

Price, F.O.B. factory, with freight allowed to JEA Blacks Ford WRF, FL, offloading by others.....**\$391,450.00**

Taxes:

The quoted price does not include any local, state or federal taxes, permits or other fees. Any taxes or fees that may apply must be added to the quoted price and paid by the buyer.



Proposal Acceptance:

This proposal is offered for acceptance within thirty (30) days from date of this quotation or date of bid opening, whichever is the later date. Prices are subject to review thereafter. Prices are firm, based upon receipt of a Letter of Intent or Purchase Order and notice to proceed within this thirty (30)-day period and the review and for return of submittal drawings to Alfa Laval, Inc. within thirty (30) days. Delays caused by slow return of submittals or other manufacturing delays caused by the contractor, owner, owner's agent or engineer may result in additional charges of 1% per month for such delays or part thereof.

Escalation:

Given the current volatility in steel prices over the past twelve months, Alfa Laval Simon-Hartley has made this offer based upon shipment of the offered products contained herein within the schedule dictated above. Should the projected shipment schedule fall outside this period for any reason, pricing shall be subject to review and revision.

Submittal Drawings:

Submittal drawings on the preceding equipment will be submitted within four (4) to eight (8) weeks after receipt of a firm purchase order.

Note: A purchase order signed by both Alfa Laval, Inc. and the purchase order originator must be executed prior to any submittal being forwarded.

Shipment:

Shipment on the preceding equipment can be made within fourteen (14) to sixteen (16) weeks from receipt of approved submittals and may increase or decrease with volume production at the time of receipt of this required information.



For pricing and information pertaining to the equipment contained in this proposal, please contact our local sales representative:

TSC Jacobs – North Office
24156 SR 54, Suite 3
Lutz, Florida 33559

Contact: Paul Wachter, P.E.
Cell: (813) 997-1527
Fax: (813) 242-2597

Submitted By:

Accepted By:

Michael Yang

Michael Yang

Purchaser Authorized Signature

Purchaser Authorized Printed Name

ALFA LAVAL, INC.

Company

May 4, 2021

Date

Attachment: Terms and Conditions of Sale



TERMS AND CONDITIONS OF SALE

These Terms and Conditions of Sale ("Terms and Conditions") apply to all quotations, orders, and contracts for Alfa Laval Inc. products (hereafter "Equipment") and associated services ("Services") As used in these Terms and Conditions, the word "Equipment" includes all hardware, parts, components, software and options.

1. **ACCEPTANCE:** Our sale to you is limited to and expressly made conditional on your assent to these Terms and Conditions and, if applicable, on the attendant quotation, both of which form a part of the contract between us and which supersede and reject all prior agreements, representations, discussions or negotiations, whether written or oral, with respect to this sale and any conflicting terms and conditions of yours, whether or not signed by you. Any terms and conditions contained in your purchase order or request for quotation or other form which are different from, in addition to, or vary from these Terms and Conditions are expressly rejected, shall not be binding upon us, and are void and of no force or effect. These Terms and Conditions may not be changed except by the written agreement of both parties.

2. **PRICES:** Unless otherwise specified in writing, all quoted prices are in U.S. Dollars and are firm for thirty (30) days from the date of offer. Prices quoted are exclusive of taxes, freight and insurance, and you agree to pay any and all sales, revenue, excise or other taxes (exclusive of taxes based on our net income) applicable to the purchase of Equipment. If you claim an exemption from any such taxes you shall provide us with a tax exemption certificate acceptable to the taxing authorities.

3. **DELIVERY; FORCE MAJEURE:** Dates for the furnishing of Services and/or delivery or shipment of Equipment are approximate only and are subject to change. Quoted lead times are figured from the date of receipt of complete technical data and approved drawings as such may be necessary. We shall not be liable, directly or indirectly, for any delay in delivery or failure to deliver caused by carriers or by labor difficulties, shortages, strikes or stoppages of any sort, or difficulties in obtaining materials from ordinary sources and suppliers. In addition, we shall not be liable for any such delays or for any failure to perform our obligations under an order or contract due to any one or more of the following events, whether foreseeable or not: war, hostilities, military operations, terrorism, riots, disorder, accidents, floods, storms, natural disasters, fires, acts of God, epidemics and/or pandemics (and specifically in relation hereto and notwithstanding anything else stated herein, whether or not outbreak of such epidemic or pandemic has occurred prior to acceptance of this order or execution of a contract for the Services), governmental, judicial or administrative decisions, decrees or orders, embargoes or blockades, or any causes beyond our reasonable control. Unless otherwise specifically agreed in writing by us, in no event shall we be liable for any damages or penalties whatsoever, or however designated, resulting from our failure to perform or delay in performing due to any of the causes specified in this paragraph 3.

4. **SHIPMENT, RISK OF LOSS, TITLE:** All sales are made F.O.B. Alfa Laval shipping point, unless otherwise noted. Duty, brokerage fees, insurance, packing and handling as applicable are not included unless otherwise noted. Our liability for delivery ceases upon making delivery of Equipment to the carrier at the shipping point in good condition. The carrier shall be your agent. Risk of loss shall pass to you upon such delivery. Regardless of the delivery term specified, we shall retain title to the Equipment until final payment thereof has been made.

5. **CREDIT AND PAYMENT:** Payment terms are (30) days net, unless agreed otherwise by us in writing. *Pro rata* payments shall become due with partial shipments. Any discount period which may be granted by us begins on the invoice date and all payments are due 30 days after the invoice date. All payments shall be made without deduction, deferment, set-off, lien or counterclaim of any nature. All amounts due not paid within 30 days after the date such amounts are due and payable shall bear interest at the lesser of 1.5 percent per month or the maximum rate of interest allowed by law. We reserve the right at any time to suspend credit or to change credit terms provided herein, when, in our sole opinion, your financial condition so warrants. Failure to pay invoices when such invoices are due and payable, at our election, shall make all subsequent invoices immediately due and payable irrespective of terms, and we



may withhold all subsequent deliveries until the full account is settled. We shall not, in such event, be liable for delay of performance or nonperformance of contract in whole or in part subsequent to such event.

6. **SECURITY AGREEMENT:** You hereby grant us a security interest in the Equipment, including a purchase money security interest, and in such materials, proceeds and accessories thereof, to secure payment of the purchase price of the Equipment. You authorize us to file or record a purchase order or copy thereof or any UCC financing statement showing our interest in the Equipment in all jurisdictions where we may determine filing to be appropriate, and you agree to sign all such documents reasonably related thereto promptly following our request. You will not encumber the Equipment with any mortgage, lien, pledge or other attachment prior to payment in full of the price therefor.

7. **CANCELLATIONS AND CHANGES:** Orders which have been accepted by us are not subject to cancellation or changes in specification except upon prior written agreement by us and upon terms that will indemnify us against all losses resulting from or arising out of such cancellation or change in specifications. In the absence of such indemnification, we shall be entitled to recover all damages and costs of whatever nature permitted by the Uniform Commercial Code.

8. **DEFERRED SHIPMENT:** If shipment is deferred at your request, payment of the contract price shall become due when you are notified that the Equipment is ready for shipment. If you fail to make payment or furnish shipping instructions we may either extend the time for so doing or cancel the contract. In case of deferred shipment at your request, storage and other reasonable expenses attributable to such delay shall be payable by you.

9. **EQUIPMENT WARRANTY AND REMEDY:**

(a) For new Equipment only, we warrant to you that the Equipment that is the subject of this sale is free from defects in design (provided that we have design responsibility), material and workmanship. The duration of this warranty is twelve (12) months from start-up or eighteen (18) months from delivery to you, whichever occurs first (the "Warranty Period"). If you discover within the Warranty Period a defect in design, material or workmanship, you must promptly notify us in writing. Within a reasonable time after such notification, we shall repair, replace, or, at our option, refund you the price of the defective Equipment or part thereof.

(b) For repairs, parts and Services provided by us, we warrant to you that the repairs, parts and Services we provide to you will be free from defects in material and workmanship. The duration of this warranty is ninety (90) days from as applicable (i) the date the Equipment which required the repairs, parts or Services is returned to you by us, (ii) the date of your receipt of the part, or (iii) the date of completion of the repair or other Services, if performed at your facility. If during this ninety day period you discover a defect in the repairs, parts or Services you must promptly notify us in writing and we shall correct such defect with either new or used replacement parts or reperform the Services as applicable. If we are unable to correct the defect after a reasonable number of attempts, we will provide a refund of the price paid for the defective repair, parts or Services.

(c) All warranty service is subject to our prior examination and approval and will be performed by us at your facility or at service centers designated by us. All transportation to and from the designated service center will be at our expense. The remedies set forth above are your exclusive remedies for breach of warranty. Unless otherwise agreed in writing by us, our warranty extends only to you and is not assignable to or assumable by any subsequent purchaser, in whole or in part, and any such attempted transfer shall render all warranties provided hereunder null and void and of no further force or effect.

(d) The warranties set forth above are inapplicable to and exclude any product, components or parts not manufactured by us or covered by the warranty of another manufacturer. We shall have no responsibility for defects, loss or damage to the extent caused by (i) normal wear and tear, (ii) your failure to follow all installation and operation instructions or manuals or to provide normal maintenance, (iii) repairs or modifications by you or by others not under our direct supervision, or (iv) a product or component part which we did not design, manufacture, supply or repair.



(e) **DISCLAIMER OF IMPLIED WARRANTIES.** THE WARRANTIES SET FORTH ABOVE AND IN SECTION 12 BELOW ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

10. **LIMITATION OF LIABILITY:** In no event shall we be liable, and you hereby waive any claims against us and release us from liability to you, for any indirect, special, punitive, incidental, or consequential damages whatsoever based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory. In no circumstance, shall we be liable for, however such damages are characterized, loss of profits, loss of savings or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of any substitute Equipment, facilities or services, downtime, or loss of prospective economic advantage. OUR AGGREGATE LIABILITY FOR FAILURE TO PERFORM, BREACH OF WARRANTY OR BREACH OF OTHER CONTRACTUAL OBLIGATIONS SHALL NOT EXCEED THE TOTAL PRICE PAID TO US FOR THE EQUIPMENT AND SERVICES THAT ARE THE SUBJECT OF ANY CLAIM BY YOU.

11. **OWNERSHIP:** All drawings, designs, specifications, data and other proprietary rights supplied by us (including without limitation in connection with the Equipment) have been prepared or assembled by us and are (and shall remain) exclusively your property, and upon our request you agree to execute any additional documents needed to give effect to the foregoing. Such drawings, designs and specifications have been furnished in order to provide full documentation and on the condition that they shall not be disclosed, reproduced or copied in any manner whatsoever, in whole or in part, except for your internal use as necessary, and upon the further condition that, as our sole property, they shall not be used for furnishing information and/or disclosed, in whole or in part, to others or otherwise for any purpose not specifically authorized in a writing signed by one of our corporate officers.

12. **PATENT INFRINGEMENT**

(a) We make no express or implied warranties of non-infringement with respect to the Equipment. We will, however, defend, indemnify and hold you harmless from any third party apparatus claims based upon an issued U.S. patent to the extent such claim relates to the Equipment supplied and sold to you; provided, however, that we undertake no indemnification in respect of third-party rights (i) where the alleged patent infringement is based upon or related to any method, process or design claims in third-party U.S. patents, any combination of the Equipment with other equipment not supplied by us, or any modifications of the Equipment made by you and not approved by us, or (ii) to the extent the alleged infringement is directly attributable to the negligence or intentional misconduct of you or otherwise for which you are obligated to indemnify us for under paragraph 12(c).

(b) We shall assume defense of a claim at our expense in accordance with these Terms and Conditions, provided you shall notify us within 30 days of your receipt of notice of an alleged third-party claim that you believe would entitle you to patent infringement indemnification pursuant to paragraph 12(a). You acknowledge and agree that we shall have the sole right to settle or otherwise compromise such a third-party claim, including but not limited to the right to either (i) modify the Equipment to avoid infringement if you are agreeable to the modification, (ii) repurchase the Equipment from you at a price equal to the then-current fair market value of the Equipment, or (iii) secure rights by assignment or license to permit continued use of the Equipment.

(c) If a third party charges us with patent infringement relating to Equipment sold by us to you, we shall have the right to either (i) modify the Equipment to avoid infringement if you are agreeable to the modification, (ii) repurchase the Equipment from you at a price equal to the then-current fair market value of the Equipment, or (iii) secure rights by assignment or license to permit continued use of the Equipment. If a third party charges us with patent infringement on the bases set forth in paragraph 12(a)(i) or (ii), you shall indemnify and hold us harmless for all expenses as well as any awards of damage assessed against us, and, without limiting any of our other rights and remedies available at law or in equity, we shall also



have the right to modify or repurchase the Equipment or to secure rights for continued use by way of assignment or license as set forth in this paragraph.

13. **INSPECTION:** Upon prior written notice, you may make reasonable inspections of Equipment at our facility. We reserve the right to determine the reasonableness of the request and to select an appropriate time and location for such inspection. You agree to execute appropriate confidentiality provisions upon our request prior to visiting our facility. All costs of inspection shall be solely determined by us and shall be payable by you. No inspection or expediting by you at the facilities of our suppliers is authorized.

14. **SOFTWARE PROVISIONS:** If software is provided hereunder (whether such is integrated into the Equipment or otherwise operates alongside the same), you are hereby granted a non-exclusive, non-sublicenseable, non-transferable, royalty free license to access and use such software as provided and as intended with our Equipment. Without limiting the foregoing, under the foregoing license you may specifically: (i) use our software in machine readable object code only and only with the Equipment provided; (ii) copy our software into any machine readable object code form solely for back up purposes in support of your use of our software on the Equipment provided in accordance with these Terms and Conditions; and (iii) create one additional copy of the software for archival purposes only. This license may only be assigned, sublicensed or otherwise transferred by you with our prior written consent. You hereby recognize and acknowledge that the software provided to you hereunder comprises valuable trade secret and/or copyright property of Alfa Laval (or its licensors) and you covenant that you will take adequate precautions against access to the software by, or disclosure of the software to, anyone not authorized hereunder to use or have access to the software as contemplated herein. The software is subject to the confidentiality obligations set forth below in paragraph 15.

15. **CONFIDENTIALITY:** Subject to any non-disclosure or confidentiality agreement already in effect between us, any drawings, data, software or other information exchanged between us is proprietary or confidential to us and shall not be used or disclosed by you without our prior written consent. Confidential information shall not be any information that (i) is known previously to you under no obligation of secrecy; (ii) becomes known to the public through no breach of an obligation of secrecy by you; or (iii) is independently developed by you without use or reference to any of the confidential information or materials provided to you by us.

16. **INAPPLICABILITY OF CISG:** The parties specifically agree that the United Nations Convention on Contracts for the International Sale of Goods shall not apply to any sale or order or the contract between us.

17. **GOVERNING LAW & VENUE:** These Terms and Conditions and any dispute or claim arising out of or related to an order or the contract between us shall be finally decided in accordance with the laws of the Commonwealth of Virginia, without giving effect to the provisions thereof relating to conflict of laws. You agree that the venue for any such dispute shall lie in the United States District Court for the Eastern District of Virginia, Richmond Division. In the event that federal jurisdiction cannot be established pursuant to 28 U.S.C. §§ 1331 or 1332, the venue for any such dispute shall lie in the Circuit Court of Henrico County, Virginia. You expressly submit and waive any objection to the sole and exclusive jurisdiction of such courts.

18. **GENERAL:** All previous agreements or understandings between us, either oral or written, with regard to the subject order, with the exception of a pre-existing non-disclosure agreement between us, are void and these Terms and Conditions constitute the entire agreement between us with respect to the matters addressed herein. Neither of us shall assign an order or contract to which these Terms and Conditions apply without the prior written consent of the other party, which consent shall not be unreasonably withheld. If any provision of these Terms and Conditions is held to be invalid or unenforceable, such holding shall not affect the validity or enforceability of any other provision herein. No waiver by either of us of any default or breach by the other party will operate as or be deemed a waiver of any subsequent default or breach.



Formal Bid and Award System

Award #8 June 3, 2021

Type of Award Request: SINGLE SOURCE
Requestor Name: Cottrell, Brandon – Program Manager Customer Field & Meter Services
Requestor Phone: (904) 665-8756
Project Title: Commercial Water Meters for JEA Storeroom Stock
Project Location: JEA
Funds: Inventory Blanket Account
Budget Estimate: \$1,645,560.53

Scope of Work:

The purpose of this Sole Source request was to solidify pricing for Commercial Water Meters carried in JEA's inventory. These Meters and Meter Materials are a primary application of measuring water use for the purpose of accurate billing for our commercial customer base.

JEA IFB/RFP/State/City/GSA#: RFQ 101259
Purchasing Agent: Richardson, Linda Sue
Is this a Ratification: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
SENSUS USA, INC.	Griff Machinski	Griff.Machinski@sensus.com	450 Gallatin Ave. P.O. Box 487, Uniontown, PA 15401	724-430-3959	\$1,732,125.00

Amount for entire term of Contract/PO \$1,732,125.00
Award Amount for remainder of this FY: \$410,505.59
Length of Contract/PO Term: One (1) Year
Begin Date 06/01/2021
End Date 05/31/2022
JSEB Requirement N/A – Optional

Background/Recommendations:

SENSUS USA, Inc. is currently the only manufacturer approved by JEA Standards to provide these meters and parts. JEA is in the process of reviewing the long term sourcing strategy plan for the commodity and exploring the viability of additional sources, which is why this request is only for a one (1) year period verse a longer-term contract. The ongoing initiatives to approve additional manufacturers and equipment will hopefully improve long term pricing for JEA while also reducing JEA's risk profile.

JEA will realize an estimated 5.26% increase due to unfavorable market conditions. We believe these to be justified with current inflation being close to these same amounts.

Procurement tracks two different types of savings. The total cost difference is comparing the current pricing with the proposed pricing (+/-). The total sourcing savings is determined by negotiations, BAFO savings and value added savings. Below is the breakdown:

- **Total cost difference:** (\$86,564.47) unit price decrease = \$86,564.47

- **Total sourcing savings:** N/A

101258 - Request approval to award a one (1) year contract to Sensus USA Inc. in the amount of \$1,732,125.00 for commercial water meters, subject to the availability of lawfully appropriated funds.

Manager: Pearson, Kenny – Procurement Category Manager
Director: McCollum, Jenny – Director, Procurement Services
VP: McElroy, Alan – VP Logistics & Chief Supply Chain Officer

APPROVALS:

 _____ June 3, 2021

Chairman, Awards Committee **Date**

 _____ June 4, 2021

Budget Representative **Date**

WORKBOOK QUOTE 101259 FOR SINGLE SOURCE COMMERCIAL WATER METERS SENSUS													
Meter Size	Meter Description ID	MFG/PART #	Description	Bid Estimate - 1 Yr	Proposed Unit Cost	Proposed Extended Cost	Current Unit Cost	Current Extended Cost	Impact (negative is an increase)	Impact (negative is an increase)	Lead time	NEW SENSUS PART NUMBER	Comments
1.5"	MTEA492	SENSUS 5081090871903A	**TESTING REQUIRED** METER, WATER 1.5" - OMNI T2, TURBO LAY LENGTH, 1 GALLON PULSE, 1 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	625	\$ 664.01	\$ 415,006.25	\$ 670.00	\$ 418,750.00	\$ 3,743.75	0.85%	60 days	T1X1X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
2"	MTEA154	SENSUS T21X00XG1AT0X	**TESTING REQUIRED** METER, WATER 2" - OMNI T2, TURBO LAY LENGTH, 1 GALLON PULSE, 1 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	560	\$ 677.81	\$ 379,573.60	\$ 792.20	\$ 443,632.00	\$ 64,058.40	14.44%	60 days	T2X1X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
3"	MTEA100	SENSUS C33TX0XG1AT0X	METER, COMPOUND 3" - OMNI C2, COMPOUND LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 1 GALLON PULSE, 1 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	76	\$ 1,607.79	\$ 122,192.04	\$ 1,830.00	\$ 101,080.00	\$ (21,112.04)	-20.89%	60 days	C3X3TX8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
3"	MTEA315	SENSUS T31TX0XG1AT0X	METER, RECLAIMED WATER 3" - OMNI T2, TURBO LAY LENGTH, 1 GALLON PULSE, 1 GALLON 8 WHEEL TOTAL, 5/NH-REG ID, RECLAIM NOR	6	\$ 1,184.88	\$ 7,109.88	\$ 1,169.04	\$ 7,016.04	\$ (93.84)	-1.34%	60 days	T3R1TX8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
4"	MTEA410	SENSUS C43TX0XG1AT0X	METER, COMPOUND 4" - OMNI C2, COMPOUND LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	46	\$ 2,652.72	\$ 122,025.12	\$ 2,139.61	\$ 98,422.06	\$ (23,603.06)	-23.98%	60 days	C4X3TX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
4"	MTEA450	SENSUS T41X0XG1AT0X	METER, WATER 4" - OMNI T2, TURBO LAY LENGTH, 1 GALLON PULSE, 1 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	6	\$ 2,100.46	\$ 12,602.76	\$ 2,094.16	\$ 12,564.96	\$ (37.80)	-0.30%	60 days	T4X1TX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
4"	MTEA150	SENSUS F4CTX0XG1AT0X	METER, FIRE SERVICE 4" - OMNI F2, COMPACT FIRE LINE LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	6	\$ 6,092.96	\$ 36,557.76	\$ 5,743.20	\$ 34,459.20	\$ (2,098.56)	-6.09%	60 days	F4XCTX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
6"	MTEA415	SENSUS C63TX0XG1AT0X	METER, COMPOUND 6" - OMNI C2, COMPOUND LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	51	\$ 4,444.02	\$ 226,645.02	\$ 3,584.42	\$ 182,805.42	\$ (43,839.60)	-23.98%	60 days	C6X3TX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
6"	MTEA460	SENSUS F6CTX0XG1AT0X	METER, FIRE SERVICE 6" - OMNI F2, COMPACT FIRE LINE LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	5	\$ 7,467.20	\$ 37,336.00	\$ 6,022.84	\$ 30,114.20	\$ (7,221.80)	-23.98%	60 days	F6XCTX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
8"	MTEA475	SENSUS T81TX0XG1AT0X	METER, TURBINE 8" - OMNI T2, TURBO LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	31	\$ 6,027.66	\$ 386,857.46	\$ 5,145.00	\$ 159,495.00	\$ (27,362.46)	-17.16%	60 days	T8X1TX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
8"	MTEA470	SENSUS F8CTX0XG1AT0X	METER, FIRE SERVICE 8" - OMNI F2, COMPACT FIRE LINE LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	5	\$ 11,085.12	\$ 55,425.60	\$ 8,840.95	\$ 44,704.75	\$ (10,720.85)	-23.98%	60 days	F8XCTX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
10"	MTEA420	SENSUS F4CTX0XG1AT0X	METER, FIRE SERVICE 10" - OMNI F2, COMPACT FIRE LINE LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	5	\$ 15,774.30	\$ 78,871.50	\$ 12,723.11	\$ 63,615.55	\$ (15,255.95)	-23.98%	60 days	F4XCTX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
10"	MTEA480	SENSUS T10TX0XG1AT0X	METER, TURBINE 10" - OMNI T2, TURBO LAY LENGTH, TEST RISER WITH BALL VALVE ONLY, 10 GALLON PULSE, 10 GALLON 8 WHEEL TOTAL, 5/NH-REG ID.	4	\$ 7,801.22	\$ 31,204.88	\$ 6,657.90	\$ 26,631.60	\$ (4,573.28)	-17.17%	60 days	T10X1TX8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
1.5"	MTEH813	SENSUS T3R00XG1AT0X	POTABLE CHAMBER REPLACEMENT TURBO	10	\$ 485.23	\$ 4,852.30	\$ 539.47	\$ 5,394.70	\$ 542.40	10.05%	60 days	T1X9X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
1.5"	MTEA405	SENSUS T11R00XG1AT0X	RECLAIMER METER TURBO	0	\$ 677.81	\$ -	\$ 674.84	\$ -	\$ -	#DIV/0!	60 days	T1R1X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
1.5"	MTEH800	SENSUS T3R00XG1AT0X	RECLAIM CHAMBER REPLACEMENT TURBO	0	\$ 500.09	\$ -	\$ 564.53	\$ -	\$ -	#DIV/0!	60 days	T1R9X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
2"	MTEA408	SENSUS T2S3GXG1AT0X	POTABLE METER SHORT LAY LENGTH TURBO	0	\$ 659.82	\$ -	\$ 576.00	\$ -	\$ -	#DIV/0!	60 days	T2S1X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
2"	MTEH810	SENSUS T2R900XG1AT0X	POTABLE CHAMBER REPLACEMENT TURBO	6	\$ 499.65	\$ 2,997.90	\$ 539.47	\$ 3,236.82	\$ 238.92	7.38%	60 days	T2X9X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
2"	MTEA410	SENSUS T21R00XG1AT0X	RECLAIM METER TURBO	0	\$ 801.42	\$ -	\$ 745.35	\$ -	\$ -	#DIV/0!	60 days	T2R1X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
2"	MTEH820	SENSUS T2R900XG1AT0X	RECLAIM CHAMBER REPLACEMENT TURBO	0	\$ 514.51	\$ -	\$ 564.53	\$ -	\$ -	#DIV/0!	60 days	T2R9X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
3"	MTEH861	SENSUS T3R00XG1AT0X	POTABLE CHAMBER REPLACEMENT TURBO	0	\$ 720.46	\$ -	\$ 603.44	\$ -	\$ -	#DIV/0!	60 days	T3X8X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
3"	MTEH243	SENSUS C3R00XG1AT0X	POTABLE CHAMBER REPLACEMENT TURBO	4	\$ 1,037.26	\$ 4,151.04	\$ 1,287.61	\$ 5,150.44	\$ 999.40	19.40%	60 days	C3R8X8G1A00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.
4"	MTEH873	SENSUS T4R00XG1AT0X	POTABLE CHAMBER REPLACEMENT TURBO	0	\$ 749.74	\$ -	\$ 603.44	\$ -	\$ -	#DIV/0!	60 days	T4X9X8G2R00XND	Sensus strives to ship this product within 30 days after receipt of order under normal market conditions. We are submitting 60 days lead time for delivery to IEA to allow additional time in transit and/or other potential delays. Sensus will communicate any circumstances creating extended lead times beyond 60 days if/when necessary.

Certification of Single Source or Emergency Procurement

Please use this form to certify a Single Source or Emergency Procurement complies with the requirements of the JEA Procurement Code. The JEA Procurement Code defines a Single Source and Emergency Procurement as follows:

3-112 Single Source

A Contract may be awarded for Supplies or Services as a Single Source when, pursuant to the Operational Procedures, the Chief Procurement Officer determines that:

- (a) there is only one justifiable source for the required Supplies or Services;
- (b) the Supplies or Services must be a certain type, brand, make or manufacturer due to the criticality of the item or compatibility within a JEA utility system, and such Supplies or Services may not be obtained from multiple sources such as distributors;
- (c) the Services are a follow-up of Services that may only be done efficiently and effectively by the Vendor that rendered the initial Services to JEA, provided the Procurement of the initial Services was competitive;
- (d) at the conclusion of a Pilot Project under Section 3-118 of this Code, the Procurement of Supplies or Services tested during the Pilot Project, provided the Vendor was competitively selected for the Pilot Project.

3-113 Emergency Procurements

In the event of an Emergency, the Chief Procurement Officer may make or authorize an Emergency Procurement, provided that Emergency Procurements shall be made with as much competition as practicable under the circumstances. A written Determination of the basis for the Emergency and for the selection of the particular Vendor shall be included in the Procurement file.

For purposes of this Section 3-113, an "Emergency" means any one of the following:

- (a) a reasonably unforeseen breakdown in machinery;
- (b) an interruption in the delivery of an essential governmental service or the development of a circumstance causing a threatened curtailment, diminution, or termination of an essential service;
- (c) the development of a dangerous condition causing an immediate danger to the public health, safety, or welfare or other substantial loss to JEA;
- (d) an immediate danger of loss of public or private property;
- (e) the opportunity to secure significant financial gain, to avoid delays to any Governmental Entity or avoid significant financial loss through immediate or timely action; or (f) a valid public emergency certified by the Chief Executive Officer.

Please provide the following information:

1. **Vendor Name:**

SENSUS

2. **Description of Services or Supplies provide by Vendor:**

WATER METERS, 1-1/2" TO 10", POTABLE, RECLAIMED AND FIRE SERVICE

3. **Certification:**

I the undersigned certify that to the best of my knowledge, no JEA employee has, either directly or indirectly, a financial interest in this Single Source Emergency Procurement, and

I the undersigned certify that this procurement meets the requirements of a (choose one of the following):

Single Source Procurement. Please state which subsection of Section 3-112 above applies to this Single Source Procurement: 3-112(b)

OR

Emergency Procurement - Please state which subsection of Section 3-113 above applies to this Emergency Procurement: _____

Glen Ellis
Signature of JEA Business Unit Manager

5-13-21
Date

This certification shall be attached to the Purchase Order when it is routed for approval. A Single Source or Emergency Procurement shall be reported to the JEA Board in accordance with Section 1-110 of the JEA Procurement Code.