

**Solicitation**  
**For Participation in**  
**Remote Terminal Unit (RTU) Backplane Panel Assembly**  
**Step 1 – Request for Qualifications**



**Jacksonville, FL**

**Solicitation Number**

**1411487046**

Qualifications shall be electronically submitted per instructions in this solicitation to JEA's sourcing platform by the Due Date listed below

Qualification Response Due Date: November 14, 2023, 12:00 p.m. (Noon, EST)

JEA will publicly open all Response received from qualified Respondents on the Response Due Date at 2:00 PM (EST) on WebEx. A meeting link will be provided within 48 hours of Response opening on [jea.com](http://jea.com)

For questions regarding this solicitation contact: [krucdr@jea.com](mailto:krucdr@jea.com)

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## **SOLICITATION**

### **1. REQUEST FOR QUALIFICATIONS (RFQ)**

#### **1.1. SELECTION PROCESS & SCOPE OF WORK**

JEA is requesting companies to participate in a multi-step bidding process to provide assembly of remote terminal units (RTUs). services for JEA.

##### **Selection Process:**

The Request for Qualifications (RFQ) is Step 1 where JEA will evaluate a company's qualifications. JEA is requesting companies to submit their qualifications (the "Qualifications Package") to develop a list of qualified companies (the "Qualified List"). JEA has provided a copy of the DRAFT Appendix A – Technical Specification (Scope of Services) for company's consideration. The final approved Appendix A will be issued with the Step 2 bid process to the Qualified Companies.

The companies on the Qualified List will be eligible to participate in the second step bidding process (Step 2) for Remote Terminal Unit (RTU) Backplane Panel Assembly.

Participation in this RFQ process in no way guarantees any future business partnerships with JEA. At any time, JEA may alter or discontinue this RFQ process at its own discretion.

##### **Scope of Services:**

The scope of work consists of the services necessary to provide remote terminal units (RTUs). The work specified shall include:

- Assemble RTU backplanes using the Appendix A – As-Built
- Assemble Pony pump RTU backplanes using the attached: Appendix A – Drawings
- JEA will provide the parts listed in the attached file: Appendix A - JEA Supplied Parts

Panels must be completed by August of each year of the upcoming contract.

- A. The work specified shall include furnishing all labor, design, materials, equipment, incidentals and testing of all equipment and materials necessary to provide JEA with 80 assembled remote terminal units (RTU) 1200 backplane panels and 20 assembled Pony pump RTU backplane panels annually, or as directed by JEA.
- B. All materials, products, or devices shall be new and unused, unless indicated otherwise in proposal.

##### **JEA Background:**

JEA owns, operates and manages the electric system established by the City of Jacksonville, Florida in 1895. JEA also owns, operates and manages Jacksonville's water and sewer system that was established in 1880 and transferred from the City of Jacksonville in June 1997. JEA is Florida's largest municipally owned electric utility and the seventh largest in the United States. JEA currently serves over 427,000 electric accounts, 313,000 water accounts and 240,000 wastewater accounts in Jacksonville and adjacent counties.

#### **1.2. INVITATION**

You are invited to submit a Qualifications Package in response to this Request For Qualifications:

**RFQ NUMBER:** 1411487046

**RFQ TITLE:** Remote Terminal Unit (RTU) Backplane Panel Assembly

To obtain more information about this RFQ and to submit a Response, go to JEA.com and use Keyword “Zycus” to access the home login page, where you can create a new supplier setup to participate, or use an existing supplier account if your company already does business with JEA today.

Qualifications Package **Due Date: See Cover Page**

All Qualification Packages must reference the RFQ Title and RFQ Number noted above. All Qualification Packages must be made on the appropriate forms as specified within the RFQ and submitted to the sourcing platform.

### **OPENING OF QUALIFICATION PACKAGES**

All Qualification Packages received by the Due Date & Time will be opened on a public WebEx or Microsoft Teams meeting at 2:00 pm. The meeting notice for the public meeting will be posted on JEA.com.

### **1.3. QUESTIONS REGARDING THE REQUEST FOR QUALIFICATION**

Questions must be communicated via e-mail. If further explanation is deemed necessary, JEA will notify each Respondent by addendum. JEA’s responses to questions will be posted publicly on JEA’s sourcing platform.

For Procurement Related Questions:

Buyer: Dan Kruck

E-mail: krucdr@jea.com

### **1.4. MINIMUM QUALIFICATIONS TO BE ASSIGNED TO THE QUALIFIED LIST**

The company shall meet or exceed the following minimum qualifications to be assigned to the Qualified List:

It is the responsibility of the Respondent to ensure and certify that it meets the Minimum Qualifications stated below. JEA reserves the right to request back up documentation or additional project references to confirm the Respondent meets the requirements stated herein.

- A. Respondent must be qualified by the JEA Standards Committee to supply Remote Terminal Units (RTUs). Currently the following companies are qualified:

- ECS, LLC
- EG Pump Controls, Inc. dba EG Controls, Inc.
- Suncoast Hydraulics, Inc. dba Suncoast Controls Mfg.
- Sun State Systems, Inc.
- Infamation Technologies, LLC
- DSI Innovations LLC
- Dynamic Motor Controls, Inc

Contact Buyer to learn how to become approved by JEA Standards Committee

- B. Respondent must be able to make and store 25 RTU panels at one time within 90 days.
- C. Respondent must be in good standing with AWC, Graybar and Jo-Kell. Proof of good standing must be submitted. Proof of good standing must be submitted. Acceptable proof is a letter from each of these vendors.
- D. Respondent must provide an organizational structure of their company to show enough staff to handle the minimum RTU order of 25 units.
- E. Respondent must provide a balance sheet, or financial statement, overview for their firm to show that the firm has enough capital to procure required components.

NOTE: Respondent may not rely upon the experience or licensing of sub-contractors or sub-consultants to meet any of the minimum qualifications. A site visit by JEA may be required to verify that Respondent can provide 25 RTU panels at one time.

Please note, any Respondent whose contract with JEA was terminated for default within the last two (2) years shall have their Response rejected.

### **1.5. COMPANIES TO BE QUALIFIED**

JEA intends to qualify companies that meet the minimum qualifications. JEA reserves the right to disqualify companies that do not fully meet the minimum qualifications.

### **1.6. BASIS OF QUALIFICATION**

JEA will approve Companies to be added to the Qualified List based on Companies that meet or exceed the Minimum Qualifications set forth in this RFQ.

### **1.7. QUALIFICATION PACKAGE CONTENTS**

Companies shall submit the documentation for the evaluation portion of the qualification package to a maximum of 10 pages, 8½" x 11" page size format. Companies may submit additional reference documentation, however, shall clearly separate qualification evaluation material from reference material.

### **1.8. REQUIRED FORMS TO BE SUBMITTED-REQUEST FOR QUALIFICATIONS**

Qualification Packages must include all of the following documents. If the company fails to complete or fails to submit one or more of the required documents, their submittal may be rejected.

- **RFQ Response Form (Appendix B)**
- **Additional free form response as required to meet the Minimum Qualifications**

### **1.9. ETHICS-REQUEST FOR QUALIFICATIONS**

By signing the Qualifications Form, the company certifies its submittal is made without any previous understanding, agreement or connection with any other person, firm, or corporation submitting a Qualifications Package for the same Work, other than as a Subcontractor or supplier, and that its submittal is made without outside control, collusion, fraud, or other illegal or unethical actions. The company shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding business ethics.

The company shall disclose the name(s) of any public officials who have any financial position, directly or indirectly, with this RFQ by completing and submitting the Conflict of Interest Certificate Form found at JEA.com. If JEA has reason to believe that collusion exists among the companies, JEA shall reject any and all Qualification Packages from the suspected company and will proceed to debar company from future JEA Awards in accordance with the JEA Procurement Code.

JEA is prohibited by its Charter from awarding contracts to JEA officers or employees, or to a company in which a JEA officer or employee has a financial interest. JEA shall reject any and all Qualification Packages from JEA officers or employees, as well as, any and all Qualification Packages in which a JEA officer or employee has a financial interest.

In accordance with Florida Statutes Sec. 287.133, JEA shall reject Qualification Packages from any persons or affiliates convicted of a public entity crime as listed on the Convicted Vendor list maintained by the Florida Department of Management Services. JEA shall not make an Award to any officer, director, executive, partner, shareholder, employee, member, or agent active in management of the Company listed on the Convicted Vendor list for any transaction exceeding \$35,000.00 for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor list.

If the Company violates any requirement of this clause, the Qualifications Package may be rejected and JEA may debar offending companies and persons.

### **1.10. EX PARTE COMMUNICATION-RFQ**

Ex Parte Communication is defined as any inappropriate communication concerning a RFQ between a company submitting a Qualifications Package or Response and a JEA representative, during the time in which the RFQ is being

advertised, through the time of Award. Examples of inappropriate communications include: private communications concerning the details of RFQ in which a company becomes privy to information not available to the other companies. Social contact between companies and JEA Representatives should be kept to an absolute minimum during the RFQ process.

**Ex Parte Communication is strictly prohibited.** Failure to adhere to this policy will disqualify the noncompliant company. Any questions or clarifications concerning a RFQ must be sent in writing via email to the JEA Buyer at least five (5) business days prior to the opening date. If determined by JEA, that a question should be answered or an issue clarified, JEA will issue an addendum to all companies.

#### **1.11. QUESTIONS- REQUEST FOR QUALIFICATIONS**

All questions regarding this RFQ must be submitted in writing to the JEA Buyer identified herein at least (5) five business days prior to the Response opening date. All responses will be posted publicly on JEA's sourcing platform.

#### **1.12. RESERVATIONS OF RIGHTS (RFQ)**

- A. This RFQ is not a contractual offer or commitment by JEA to purchase products or services.
- B. JEA reserves the right to reject any or all Qualifications Packages, or any part thereof, and/or to waive informalities if such action is in its best interest. JEA may reject any Qualifications that it deems incomplete, obscure or irregular, including Responses from companies who have previously failed to satisfactorily complete JEA Contracts of any nature or who have been scored by JEA as "Unacceptable" and as a result are temporarily barred from bidding additional JEA work.
- C. JEA reserves the right to cancel, postpone, modify, reissue and amend this RFQ at its discretion.

#### **1.13. MODIFICATION OR WITHDRAWAL OF QUALIFICATION PACKAGES**

A Company may modify or withdraw its Qualifications Package at any time.

#### **1.14. AVAILABILITY OF QUALIFICATIONS PACKAGE**

All Qualifications shall be maintained in accordance with the Florida Public Records Law, Florida Statute, Chapter 119.

#### **1.15. PROTESTS**

A company shall file any protests regarding this RFQ in writing, in accordance with the JEA Procurement Code, as amended. The JEA Procurement Code is available online at JEA.com.

#### **1.16. CERTIFICATION AND REPRESENTATIONS OF THE COMPANY-RFQ**

By signing and submitting the Qualifications Form, the company certifies and represents as follows:

- A. That the individual signing the Qualifications Form is a duly authorized agent or officer of the company. Qualifications submitted by a corporation must be executed in the corporate name by the President or Vice President. If an individual other than the President or Vice President signs the Qualifications Form, satisfactory evidence of authority to sign must be submitted upon request by JEA. If the Qualifications Package is submitted by a partnership, the Form must be signed by a partner whose title must be listed under the signature. If an individual other than a partner signs the Form, satisfactory evidence of authority to sign must be submitted upon request by JEA.
- B. That the corporation or partnership must be in active status at the Florida Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org)) prior to any subsequent Award of Contract.
- C. That the company maintains in active status any and all licenses, permits, certifications, insurance, bonds and other credentials including, but not limited to, contractor's license and occupational licenses necessary to perform the Work. The company also certifies that, upon the prospect of any change in the

status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the company shall immediately notify JEA of status change.

D. That the company has read, understands and will comply with the Section titled "Ethics" of this RFQ.

#### **1.17. SUNSHINE LAW**

##### **General**

Article I, Section 24, Florida Constitution, guarantees every person access to all public records and Chapter 119, Florida Statutes, provides a broad definition of public records. JEA is a body politic and corporate and subject to these laws and related statutes ("Florida's Public Records Laws"). All responses to this Solicitation are public record and available for public inspection unless specifically exempt by law.

##### **Redacted Submissions**

If a company believes that any portion of the documents, data or records submitted in response to this RFQ are exempt from Florida's Public Records Law, the company must (1) clearly segregate and mark the specific sections of the document, data or records as "Confidential," (2) cite the specific Florida Statute or other legal authority for the asserted exemption, and (3) provide JEA with a separate redacted copy of its response (the "Redacted Copy"). The cover of the Redacted Copy shall contain JEA's title and number for this Solicitation and company's name, and shall be clearly titled "Redacted Copy." The company should only redact those portions of records that company claims are specifically exempt from disclosure under Florida's Public Records Laws. If the company fails to submit a redacted copy of information it claims is confidential, JEA is authorized to produce all documents, data and other records submitted to JEA in answer to a public records request for such information.

In the event of a request for public records to which documents that are marked as confidential are responsive, JEA will provide the Redacted Copy to the requestor. If a requestor asserts a right to any redacted information, JEA will notify the company that such an assertion has been made. It is the company's responsibility to respond to the requestor to assert that the information in question is exempt from disclosure under applicable law. If JEA becomes subject to a demand for discovery or disclosure of the company's redacted information under legal process, JEA shall give the company prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law.) The company shall be responsible for defending its determination that the redacted portions of its response are not subject to disclosure.

By submitting a response to this RFQ, the company agrees to protect, defend and indemnify JEA from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, costs and expenses (including but not limited to reasonable attorney fees and costs) arising from or relating to the company's determination that the redacted portions of its response to this RFQ are not subject to disclosure.

**IF THE BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS SOLICITATION, CONTACT THE JEA CUSTODIAN OF PUBLIC RECORDS AT:**

**Public Records Request Coordinator**

**JEa, 21 West Church Street, T-8**

**Jacksonville, FL 32202**

**Ph: 904-665-8606**

**[publicrecords@jea.com](mailto:publicrecords@jea.com)**

#### **1.18. APPENDICES**

- APPENDIX A – TECHNICAL SPECIFICATIONS

- 1411487046 Appendix A - Draft Technical Specifications
  - 1411487046 Appendix A - Draft JEA-ShopDrawings
  - 1411487046 Appendix A - Draft JEA-ShopDrawings 2
  - 1411487046 Appendix A - JEA Supplied Parts
- APPENDIX B –FORMS
    - 1411487046 Appendix B - Response Form