



**REQUEST FOR QUOTE (RFQ)
FOR PARTICIPATION IN
LABORATORY COURIER SERVICES
FOR
JEA**

JACKSONVILLE, FL

**MANDATORY PRE-BID MEETING
IN PERSON OR BY TELECONFERENCE
PRE-BID MEETING DATE: JUNE 30, 2016
PRE-BID MEETING TIME: 10:30 AM EST
DIAL IN: 1.888.714.6484
PASSCODE: 817050**

**LOCATION: JEA CUSTOMER CENTER, PROCUREMENT BID OFFICE
21 W. CHURCH STREET, 1st FLOOR, ROOM 002
JACKSONVILLE, FL 32202**

**JEA REQUEST FOR QUOTE NUMBER: 83993
BID DUE DATE: JULY 13, 2016
BID DUE TIME: 12:00 PM EST**

**BID EMAILED TO:
ELAINE SELDERS AT
SELDEL@JEA.COM
JEA PROCUREMENT SERVICES**

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Solicitation

1. REQUEST FOR QUOTES

1.1. INVITATION

1.1.1. SCOPE OF WORK

JEA is seeking a company (the “Company”) to provide local courier services (within fifty (50) miles of 1002 North Main Street) including pickup and delivery of laboratory items and wet/dry laboratory samples with specific hold times (the “Work”). The pickup and delivery schedule will include routine daily, twice daily and upon request stops. JEA also has a need for occasional on-demand services, in which the pickup/delivery may be constrained by day, time, and/or sequence. A description of the scheduled and on-demand courier schedule is included in Appendix A – Technical Specifications.

A Company’s Total Bid Price and unit prices for the Work will remain firm through the first year of the Contract. Thereafter, the JEA Project Manager will adjust the Total Bid Price in accordance with the fuel index (Lower Atlantic (PADD1C) price per gallon for All Grades - Conventional Areas, Annual). Note, only ten percent (10%) of the Total Bid Price will be adjusted using the fuel index.

Additional information regarding the courier schedule and Fuel Adjustment methodology can be found below, and in Appendix A – Technical Specifications.

1.1.2. INVITATION - REQUEST FOR QUOTE

You are invited to submit a Quote in response to the Request for Quotes noted below:

Request for Quotes (RFQ) Title: LABORATORY COURIER SERVICES

To obtain more information about this RFQ:

Download a copy of the Solicitation, PDF quality drawings (if applicable) and any required forms at jea.com.

JEA RFQ Number: 83993

Bid Due Time: 12:00 P.M. EST - **ALL LATE BIDS WILL BE RETURNED UNOPENED.**

Bid Due Date: JULY 13, 2016

All Bids must reference the RFQ Title and Number noted above. All Bids must be emailed to Elaine Sellers at SELDEL@JEA.COM prior to the Bid Due Date and Time.

ALL LATE BIDS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

1.1.3. MANDATORY PRE-BID MEETING IN PERSON OR BY TELECONFERENCE

There will be a Mandatory Pre-Bid meeting associated with this Solicitation. Companies will be required to sign in at the beginning of the meeting and for those calling in, a roll call will be held at the start of the meeting. A representative shall only sign in representing one company, unless otherwise specified by JEA.

Meeting Time: 10:30 AM EST

Meeting Date: June 30, 2016

Meeting Location: JEA Customer Center, 21 W. Church Street, 1ST Floor, Room 002, Procurement Conference Room, Jacksonville, FL

Dial In: 1.888.714.6484

Passcode: 817050

1.1.4. QUESTIONS

All questions must be submitted in writing to the JEA Buyer listed below at least three (3) business days prior to the opening date. Questions received within three (3) business days prior to the opening date will not be answered.

For Procurement Related Questions:

Buyer: ELAINE SELDERS

E-mail: SELDEL@JEA.COM

For Technical Questions:

Contact: Paul Legge

E-mail: LEGGPJ@JEA.COM

1.2. SPECIAL INSTRUCTIONS

1.2.1. MINIMUM QUALIFICATIONS FOR SUBMISSION (RFQ)

Bidder shall have the following Minimum Qualifications to be considered eligible to submit a Bid in response to this RFQ. **A Minimum Qualification Form which is required to be submitted with the Bid Form is provided in Appendix B of this RFQ.**

It is the responsibility of the Bidder to ensure and certify that it meets the Minimum Qualifications stated below. A Bidder not meeting all of the following criteria will have their Bids rejected:

- Bidder must have successfully completed two (2) similar courier service contracts (as described in the Technical Specifications) within the last five (5) years ending May 31, 2016.
 - o Each similar contract must be valued at \$30,000.00 per year or greater. Contract references must include the referenced company name, contact person, phone number,

email address, and a summary of the scope of service provided. JEA will directly contact and verify each reference provided.

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

1.2.2. REQUIRED FORMS TO SUBMIT WITH BID

To submit a Bid in response to this RFQ, all of the following forms must be completed and submitted as part of the Bid. The Bidder must obtain the required forms, other than the Minimum Qualification Form, by downloading them from JEA.com. If the Bidder fails to complete or fails to submit one or more of the following forms, the Bid shall be rejected.

The following forms are required to be submitted:

- Minimum Qualifications Form – Found in Appendix B
- Bid Form – Found in Appendix B
- Bid Workbook – Found in Appendix B
- List of JSEB Certified Firms (if any)
- List of Subcontractors/Shop Fabricators (if any)

If the above listed forms are not submitted with the Bid by the Bid Due Time and Date, JEA shall reject the Bid.

JEA also requires the following documents to be submitted prior to Contract execution. A Bid will not be rejected if these forms are not submitted at the Bid Due Time and Date. However, failure to submit these documents prior Contract execution could result in Bid rejection.

- Conflict of Interest Certificate Form - This form can be found on JEA.com
- Insurance Certificate
- W-9
- Evidence of active registration with the State of Florida Division of Corporations (www.sunbiz.org)
- Any technical submittals as required by the Technical Specifications

1.3. BID METHODOLOGY

1.3.1. COMPETITIVE SEALED BIDDING (REQUEST FOR QUOTE)

The Bidder shall email its Bid in response to this **Request for Quote** (RFQ) no later than the Bid Due Date and Time. JEA will subsequently review Bids to determine that they meet the minimum qualifications set forth in this RFQ. JEA will Award the work to the lowest responsive and responsible Bidder whose Bid meets or exceeds minimum qualifications.

NO EXCEPTIONS ARE ALLOWED IN THIS REQUEST FOR QUOTE. IF THE BIDDER OBJECTS IN ANY MANNER TO THE TERMS AND CONDITIONS OR TECHNICAL

SPECIFICATIONS, THE OBJECTION MUST BE ADDRESSED IN WRITING THREE (3) DAYS PRIOR TO THE BID OPENING DATE, AND THE OBJECTION MAY BE ADDRESSED IN AN ADDENDUM IF JEA CHOOSES TO MAKE A CLARIFICATION OR IF A CHANGE TO THE BID FORM IS NECESSARY. ANY MODIFICATIONS, EXCEPTIONS OR OBJECTIONS STATED WITHIN THE BID DOCUMENT SHALL SUBJECT THE BID TO BE REJECTED.

1.3.2. TIE

In addition to the above, JEA has a database evidencing the amount of work previously given to each company. Said criteria will be considered in the event of a tie. In order for new companies to be given opportunity to work with JEA, extra points shall be given to those companies who have not done business with JEA in the past.

1.3.3. OPTIONAL USE OF JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) PROGRAM

It is at the Company's option as to whether it chooses to subcontract to a JSEB firm. JEA encourages the use of JSEB qualified firms; however, the Company is not required to utilize JSEB firms to be Awarded this Contract.

JSEB firms that qualify for this Contract are only those shown on the current City of Jacksonville JSEB directory appearing at www.COJ.net. Certification of JSEB firms must come from the City of Jacksonville. No other agency or organization is recognized for purposes of this Contract.

In no case shall the Company make changes to the JSEB firms listed in its Bid, revise the JSEB Scope of Work or amount of Work as stated in its Bid without prior written notice to the JEA Contract Administrator, and without subsequent receipt of written approval for the JEA Contract Administrator.

Any subcontractors of Company shall procure and maintain the insurance required of Company hereunder during the life of the subcontracts. Subcontractors' insurance may either be by separate coverage or by endorsement under insurance provided by Company. Note: Any JSEB firms identified by Proposers for this Solicitation are considered "Subcontractors" under the direct supervision of the Prime or General Contractor (herein referred to as Company in this Solicitation). Companies should show good faith efforts in providing assistance to JSEB firms in the securing of Subcontractors' insurance requirements stated in this section. Company shall submit subcontractors' Certificates of Insurance to JEA prior to allowing subcontractors to perform Work on JEA's job sites.

All question and correspondence concerning the JSEB program should be addressed to the following contact:

G. Nadine Carswell
JSEB Manager
JEA
(904) 665-6257
carsgs@jea.com

1.4. GENERAL INSTRUCTIONS

1.4.1. NUMBER OF CONTRACTS TO BE AWARDED

JEA intends to Award ONE (1) Contract(s) for the Work. JEA reserves the right to Award more than one Contract based on certain groupings of the Work items, or JEA may exclude certain Work items, if JEA determines that it is in its best interest to do so.

1.4.2. ADDENDA- REQUEST FOR QUALIFICATIONS

JEA may issue Addenda prior to the Bid Due date to revise, in whole or in part, or clarify the intent or requirements of the RFQ. The Bidder shall be responsible for ensuring it has received all Addenda prior to submitting its Bid and shall acknowledge receipt of all Addenda by indicating where requested on the Bid Form. JEA will post Addenda online at jea.com. Bidder will receive and email from the Buyer with any Addenda or Bidder may obtain Addenda from the JEA website.

All Addenda will become part of the RFQ and any resulting Contract Documents. It is the responsibility of each Company to ensure it has received and incorporated all Addenda into its Bid. Failure to acknowledge receipt of Addenda may be grounds for rejection of a bid.

1.4.3. CONFLICT OF INTEREST

A person or company who receives a Contract which was not procured pursuant to public bidding procedures to perform a feasibility study, or who participated in the drafting of an invitation to bid or request for quote, or who developed a program for future implementation shall not be eligible to contract with JEA for any other contracts dealing with that specific subject matter.

Should JEA erroneously Award a Contract in violation of this policy, JEA may terminate the Contract at any time with no liability to Proposer/Bidder, and Proposer/Bidder shall be liable to JEA for all damages, including but not limited to the costs to rebid the Work. The purpose of this policy is to encourage bidding and eliminate any actual or perceived advantage that one Proposer/Bidder may have over another.

1.4.4. EX PARTE COMMUNICATION

Ex Parte Communication is strictly prohibited. Ex Parte Communication is defined as any inappropriate communication concerning a Solicitation between a firm submitting a Bid and a JEA representative during the time in which the Solicitation is being advertised through the time of Award. Examples of inappropriate communications include: private communications concerning the details of Solicitation in which a Proposer becomes privy to information not available to the other proposers. Social contact between Proposers and JEA representatives should be kept to an absolute minimum during the solicitation process.

Failure to adhere to this policy will disqualify the noncompliant Company's Bid. Any questions or clarifications concerning a Solicitation 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 Bidders.

For more information on Ex Parte communications, see JEA Procurement Code, Article 1-110, which is available at www.jea.com.

1.4.5. CONTRACT EXECUTION AND START OF WORK (RFQ)

Within thirty (30) days from the date of Award, JEA will present the successful Bidder with the Contract Documents. Unless expressly waived by JEA, the successful Bidder shall execute a Contract for the Work or Services within ten (10) days after receiving the Contract from JEA. If the Bidder fails to execute the Contract or associated documents as required, or if it fails to act on a JEA-issued Purchase Order (PO), JEA may cancel the Award with no further liability to the Bidder, retain the bid security or bond (if applicable), and Award to the next ranked Bidder.

Upon JEA's receipt of the executed Contract and certificate of insurance, JEA will issue a PO, in writing and signed by an authorized JEA representative as acceptance of the Bid and authorization for the company to proceed with the Work, unless otherwise stated in the Contract or PO.

1.4.6. SUNSHINE LAW

General

Article I, Section 24, Florida Constitution, guarantees every person access to all public records and Chapter 119, Florida Statutes, provide 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 records and available for public inspection unless specifically exempt by law.

Redacted Submissions

If a Bidder believes that any portion of the documents, data or records submitted in response to this Solicitation are exempt from Florida's Public Records Law, Bidder 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 Bidder's name, and shall be clearly titled "Redacted Copy." Bidder should only redact those portions of records that Bidder claims are specifically exempt from disclosure under Florida's Public Records Laws. If Bidder 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 Bidder that such an assertion has been made. It is Bidder'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 Bidder's redacted information under legal process, JEA shall give Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law.) Bidder 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 Solicitation, Bidder 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 Bidder's determination that the redacted portions of its response to this Solicitation are not subject to disclosure.

1.5. CONTRACT TERMS AND CONDITIONS

1.5.1. TERM OF CONTRACT – DEFINED DATES

This Contract shall commence on the effective date of the Contract, and continue and remain in full force and effect as to all its terms, conditions and provisions as set forth herein for three (3) years, or until the Contract's Maximum Indebtedness is reached, whichever occurs first. It is at JEA's sole option to renew the Contract.

It is at JEA's sole option to renew the Contract for an additional one (1) year period.

This Contract, after the initial year shall be contingent upon the existence of lawfully appropriated funds for each subsequent year of the Contract.

1.5.2. PAYMENT METHOD - PROFESSIONAL SERVICES

For reoccurring tasks or services, the Company shall submit an Invoice to JEA once per month upon successful completion and JEA's Acceptance of the reoccurring tasks or services that occurred during that month.

For individual or "special" tasks or services, the Company shall submit an Invoice to JEA upon successful completion and JEA Acceptance of the individual tasks or services.

JEA may elect to make a partial payment or no payment if JEA determines, at its sole discretion, and after due consideration of relevant factors, that either all, or part of the task being invoiced is not in accordance with the Contract Documents.

1.5.3. ANNIVERSARY DATE

The twelve (12) month period beginning on the date of the Contract Award, and each subsequent twelve (12) month period that the Contract is in effect.

1.5.4. FUEL PRICE ADJUSTMENT - ANNUAL

Contract prices for the Work will remain firm through the first year of the Contract. Thereafter, the JEA Project Manager will adjust the Total Bid Price in accordance with the fuel index provided below.

For the purposes of determining the Fuel Adjustment, the date and index will be based on the index amount published on the same week as the Contract Anniversary date or Purchase Order issuance date. The index will be the weekly published Lower Atlantic (PADD1C) price per gallon for All Grades - Conventional Areas on U.S. Energy Information Administration website. A link is provided to the USEIA website.

[http://www.eia.gov/petroleum/gasdiesel/ Lower Atlantic \(PADD1C\)](http://www.eia.gov/petroleum/gasdiesel/ Lower Atlantic (PADD1C))

Unless the Company and JEA make other agreements, the annual price adjustment for the Contract shall be in accordance with the above listed priced adjustment methodology.

In the event the applicable price index publication ceases, the Company and JEA shall mutually agree on a replacement index. If the Company and JEA fail to agree on a replacement index, the Contract shall terminate effective on the next Anniversary Date.

Examples:

The Fuel Adjustment will be calculated by the following formula:

$(\text{March 2015 (2.420)} - \text{March 2014 (3.401)}) / \text{March 2014 (3.401)} = _ -28.8\% \text{ Fuel Adjustment}$

Total Bid Price = \$200,000. Ten percent (10%) of the Total Bid Price will be adjusted using the above Fuel Adjustment percentage:

$10\% \times \text{Total Bid Price } (\$200,000) = \$20,000 \times \text{Fuel Adjustment percentage } (-.288)$ Therefore, the Total Bid Price will now be \$194,240, and the unit prices will then be individually adjusted accordingly using this same formula.

1.5.5. DISCOUNT PAYMENT TERMS

JEA offers any or all of the following optional payment terms, one of which may be executed at the request of the Company by sending an email to the JEA Buyer listed in this Solicitation:

- o 1% 20, net 30
- o 2% 10, net 30
- o 3% 5, net 30

Company may request alternate payment terms for JEA's consideration, however, alternate payment terms are not effective until acceptance by JEA in writing. Please note, all payment dates are calculated from the date of the Invoice receipt by JEA's Accounts Payable.

1.5.6. INVOICING AND PAYMENT TERMS

Within sixty (60) days from completion of the Work, the Company shall submit all Invoices or Applications for Payment in accordance with the payment method agreed upon in these Contract Documents. Invoices shall be submitted to the following address:

JEA Accounts Payable
P.O. Box 4910
Jacksonville, FL 32201-4910

JEA will pay the Company the amount requested within thirty (30) calendar days after receipt of an Invoice from the Company subject to the provisions stated below.

JEA may reject any Invoice or Application for Payment within twenty (20) calendar days after receipt. JEA will return the Invoice or Application for Payment to the Company stating the reasons for rejection. Upon receipt of an acceptable revised Invoice or Application for Payment, JEA will pay the Company the revised amount within ten (10) days.

JEA may withhold payment if the Company is in violation of any conditions or terms of the Contract Documents.

In the case of early termination of the Contract, all payments made by JEA against the Contract Price prior to notice of termination shall be credited to the amount, if any, due the Company. If the parties determine that the sum of all previous payments and credits exceeds the sum due the Company, the Company shall refund the excess amount to JEA within ten (10) days of determination or written notice.

1.5.7. INSURANCE

INSURANCE REQUIREMENTS

Before starting and through the Term of the Contract, and without further limiting its liability under the Contract, Company shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts stated below:

Workers' Compensation

Florida Statutory coverage and Employer's Liability (including appropriate Federal Acts); Insurance Limits: Statutory Limits (Workers' Compensation) \$500,000 each accident (Employer's Liability).

Commercial General Liability

Premises-Operations, Products-Completed Operations, Contractual Liability, Independent Contractors, Broad Form Property Damage, Explosion, Collapse and Underground, Hazards (XCU Coverage) as appropriate; Insurance Limits: \$1,000,000 each occurrence, \$2,000,000 annual aggregate for bodily injury and property damage, combined single limit.

Automobile Liability

All autos-owned, hired, or non-owned; Insurance Limits: \$1,000,000 each occurrence, combined single limit.

Excess or Umbrella Liability

(This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability, and Automobile Liability); Insurance Limits: \$4,000,000 each occurrence and annual aggregate.

Company's Commercial General Liability, Excess or Umbrella Liability policies shall be effective for two (2) years after Work is complete. The Indemnification provision provided herein is separate and is not limited by the type of insurance or insurance amounts stated above.

Company shall specify JEA and Florida Power & Light (FPL) as additional insureds for all coverage except Workers' Compensation and Employer's Liability. Such insurance shall be primary to any and all

other insurance or self-insurance maintained by JEA or FPL. Company shall include a Waiver of Subrogation on all required insurance in favor of JEA, FPL, their board members, officers, employees, agents, successors and assigns.

Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to JEA. Prior to commencing any Work under this Contract, certificates evidencing the maintenance of the insurance shall be furnished to JEA for approval. Company's and its subcontractors' Certificates of Insurance shall be mailed to JEA (Attn. Procurement Services), Customer Care Center, 6th Floor, 21 West Church Street, Jacksonville, FL 32202-3139.

The insurance certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by JEA.

Any subcontractors of Company shall procure and maintain the insurance required of Company hereunder during the life of the subcontracts. Subcontractors' insurance may be either by separate coverage or by endorsement under insurance provided by Company. Company shall submit subcontractors' certificates of insurance to JEA prior to allowing subcontractors to perform Work for JEA's collections.

1.5.8. TERMINATION FOR CONVENIENCE

JEA shall have the absolute right to terminate the Contract in whole or part, with or without cause, at any time after the Award effective date upon written notification of such termination.

In the event of termination for convenience, JEA will pay the Company for all disbursements and expenses that the Company has incurred, or has become obligated prior to receiving JEA's notice of termination.

Upon receipt of such notice of termination, the Company shall stop the performance of the Work hereunder except as may be necessary to carry out such termination and take any other action toward termination of the Work that JEA may reasonably request, including all reasonable efforts to provide for a prompt and efficient transition as directed by JEA.

JEA will have no liability to the Company for any cause whatsoever arising out of, or in connection with, termination including, but not limited to, lost profits, lost opportunities, resulting change in business condition, except as expressly stated within these Contract Documents.

1.5.9. TERMINATION FOR DEFAULT

JEA may give the Company written notice to discontinue all Work under the Contract in the event that:

- o The Company assigns or subcontracts the Work without prior written permission;
- o Any petition is filed or any proceeding is commenced by or against the Company for relief under any bankruptcy or insolvency laws;
- o A receiver is appointed for the Company's properties or the Company commits any act of insolvency (however evidenced);
- o The Company makes an assignment for the benefit of creditors;
- o The Company suspends the operation of a substantial portion of its business;

- o The Company suspends the whole or any part of the Work to the extent that it impacts the Company's ability to meet the Work schedule, or the Company abandons the whole or any part of the Work;
- o The Company, at any time, violates any of the conditions or provisions of the Contract Documents, or the Company fails to perform as specified in the Contract Documents, or the Company is not complying with the Contract Documents;
- o The Company attempts to willfully impose upon JEA items or workmanship that are, in JEA's sole opinion, defective or of unacceptable quality;
- o The Company breaches any of the representations or warranties;
- o The Company is determined, in JEA's sole opinion, to have misrepresented the utilization of funds or misappropriate property belonging to JEA; or
- o Any material change in the financial or business condition of the Company.

If within fifteen (15) days after service of such notice upon the Company an arrangement satisfactory to JEA has not been made by the Company for continuance of the Work, then JEA may declare Company to be in default of the Contract.

Once Company is declared to be in default, JEA will charge the expenses of completing the Work to the Company and will deduct such expenses from monies due, or which at any time thereafter may become due, to the Company. If such expenses are more than the sum that would otherwise have been payable under the Contract, then the Company shall pay the amount of such excess to JEA upon receipt of notice of the expenses from JEA. JEA shall not be required to obtain the lowest price for completing the Work under the Contract, but may make such expenditures that, in its sole judgment, shall best accomplish such completion. JEA will, however, make reasonable efforts to mitigate the excess costs of completing the Work.

The Contract Documents shall in no way limit JEA's right to all remedies for nonperformance provided under law or in equity, except as specifically set forth herein. In the event of termination for nonperformance, the Company shall immediately surrender all Work records to JEA. In such a case, JEA may set off any money owed to the Company against any liabilities resulting from the Company's nonperformance.

JEA has no responsibility whatsoever to issue notices of any kind, including but not limited to deficient performance letters and scorecards, to the Company regarding its performance prior to default by Company for performance related issues.

JEA shall have no liability to the Company for termination costs arising out of the Contract, or any of the Company's subcontracts, as a result of termination for default.

1.5.10. WARRANTY (PROFESSIONAL SERVICES)

The Company represents and warrants that it has the full corporate right, power and authority to enter into the Contract and to perform the Work, and that the performance of its obligations and duties hereunder does not and will not violate any Contract to which the Company is a party or by which it is otherwise bound.

The Company represents and warrants that it will conduct the Work in a manner and with sufficient labor, materials and equipment necessary to affect a diligent pursuance of the Services.

The Company represents and warrants that it has the responsibility and capacity to train and supervise its employees, Subcontractors and suppliers to ensure the Work complies with all safety requirements of the Contract Documents.

The Company represents and warrants that its employees and Subcontractors shall exercise the degree of skill and care required by customarily accepted good practices and procedures.

The Company warrants that all items provided under the Contract shall be in accordance with the requirements of this Contract and services shall be performed in a professional manner and with professional diligence and skill, consistent with the prevailing standards of the industry. The Company warrants that the Work will meet the functional and performance requirements defined in the Contract.

1.5.11. BACKGROUND CHECKS AND OTHER INFORMATION SECURITY POLICIES

The Company, at its expense, shall conduct appropriate background checks and screen each individual who will provide services to JEA as a part of the Work or who will have access to JEA's computer systems, either through on-site or remote access. The minimum background screening process shall include, but not be limited to, the following checks:

1. Social Security Number (SSN) Trace;
2. Criminal Records (County and State Criminal Felony and Misdemeanor, National Criminal Database, Federal Criminal);
3. Background checks undertaken by JEA for its own employees who have duties similar to the duties of the Company's employee(s); and
4. Background checks which may be required pursuant to applicable background screening policies adopted by JEA from time to time.

The background screening must be conducted prior to the employee providing any services or performing any work for JEA. JEA has the right to require more regular background checks and has the right to require that the Company provide background check results to JEA. JEA shall have the right to audit the Company's background check process to ensure compliance with JEA standards. If, at any time, the Company discovers that an individual providing services to JEA as a part of the Work has a criminal record that includes a felony or misdemeanor, the Company shall immediately inform JEA and JEA will assess the circumstances surrounding the conviction, time frame, nature, gravity and relevancy of the conviction to the job duties. JEA, in its sole discretion, shall determine whether the individual will be placed on, or terminated from, a JEA assignment. Additionally, all individuals providing services to JEA shall have the responsibility to self-disclose any misdemeanor or felony conviction that occurs while assigned to JEA within three business days of the conviction. If the Company learns of any such conviction, the Company shall notify JEA immediately. The Company shall comply with all applicable

laws and regulations governing the conduct of background checks, including but not limited to the Fair Credit Reporting Act (FCRA). Failure of the Company to comply with the terms of this paragraph may result in immediate termination of its contract with JEA.

1.5.12. JEA ACCESS BADGES

If the scope of work described in this Contract requires a Company to access JEA facilities, each Company employee shall apply for a JEA access badge through JEA's Security Department. An appointment to obtain a JEA access badge can be made by contacting JEA Security at securitybadge@jea.com. Finally, JEA does not allow Company employees to share JEA access badges. A Company whose employees are found to be sharing JEA access badges, will result in the Contract being terminated immediately for default. Additionally, JEA shall be notified within six (6) hours of a lost or stolen JEA security badge or when an employee leaves the Company. Report badge termination notifications to JEA Security at (904) 665-8200.

1.5.13. CRITICAL INFRASTRUCTURE REQUIREMENTS

Pursuant to federal regulations, JEA is required to implement Critical Infrastructure Protection (CIP) and comply with NERC/FERC reliability standards for identified assets (collectively the "Assets"). Assets can be defined as either physical or cyber that are essential for JEA to maintain the integrity of the bulk electric system. Therefore, a Company that requires access to the Assets shall require that each of its employees, who require unescorted access apply for a JEA access badge through JEA's Security Department. Depending on which Assets a Company must access will determine the specific training and/or personal background screenings that will be required before a JEA badge can be issued. JEA will pay for reasonable costs associated with initial background screenings and training for required Company employees. However, if an initial screening is failed, the Company will be responsible for the cost of that screening and for additional screening costs related to Company employee turnover. An appointment to obtain a JEA access badge can be made by contacting JEA Security at securitybadge@jea.com.

Finally, all badges are for assigned individual use only and JEA does not allow Company employees to share JEA access badges. A Company, whose employees are found to be sharing JEA access badges, may result in the Contract being terminated for default. Additionally, JEA shall be notified within six (6) hours of a lost or stolen JEA security badge or when an employee leaves the Company and Company should bear the cost of replacement security badge. Report badge termination notifications to JEA Security at (904) 665-8200.

The language in the above paragraphs shall also apply to Company's Subcontractors, and shall be included in Company's contracts with its Subcontractors for Work or Services to be performed at JEA or SJRPP Facilities.

JEA reserves the right to modify these terms if the applicable regulations change or additional regulations become applicable. JEA will provide sufficient notice in advance for Company to adapt the updated regulations.

1.5.14. INDEMNIFICATION (JEA STANDARD)

For ten dollars (\$10.00) acknowledged to be included and paid for in the contract price and other good and valuable considerations, the Company shall hold harmless and indemnify JEA, and Florida Power and Light Company (hereinafter referred to as FPL), against any claim, action, loss, damage, injury, liability, cost and expense of whatsoever kind or nature (including, but not by way of limitation, reasonable attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the negligence, recklessness or intentional wrongful misconduct of the Company and any person or entity used by Company in the performance of this Contract or Work performed thereunder. For purposes of this Indemnification, the term "JEA" shall mean JEA as a body politic and corporate and shall include its governing board, officers, employees, agents, successors and assigns. For purposes of this Indemnification, FPL has been included with JEA, as co-owner for their St. Johns River Power Park facility (hereinafter referred to as SJRPP). The term "FPL" shall include its governing board, officers, employees, agents, successors and assigns. This indemnification shall survive the term of a Contract entered into pursuant to this solicitation, for events that occurred during the Contract term. This indemnification shall be separate and apart from, and in addition to, any other indemnification provisions set forth elsewhere in this Contract.

1.6. TECHNICAL SPECIFICATIONS/DETAILED SCOPE OF WORK

Technical Specifications and a Detailed Scope of Work are located in Appendix A of this document.

2. FORMS

2.1. FORMS (APPENDIX B)

Forms required to be submitted with this solicitation are provided in Appendix B or can be obtained on the JEA website at www.jea.com.

Appendix A – Technical Specifications

RFQ 83993 Laboratory Courier Services

1. Scope of Work

The Company shall provide scheduled and on-demand pickup and delivery of laboratory items and samples including, but not limited to, those items specified in the table below, in accordance with the Contract Documents. Scheduled stops include stops made on a routine, daily or twice daily basis, in addition to “special” scheduled stops, which include stops constrained by day, time, and/or sequence. A detailed listing of scheduled stops is included in Tables A and B. A fuel price adjustment is allowed after the first year of the contract.

Items transported via courier service:	Items not within the Scope and shall not be transported with JEA items:
<ul style="list-style-type: none">• safety equipment• lab samples from wastewater facilities and NGS Fuels Lab• empty lab sample containers• other items required in administrative operations of JEA	<ul style="list-style-type: none">• hazardous materials or chemicals• firearms or explosive materials• construction materials, machinery or parts• illegal items or substances• live animals• human or animal remains• bodily fluids• all other items prohibited by applicable federal, state and local laws

2. Obligations of the Company

- A. The Company shall provide everything necessary to successfully complete the Work except the materials and services specifically stated in the Contract to be provided by JEA. No payments, other than those shown in the Bid Documents, shall be made to the Company for performance of any requirements of the Contract Documents. The Company shall perform all Work in accordance with the Contract Documents and the applicable JEA standards manuals, safety manuals, policies, accepted commercial work practices, local, state, and federal rules, regulations, and laws which may be amended from time to time. The Company shall provide all permits, certifications, insurances, and bonds necessary or required by good practice, except where specifically stated in the Contract to be provided by JEA.
- B. The Company personnel shall perform all Work in a professional, efficient, and competent manner. The Company is obligated to provide personnel possessing the skills, training, tools, demeanor, motivation, and attitude to successfully complete the Work. The Company is obligated to remove individuals from performing Work under this Contract when the Company recognizes an individual to not be working in a manner consistent with the requirements of this Contract, or when JEA notifies the Company that JEA has determined an individual or group of individuals to not be working in a manner consistent with the requirements of this Contract. The Company is obligated to ensure that their officers and executives interact with JEA, JEA customers (whether direct or indirect customers of JEA) with the utmost level of professionalism and integrity.
- C. The Company shall exercise due care and sound judgment to ensure that all items are delivered in the state and number in which they were collected including, but not limited to, taking reasonable measures to ensure the protection of items from weather and loss.

In the event that the Company fails to deliver item(s) as specified within the Contract Documents, JEA shall notify the company immediately upon discovery. JEA shall assess a penalty equal to the value of JEA’s economic loss for each instance, which shall be deducted from the first invoice received following the discovery of the omission.

- D. In the event the Company chooses to use Subcontractors, the Company is obligated to provide Subcontractors possessing the skills, licensing, training, tools, demeanor, motivation and attitude to successfully perform the work for which they are subcontracted. If a subcontractor is to be used the company shall provide advance notice and gain approval from the contract

Appendix A – Technical Specifications RFQ 83993 Laboratory Courier Services

administrator. The Company is obligated to remove Subcontractors from performing Work under this Contract when the Company recognizes that a Subcontractor is failing to work in a manner consistent with the requirements of this Contract, or when JEA notifies the Company that JEA has determined a Subcontractor is failing to work in a manner consistent with the requirements of this Contract.

E. The Company is obligated to ensure that sufficient supervision of the Work is provided.

3. Work Location

Work shall be performed at the following location(s): At locations detailed in Tables A and B herein and in the case of on-demand pickups/deliveries, at additional locations within the Jacksonville area.

4. Security and Identification

A. Security Access Badges to JEA/SJRPP Facilities

- 1) The Company shall submit a written request for access to the Contract Administrator for each driver. The request shall contain the following information: Full name of driver/courier; vehicle information (all info required under paragraph below relating to vehicles); and Florida driving license number, class, and expiration date.
- 2) JEA shall issue security badges to each driver/courier in accordance with JEA's security policy that is in force at the time. These badges shall allow necessary access to JEA facilities. Access shall be granted to each driver/courier based on assigned routes and need.
- 3) Charges for security access badges shall be assessed in accordance with JEA's/SJRPP's security policies in force at the time of issue. (Current policy provides that the initial issue shall be at no charge. Replacement badges shall be available at \$10.00 per badge. This policy is subject to change over the life of this contract.)
- 4) Security badges shall be worn at all times while on JEA property and performing under this contract. Badges shall be displayed in a manner and location as to be easily seen and read by others.
- 5) All badges are required to be maintained in a clean and readable condition. Defaced, mutilated, or torn badges must be replaced immediately.
- 6) The driver/courier to whom the badge is issued is responsible for the safe keeping and use of the assigned badge. A full report to the JEA Contract Administrator and JEA Security shall be required for any lost badge.
- 7) All badges are required to be surrendered to JEA Security through the Contract Administrator when no longer required by the holder or when requested by JEA Security or the Contract Administrator.
- 8) The Company shall notify the Contract Administrator when a driver/courier no longer has a valid need for his/her security badge. Notification shall be made in writing within twenty-four (24) hours of the event which resulted in the badge no longer being needed.

5. Drivers/Couriers

- A. The Company shall be responsible for screening of drivers/subcontractors for background checks, drug screenings, driver's license, insurance compliance and criminal records. Initial substance abuse screening shall be required for each driver/courier before commencing work.
- B. The Company shall certify to JEA that required screening has been accomplished for each driver and that no record was found that would prohibit the driver from performing under this contract. The date of the screen must be provided.
- C. The Company shall be responsible for ensuring that driver licenses and insurance are maintained in accordance with applicable laws and any provisions of this contract.

Appendix A – Technical Specifications
RFQ 83993 Laboratory Courier Services

- D. No driver shall be allowed to perform under this contract who has been convicted of a felony, DUI, or substance abuse (use, possession, dealing, or otherwise). A driver who receives such conviction after performing under this contract shall be immediately dismissed and no further performance under this contract shall be allowed. JEA has a zero tolerance policy for any substance abuse.
- E. The Company shall require periodic drug screening for all drivers in accordance with The Company's policy. Should the Company lack such policy, screening shall be accomplished a minimum of once per year.

6. Uniforms and Appearances

- A. Drivers/couriers are required to wear the uniform prescribed by The Company and in a manner consistent with The Company's dress code. If The Company does not have a dress code, The Company must develop and maintain one prior to commencement of work.
- B. Drivers/couriers must present a professional appearance and conform to generally accepted dress for work in their occupation. As a minimum:
 - 1) Drivers must wear a shirt that identifies The Company.
 - 2) Shoes and socks must be worn. Shoes and socks must present a clean and neat appearance – not ragged, torn, or have obvious excessive wear.
 - 3) Drivers must not present a ragged and unkempt appearance.
- C. The Company shall provide the Contract Administrator a copy of its uniform/dress code and any updates as they occur.
- D. Drivers reporting to JEA facilities in violation of the dress code may forfeit their right to perform under this contract for that day. Continued violations may result in permanent removal from further performance under this contract.

7. Communications

- A. The Company shall provide a means of communications between JEA and all drivers/couriers while performing under this contract.
- B. Communications may be direct between JEA and drivers/couriers or through The Company representative.
- C. Use of cell phones is highly encouraged.
- D. Drivers shall contact JEA Laboratory (904) 665-4517 when a pick up or delivery time shall not be met or when there is a problem accessing a facility.

8. Vehicles

- A. Vehicles must be of sufficient size and type to handle the volume and weight of items to be transported.
- B. Vehicles must provide protection to transported items from all-weather elements that may cause damage.
- C. Vehicles shall be no older than seven (7) model years.
- D. Vehicles must be maintained in sound mechanical condition and be capable of performing under the requirements of the contract.
- E. Vehicles shall comply with all requirements of state law.
- F. Appearances of vehicles shall be maintained in such a manner as not to bring discredit to JEA.
- G. No controversial, obscene, political statements, or objectionable decals, logos, pictures, flags, or other objects/devices shall be displayed on any vehicle while being utilized to perform work under this contract.

**Appendix A – Technical Specifications
RFQ 83993 Laboratory Courier Services**

H. The Company shall provide JEA a list of vehicles being utilized to perform under this contract. The list shall provide the following information for each vehicle. An updated list shall be provided to the contract administrator (Manager, Sampling and Support) on a monthly basis.

- 1) Year
- 2) Make
- 3) Model
- 4) License tag number
- 5) Assigned driver
- 6) Owner (company or subcontractor)
- 7) If owner is company, vehicle number
- 8) If owner is independent subcontractor, the name of the individual to whom the vehicle is registered

9. Background Information on JEA's Current Courier Services

- A. The majority of JEA's scheduled courier services occur on regular business days (Monday through Friday) between the hours of 6:00 AM and 6:30 PM. JEA requires some courier services on Saturdays and/or Sundays, as specified in Tables A and B herein.
- B. Frequency and timing of pickups and deliveries on scheduled routes varies as indicated below in Tables A and B.
- C. The Company is responsible to determine the most efficient and economical routes that meet the constraints of time and schedule as specified within Tables A and B herein. Detail route maps that identify stops and times shall be required of the successful bidder prior to commencement of work and provided to the Manager, Sampling and Support. JEA may negotiate with The Company to ensure the greatest efficiency possible while meeting the necessary pickup and delivery times and locations.
- D. JEA requires on-demand pickups and deliveries requiring same-day delivery. On-demand requests may occur at any time. The majority of on-demand pickups and deliveries require a three (3) hour priority rate (delivery at a specified location within three (3) hours from request time). The majority of the on-demand pickups and deliveries are from and to the same locations listed in the scheduled routes (see Tables A and B herein).
- E. JEA employees pack lab samples for transport between wastewater facilities in coolers.
- F. Information provided herein is intended to provide the Bidder with reasonable estimates to assist in the assembly of its Bid. The Bidder understands and agrees that actual volumes and frequencies shall vary from the amounts shown.

Volume, Frequency and Special Item Information	
Unit	Amounts (averages)
On-demand, same-day pick-up and delivery	Fifteen (15) requests per month
Weight of pick-up/delivery items	Up to 50 lbs. (e.g. printed stock paper to outlying areas)
Peak mail volumes	Mondays and Tuesdays, the beginning of each month and the first workday following a Holiday

10. Implementation Schedule for Work

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

Appendix A – Technical Specifications RFQ 83993 Laboratory Courier Services

11. Verification of Pickups and Deliveries

The Company shall establish a Not Earlier Than (“NET”) and a Not Later Than (“NLT”) time for each stop. The Company shall develop and implement a plan whereby each driver shall document their arrival times at each stop. Such documentation shall be provided to (Manager, Sampling and Support) and /or Support personnel on a weekly basis. Such plan must be mutually agreed upon by JEA and the Company at the time of Award. The Company shall be evaluated under JEA’s Vendor Performance program on its ability to meet established schedules and routes.

12. Schedules of Stops and Routes

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

13. Lab Samples and Sample Containers

JEA’s wastewater treatment facilities require regular pickups and deliveries of wastewater samples to JEA’s wastewater lab facility, as well as the daily pickup and return of empty sample containers to the wastewater treatment facilities (indicated in Table A: Springfield Laboratory Samples). The Company’s personnel shall provide a signature for each of the daily pickups and deliveries of water samples and empty water sample containers transported from wastewater treatment facilities to the JEA laboratories. JEA personnel shall pack all wastewater samples in coolers and verify that the number of samples corresponds with the Chain of Custody (COC). COC reports document the receipt date and time and the relinquish date and time for each transfer that occurs between operations, courier and lab facilities. Following COC verification, the Company shall transport coolers containing samples as necessary. JEA personnel shall wash and prepare empty sample containers and sample kits for return to JEA treatment facilities. Drivers shall pick up empty sample containers and/or sample kits upon delivery of samples to laboratory and either deliver them to the various locations from which the samples were obtained the same day or store empty sample bottles in vehicle for delivery the next day.

14. Pickup and Delivery Locations

- A. The locations indicated in each of the Tables A and B herein represent current JEA pickup and delivery locations. The Company’s routes should, at minimum, ensure that pickups and deliveries are made in accordance with the specifications herein. The Company is encouraged to suggest improvements to increase efficiency of pickups and deliveries.
- B. JEA reserves the right to add, remove or alter pickup or delivery locations specified in the Contract Documents at any time upon written notice to the Company and in accordance with JEA and the Company’s agreed upon procedures for effecting such changes, as determined at the time of Award.
- C. Where multiple stops are indicated at a common address, stops may be within walking distance of one another. JEA expects that whenever possible for such stops, and as required timelines permit, the Bidder shall offer a reasonably discounted rate for performing pickups or deliveries at stops sharing the same address and within close proximity of each other. If so requested by the Bidder, JEA may work with the Bidder to supply sufficient information in order for the Bidder to determine a discounted price for such stops.
- D. Times designated as Not Earlier Than (“NET”) indicate the earliest time at which Laboratory Samples, Sample Containers or Kits should be collected from that location. Times designated as Not Later Than (“NLT”) indicate the latest time at which a stop may be made. Frequencies are indicated for each stop.
- E. Locations not marked as “JEA business days” must be serviced each day of the week with no exceptions for holidays or other events.
- F. Location names abbreviated with “WWF” mean “Wastewater Facility” and those names abbreviated with “WRF” mean “Water Reclamation Facility.”

Appendix A – Technical Specifications
RFQ 83993 Laboratory Courier Services

15. Fuel Cost Surcharge

Contract prices for the Work shall remain firm through the first year of the Contract. Thereafter, the JEA Project Manager shall adjust the Total Bid Price in accordance with the fuel index provided below.

For the purposes of determining the Fuel Adjustment, the date and index shall be based on the index amount published on the same week as the Contract Anniversary date or Purchase Order issuance date. The index shall be the weekly published Lower Atlantic (PADD1C) price per gallon for All Grades - Conventional Areas on U.S. Energy Information Administration website, on the one year Contract Anniversary Date. A link is provided to the USEIA website.

[http://www.eia.gov/petroleum/gasdiesel/ Lower Atlantic \(PADD1C\)](http://www.eia.gov/petroleum/gasdiesel/Lower Atlantic (PADD1C))

Unless the Company and JEA make other agreements, the annual price adjustment for the Contract shall be in accordance with the above listed priced adjustment methodology.

In the event the applicable price index publication ceases, the Company and JEA shall mutually agree on a replacement index. If the Company and JEA fail to agree on a replacement index, the Contract shall terminate effective on the next Anniversary Date.

Examples:

The Fuel Adjustment shall be calculated by the following formula:

$(\text{March 2015 (2.420)} - \text{March 2014 (3.401)}) / \text{March 2014 (3.401)} = \text{_28.8\% Fuel Adjustment}$

Total Bid Price = \$200,000. 10% of the Total Bid Price shall be adjusted using the above Fuel Adjustment percentage:

$10\% \times \text{Total Bid Price } (\$200,000) = \$20,000 \times \text{Fuel Adjustment percentage } (-.288)$ Therefore, the Total Bid Price shall now be \$194,240, and the unit prices shall then be individually adjusted accordingly using this same formula.

Appendix A – Technical Specifications
RFQ 83993 Laboratory Courier Services

Service Requirements

The company shall complete Appendix B – Bid Workbook to calculate the Bid Total for the service requirements listed below. The Three (3) Year Bid amount shall be transferred to Appendix B - Bid Form.

Table A: Springfield Laboratory Samples						
<ul style="list-style-type: none"> JEA operates a laboratory at 1002 Main Street for the purpose of testing water, wastewater, fuels, and other mediums to ensure safety of the public and quality control throughout JEA. Samples are gathered at various locations throughout JEA and shipped to Springfield for testing. Except where otherwise indicated, all samples must be picked up and delivered to the laboratory seven (7) days per week, no later than 8:00 AM with no exceptions for holidays or weather. Clean sample bottles/containers and sample kits must be returned to the various locations. A driver may get these clean containers on his/her visit to the Springfield laboratory, store them in his/her vehicle, and then return them to the site the next day as part of the scheduled run. 						
Stop #	Location	Not Earlier Than	Not Later Than	Frequency	Description of Items	Special Instructions
A1.	JEA Julington Creek WWF 220 Davis Pond Blvd Jacksonville, FL 32259-4390	6:30 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A2.	JEA Mandarin Road WWF 10828 Hampton Road Jacksonville, FL 32257	7:00 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A3.	JEA District II WWF 1840 Cedar Bay Road Jacksonville, FL 32218	7:00 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A4.	JEA Southwest WWF 5420 118 th Street Jacksonville, FL 32244	6:30 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A5.	JEA Arlington East WWF 1555 Millcoke Road Jacksonville, FL 32225	7:00 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A6.	JEA Nassau Regional WWF SR 200 (AIA) at Chester O'Neil, FL 32034	7:30 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A7.	JEA Monterey WRF 5802 Harris Street Jacksonville, FL 32211	7:00 AM	Open but must reach lab by 8:00 AM	Wednesday Only	Laboratory samples	Leave clean sample containers
A8.	JEA Northside Generating Station Lab 4377 Heckscher Drive Jacksonville, FL 32226	12:30 PM	2:30 PM	Tuesday Only	Laboratory samples	Leave clean sample containers

Appendix A – Technical Specifications
RFQ 83993 Laboratory Courier Services

Table A: Springfield Laboratory Samples

- JEA operates a laboratory at 1002 Main Street for the purpose of testing water, wastewater, fuels, and other mediums to ensure safety of the public and quality control throughout JEA.
- Samples are gathered at various locations throughout JEA and shipped to Springfield for testing.
- Except where otherwise indicated, all samples must be picked up and delivered to the laboratory seven (7) days per week, no later than 8:00 AM with no exceptions for holidays or weather.
- Clean sample bottles/containers and sample kits must be returned to the various locations. A driver may get these clean containers on his/her visit to the Springfield laboratory, store them in his/her vehicle, and then return them to the site the next day as part of the scheduled run.

Stop #	Location	Not Earlier Than	Not Later Than	Frequency	Description of Items	Special Instructions
A9.	Ponte Vedra WWF 200 State Road A1A Ponte Vedra Beach, FL 32082	07:00 AM	Open but must reach lab by 8:00 AM	5 days per week (no weekend compliance sampling scheduled)	Laboratory samples	Leave clean sample containers
A10.	Blacks Ford WRF 1310-100 Roberts Road Saint Johns, FL 32259	6:00 PM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A11.	JEA Buckman WWF 2221 Buckman Street Jacksonville, FL 32206	7:30 AM	Open but must reach lab by 8:00 AM	7 days per week	Laboratory samples	Leave clean sample containers
A12.	SJRPP Environmental Lab Bldg #22 AQCS Bldg 11201 New Berlin Road Jacksonville, FL 32226	Upon request	2 hours after pickup	24 hour advance notification shall be provided when service is requested. Estimated 1 per week.	Laboratory samples	

Table B: On-Demand Same-Day Pickups and Deliveries and Priority

<ul style="list-style-type: none"> • JEA occasionally requires on-demand services for delivery from point A to point B on an expedited basis. • These services require pickup and delivery within three (3) hours of notification. • Pickup times and delivery times to specific locations shall be recorded and provided to the JEA personnel as soon as possible but no later than the next business day. The name of the driver shall be clearly identified. 	
	Estimated Quantity Per Month
• Pickups/deliveries within a 0 - 10 mile radius (B10)	3
• Pickups/deliveries within a 10 - 20 mile radius (B20)	7
• Pickups/deliveries within a 20 – 30 mile radius (B30)	1
• Pickups/deliveries within a 31 – 40 mile radius (B40)	1
• Pickups/deliveries within a 41 – 50 mile radius (B50)	1
• 1-hour priority additional charge (B60)	2
• Additional charges for weekend or after-hours pickup/delivery (B70)	5

**APPENDIX B - MINIMUM QUALIFICATION FORM
RFP 83993 LABORATORY COURIER SERVICES**

GENERAL

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

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

THE BIDDER SHALL SUBMIT ALL OF THE REQUIRED PROPOSAL FORMS ELECTRONICALLY TO ELAINE SELDERS AT SELDEL@JEA.COM.

BIDDER INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

- Bidder must have successfully completed two (2) similar courier service contracts (as described in the Technical Specifications) within the last five (5) years ending April 30, 2016.
 - o Each similar contract must be valued at \$30,000.00 per year or greater. These references must include the reference company name, contact person, phone number, email address and the scope of service details. JEA will contact and verify the supplied references.

**APPENDIX B - MINIMUM QUALIFICATION FORM
RFP 83993 LABORATORY COURIER SERVICES**

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

1. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

2. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

APPENDIX B - BID FORM
RFP 83993 LABORATORY COURIER SERVICES

Submit **Bid Form** along with other required documents in an email to:
Elaine Selders (seldel@jea.com)

Company Name: _____

Company's Address _____

Phone Number _____ FAX No: _____ EMAIL Address: _____

BID SECURITY REQUIREMENTS

☒ **None required**

☐ Certified Check or Bond

_____ % \$ _____

TERM OF CONTRACT

☐ One Time Purchase

☒ **Annual Requirements, 3 yrs w/ one (1) yr optional renewal**

☐ Other, Specify _____

SAMPLE REQUIREMENTS

☒ **None required**

☐ Samples required prior to Bid Opening

☐ Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

☒ **None required**

☐ Bond required \$ _____ % of Bid Award

QUANTITIES

☐ Quantities indicated are exacting

☒ **Quantities indicated reflect the approximate quantities to be purchased throughout
Contract period and are subject to fluctuation in accordance with actual requirements**

INSURANCE REQUIREMENTS

☐ None required

☒ **Insurance required**

Quote the following materials **F.O.B.: Jacksonville, FL**

Item	ENTER HERON YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES	Total Three (3) Year Bid Price
1	Laboratory Courier Services – Transfer total from Bid Workbook	\$ _____

Bidder's Certification

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

We have received addenda

_____ through _____

Handwritten Signature of Authorized Officer of Firm or Agent

Date

Printed Name and Title