

**APPENDIX A - TECHNICAL SPECIFICATIONS**  
**RFQ 100091 FACILITIES BAGGED ICE SERVICES FOR PANDEMIC AND JEA OWNED**  
**MERCHANDISERS**

**SCOPE OF WORK**

JEA is seeking Companies to supply and deliver bagged ice at a fixed price on an as needed basis to JEA Ice merchandisers located at approximately twenty-five JEA sites, including Service Centers, Water and Waste Water facilities in and around Jacksonville Florida. These sites are listed in “**Appendix B - Response Workbook.**” The response workbook represents estimated quantities and is to be used as a guideline and not a guarantee of work. JEA reserves the right to use all or some of the vendors based on supply, capability, service and performance. Based on service and performance, JEA reserves the right at its sole discretion, to award or alter different percentages of business for up to three suppliers. JEA reserves the right to discontinue bagged ice service at any time. The following specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply; nor are they intended to supersede or contradict content in the contract documents between JEA and the Company.

**1.1 SUBMITTALS**

Company shall deliver the following submittal items in a timely manner to the JEA Contract Administrator or assigned designee for approval.

**SUBMITTAL 01 – JEA SAFETY CERTIFICATION**

The Company shall submit applicable safety documents and receive approval from the JEA Contract Administrator or assigned designee prior to the start of work in accordance with Section [1.6.2](#) of this technical specification.

**SUBMITTAL 02 – INVOICING DOCUMENTS**

Following the completion of work, the Company shall submit invoicing documents in accordance with Section [1.4](#) of this technical specification.

**1.2 GENERAL REQUIREMENTS**

- 1.2.1 Company shall possess a current business license issued by the City of Jacksonville/Duval County or surrounding Counties.
- 1.2.2 If applicable, the Company shall obtain any permits required by local agencies and pay all fees which may be required for the performance of the work. Response bid prices should include this cost.
- 1.2.3 Company shall meet all minimum qualifications as identified in JEA solicitation documents.
- 1.2.4 The Company shall conform to environmental regulations of public agencies, including local, state and Federal jurisdiction.
- 1.2.5 The work shall be furnished through the Company who shall be responsible for satisfactory results.

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- 1.2.6 Prior to the start of work, Company shall provide a quote and completion date for each specific project requested. Quotes submitted must agree with the contract bid pricing hourly rates provided.
- 1.2.7 Prior to the start of work, the Company shall provide work schedules to the JEA Contract Administrator and agreed to by all parties before work proceeds. Changes in the schedule shall be coordinated through the JEA Contract Administrator or assigned designee.
- 1.2.8 Company shall ensure that all work is to JEA standards. It is the Company's responsibility to review JEA standards for applicable work.

**1.3 ADMINISTRATIVE COST AND PROFIT**

- 1.3.1 The administrative cost, profit, transportation, equipment and other indirect Company costs shall not be permitted as separate billable costs. These costs should be included in the Bid Response price.
- 1.3.2 Bid response price shall include all material and labor expenses including, but not limited to, small tools, PPE, cleaning equipment, per diem, salaries, and benefits to perform the work, at no additional cost to JEA.
- 1.3.3 Travel costs and travel time shall not be paid by JEA.
- 1.3.4 There shall be no truck fee, trip fee, or fuel adjustment.

**1.4 INVOICING**

- 1.4.1 Invoices shall be submitted no later than 30 days after the service is provided.
- 1.4.2 The Company shall submit invoicing documents annotated on the Company's letterhead. The invoice (containing company name and address) shall include JEA purchase order number and the JEA Contract Administrator name.
- 1.4.3 The Company shall include the following information on the invoice: Project name (if applicable), requestor name, date of service, service location address, description of service provided, delivery date and total amount payable.
- 1.4.4 Company's invoiced pricing must agree with the contract bid pricing established in the agreement between the Company and JEA.
- 1.4.5 Any invoice that omits the required information will be rejected and not paid until a corrected invoice is submitted.

**1.5 COMPANY PERSONNEL**

- 1.5.1 All services shall be rendered by uniformed employees wearing company-identified shirts, at all times during performance of this work.
- 1.5.2 Shirts with offensive logos or messages, ripped jeans, shorts, and sleeveless shirts are not acceptable.
- 1.5.3 Prior to the start of work, assigned personnel shall be issued JEA badges for access to non-occupied areas. This badging process may require mandatory training and

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may take up to two (2) weeks for approval. Badges must be visible at all times while on JEA Property.

- 1.5.4 No sharing of JEA badges is allowed and no Company employee shall be granted access without his/her JEA badge.
- 1.5.5 The JEA Contract Administrator will be notified within twelve (12) hours of any worker with access to job site, that resigns and immediately if an employee is dismissed for cause or if a badge is lost or stolen. Badges should be turned in to the JEA Contract Administrator.
- 1.5.6 Parking is the responsibility of the Company. Parking on JEA property may be approved at the sole discretion of the JEA Contract Administrator.
- 1.5.7 The Company shall provide competent, experienced employees. Any worker employed by the Company, who exhibits inadequate experience and knowledge or is incapable in his/her field, shall be removed from the work site at the discretion of the JEA Contract Administrator.

**1.6 SAFETY**

- 1.6.1 The Company shall familiarize all employees with all fire and safety regulations recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times. OSHA available at:  
<https://www.osha.gov/>
- 1.6.2 All Company personnel, including Supervisors who perform work on JEA property, must be JEA safety certified and adhere to JEA Safety and Training regulations prior to beginning actual work at JEA.
- 1.6.3 The Company is responsible for ensuring ALL personnel have received badge access and the appropriate training prior to beginning work.
- 1.6.4 The Company shall take all precautions to protect the safety of its employees and others. Work safety requirements shall comply with JEA Contractor Safe Work Practices Manual, available online at:  
[https://www.jea.com/About/Procurement/Become\\_a\\_Vendor/Contractor\\_Safety/Contractor\\_Safety\\_Manual.aspx](https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx)
- 1.6.5 Packaged Ice must comply with FDA requirements, available online at:  
<https://www.fda.gov/food/buy-store-serve-safe-food/fda-regulates-safety-packaged-ice>
- 1.6.6 At no cost to JEA, the Company shall provide, and personnel must wear, proper Personal Protective Equipment (PPE), as required at specific locations and during special circumstances such as Pandemic and storm occurrences. Hearing protection may be required for specific tasks. Footwear must have closed toes and slip resistant soles.
- 1.6.7 The Company shall be responsible for all damages to JEA property and personal injury caused by non-compliance with safety and training requirements.

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**1.7 SITE CONDITIONS**

- 1.7.1 The Company shall prevent access by the public to materials, tools, and equipment during the course of the work.
- 1.7.2 When unattended, all merchandisers, doors and gates shall be re-locked and secured if they were locked upon arrival.
- 1.7.3 The Company shall be responsible for the daily securing of its equipment at the facility, after all work has been completed. No tools, materials or equipment are to be left in the work area unsecured at the end of the workday.
- 1.7.4 The Company shall remove all waste materials and rubbish from and about the work site in strict accordance with the specifications and applicable codes and regulations.
- 1.7.5 It is the policy of JEA to provide healthy, tobacco-free facilities for all employees and visitors. This policy prohibits the smoking of any tobacco product and the use of oral tobacco products, as well as e-cigarettes and it applies to employees, contractors, and visitors. Company employees will not use tobacco products while on JEA property or in the course of performing work on behalf of JEA.

**1.8 SCHEDULING DURING PANDEMIC AND EMERGENCY EVENTS**

- 1.8.1 If needed and unless otherwise designated herein, Ice delivery services may occur Monday through Sunday, fifty-two (52) weeks per year, including JEA Holidays.
- 1.8.2 Delivery schedule may vary based on location. Company agrees to adhere to delivery schedule as per JEA representative request, to include weekends and holidays.
- 1.8.3 Some of JEA sites are open 24 hours and multiple deliveries may be required.
- 1.8.4 JEA may request additional ice within regular or outside regular deliveries.
- 1.8.5 Priority, quantities, site hours and schedules may change with a 24 hour notice.

**1.9 COVID-19 GUIDANCE FOR THE CONSTRUCTION WORKFORCE**

- 1.9.1 Due to the current Pandemic and for everyone's safety, Company shall familiarize all employees with guidelines recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times. OSHA recommendations available at: <https://www.osha.gov/Publications/OSHA4000.pdf>
- 1.9.2 Reducing the risk of exposure to the coronavirus, Company shall:
  - 1.9.2.1 Keep the recommended social distance of 6 feet away from others in gatherings or meetings.
  - 1.9.2.2 Wear a facemask before entering the building and during working hours.
  - 1.9.2.3 Wash your hands often.
  - 1.9.2.4 Avoid touching your eyes, nose or mouth with unwashed hands.

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- 1.9.2.5 Avoid shaking hands when greeting others.
- 1.9.2.6 Avoid contact with sick people.
- 1.9.3 Company shall provide masks, hand sanitizers and any other equipment required to protect its employees at no additional cost to JEA.

**1.10 STORAGE, AND HANDLING**

- 1.10.1 Company is responsible for the storage of all materials and shall store all materials according to manufacturer instructions.
- 1.10.2 Materials, equipment or vehicles left on site overnight are the Company's responsibility and any loss or damage to the materials will be at the Company's expense.

**EXECUTION**

**2.1 COMPANY REQUIREMENTS**

- 2.1.1 Company must respond to JEA request by phone or email within one hour and deliver to location within 4 hours of the request.
- 2.1.2 Company shall supply part or all of our 51" outdoor cold wall ice merchandisers, slanted front s/s doors. Merchandiser holds approximately up to (85) 10 pounds of ice on an as needed basis depending on usage requirements.
- 2.1.3 Company shall supply part or all of our 73" outdoor cold wall ice merchandisers, slanted front s/s doors. Merchandiser holds approximately up to (112) 10 pounds of ice on an as needed basis depending on usage requirements.
- 2.1.4 Based on demand and in coordination with location hours, JEA may request from company to supply additional merchandisers. Company must provide maintenance service for those merchandisers at no additional cost to JEA.
- 2.1.5 Ice supplied shall be made from potable water and for human consumption.
- 2.1.6 Ice shall be clear with no clouding due to, sand, dust or discoloring substance.
- 2.1.7 If ice is supplied with above impurities and it is placed in a JEA storage freezer with existing ice, all the ice in the storage freezer must be removed and replaced to eliminate possible contamination.
- 2.1.8 The replacement of existing ice shall be replace by the Company at no additional charge to JEA.
- 2.1.9 If merchandisers provided by company fails causing Ice to melt, Ice should be replaced at no additional cost to JEA.

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- 2.1.10 JEA will maintain and service all JEA owned ice merchandisers. But any damages to merchandisers caused by Company, shall be repaired at Company's expense.
- 2.1.11 JEA shall be given priority service for ice, immediately before and after emergencies (such as natural disasters) or pandemic events outside of our separate storm contract.

**VENDOR PERFORMANCE EVALUATION**

- 2.1.12 JEA shall utilize Vendor Performance Evaluation Scorecards as described in "Solicitation Document" and in "Appendix C – Vendor Performance Scorecard" to monitor Company performance during the duration of project.
- 2.1.13 JEA requires a minimum performance level. For any performance below the minimum, remedial action will be required to improve Company's performance level, or the company may be in default of its contract. For specific details of this process, review the Vendor Performance Evaluation section of the "Solicitation Document."