

Welcome to the JEA Awards Meeting

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

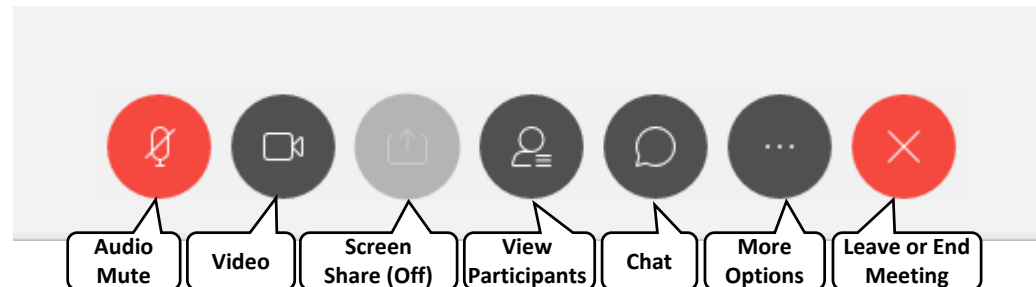
We will unmute your lines during the public comment time and provide opportunity for you to speak.

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

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

Please contact **Halley Reiman** by telephone at **(904) 665-8815** or by email at **reimhj@jea.com** if you experience any technical difficulties during the meeting.

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



AWARDS COMMITTEE AGENDA

DATE: Thursday, September 16, 2021

TIME: 10:00 A.M.

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

Public Comments:

Awards:

1. Approval of the minutes from the last meeting (09/09/2021).
2. 1410344850 – Request approval to award a contract to Eversafe Building Maintenance Corp for Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants and Treatment Plants for a total not-to-exceed amount of \$774,743.90, subject to the availability of lawfully appropriated funds.
3. Request approval to award a change order to Red Clay Consulting, Inc. for additional services needed for implementation support for the Oracle Customer to Meter C2M project in the amount of \$1,661,514.00, for a new not-to-exceed amount of 2,478,909.00, subject to the availability of lawfully appropriated funds.
4. Request approval to award a change order to Capps Land Management & Material LLC, for the construction of the 4th Street West Brick Rebuild from Pearl St. to Main St. in the amount of \$71,468.69, for a new not to exceed amount of \$402,836.94, subject to the availability of lawfully appropriated funds.
5. Request approval to award a change order and one (1) year support renewal to Optiv Security, Inc. for additional services needed for implementation and support for the Optiv CyberArk Privilege Account Management Solution project in the amount of \$104,051.64, for a new not-to-exceed amount of \$381,168.55, subject to the availability of lawfully appropriated funds.
6. 1410336646 – Request approval to award a contract to GFL Environmental for Waste Hauling services for in the amount of \$2,111,240.00, subject to the availability of lawfully appropriated funds.
7. Request contract amendment to decrease JEA for Emergency Rental Assistance Program (ERAP) - Utility Assistance Funds by \$3,500,000.00, for a new not-to-exceed amount of \$1,500,000.00, subject to the availability of lawfully appropriated funds.

Informational Items: N/A

Open Discussion: N/A

Public Notice: N/A

General Business: N/A

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

09-16-2021 Awards Committee

<u>Award #</u>	<u>Type of Award</u>	<u>Business Unit</u>	<u>Estimated/Budgeted Amount</u>	<u>Amount</u>	<u>Awardee</u>	<u>Term</u>	<u>Summary</u>
1	Minutes	N/A	N/A	N/A	N/A	N/A	Approval of minutes from the 09/09/2021 meeting.
2	Request for Proposal (RFP) 2 Proposers	McElroy	\$471,120.00	\$774,743.90	Eversafe Building Maintenance Corp	One (1) Year w/Two (2) – One (1) Yr. Renewals	<p><u>Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants and Treatment Plants</u></p> <p>The purpose of this Request for Proposal (RFP) is to evaluate and select a vendor that can provide Janitorial services to a variety of JEA facilities, primarily located in Duval County, with some additional sites in Clay, Nassau, and St Johns Counties. These facilities include substations, lift stations, chiller plants, water treatment plants, and wastewater treatment plants.</p> <p>The award amount of \$774,743.90 is sixty-four percent (64%) higher than the previous contract and budget primarily due JEA adding lines to the workbook to align with actual services being performed at the Wastewater Treatment Plants (WWTP). When comparing the price between the current contract and the new contract for cleaning services at all other sites, the pricing remained the same. Previously, there were additional areas within the WWTPs where pricing was not included in the current contract, and were being performed at no charge. Budget funding has been adjusted to cover the increase. Additional funding is being utilized from the Industrial Services budget. There is a minimum wage of \$12.55 per hour which was established by the U.S Bureau of Labor Statistics, the Median Hourly Wage for Janitors and Cleaners, except Maids and Housekeeping Cleaners and has been attached as backup.</p> <p>Request approval to award a contract to Eversafe Building Maintenance Corp for Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants and Treatment Plants for a total not-to-exceed amount of \$774,743.90, subject to the availability of lawfully appropriated funds.</p>
3	Contract Amendment/Change Order	Datz	N/A	\$1,661,514.00	Red Clay Consulting, Inc.	Project Completion (Estimated Go Live March 2022, Post Go Live June 2022)	<p><u>Oracle Customer to Meter C2M Project Director Support and Critical Gap Assessment/Consulting</u></p> <p>The purpose of this Request for Proposal (the "RFP") is to evaluate and select a vendor that can provide Project oversight and governance services for the successful completion of JEA's project to transition from Oracle Utilities Customer Care & Billing (CC&B) to Oracle Utilities Customer to Meter (C2M). These services will include placement of a Project Director to work alongside JEA and vendor, and Assessment services to address critical path items impacting the project.</p>

09-16-2021 Awards Committee

						<p>This change order request is for additional funds of \$1,661,514.00 to support the remaining identified workstream resources and project oversight identified as part of the critical gap assessment completed by Red Clay Consulting, Inc. for the Oracle Customer to Meter C2M project. The following recommendations are based on the output of the critical gap assessment:</p> <ul style="list-style-type: none"> •Aligning project team members to work streams to help focus and energize the current JEA team members •Filling gaps in the project team roles with resources capable of ensuring the required tasks are completed for a successful go live •Completing the recommended tasks across the work streams according to the updated schedule <p>Payment for this change order will be based on lump sum milestone payments which include \$1,481,828.00 for fixed fee services detailed below and \$179,686.00 for travel expense according to JEA's travel policy for a total of \$1,661,514.00. Red Clay provided a fixed milestone-based proposal at a 29% discount.</p> <p>Request approval to award a change order to Red Clay Consulting, Inc. for additional services needed for implementation support for the Oracle Customer to Meter C2M project in the amount of \$1,661,514.00, for a new not-to-exceed amount of 2,478,909.00, subject to the availability of lawfully appropriated funds.</p>
4	Change Order – Joint Project	Vu	N/A	\$71,468.69	Capps Land Management & Material, LLC	<p><u>4th Street West Brick Rebuild from Pearl St. to Main St.</u></p> <p>The scope of work is to construct 1,179 linear feet (LF) of 6-inch ductile iron pipe water main with connections renewed to the existing water system via tapping sleeves and valves, replacement of water services and connections, grout filling of 1,100 LF of 6" water main, replacement of fourteen gravity sewer laterals and replacement of 106 LF of 8" of gravity sewer main via open cut method on 4th Street West from Main St to Pearl St.</p> <p>Originally approved by Awards Committee on 01/29/2021 to Capps Land Management & Material LLC, for the construction of the 4th Street West Brick Rebuild from Pearl St to Main St in the amount of \$331,368.25.</p> <p>This change order is needed due to unforeseen site conditions and will cover quantity increases, telephone duct bank conflicts, and conflicts with a gas main. Pulling the additional funds from 8006513 for sewer and 8006515 for water.</p>

09-16-2021 Awards Committee

							Request approval to award a change order to Capps Land Management & Material LLC, for the construction of the 4th Street West Brick Rebuild from Pearl St to Main St in the amount of \$71,468.69 for a new not to exceed amount of \$402,836.94, subject to the availability of lawfully appropriated funds.
5	Change Order/ Renewal	Datz	N/A	\$104,051.64	Optiv Security, Inc.	Three (3) Year w/Two (2) - One (1) Yr. Renewals (Support)	<p><u>Privilege Account Management Solution and Maintenance and Support (CyberArk Software Implementation)</u></p> <p>JEA is looking to acquire and implement a Privilege Account Management solution. The solution needs to have the ability to manage all types of accounts from various systems and technologies such as but not limited to: Windows, Linux, Oracle, SQL, Cisco networking equipment, iLO, as well as websites like Twitter, and Amazon Web Services. Also includes Microsoft Active Directory integration for the control of account access and a web based portal for account management. Ongoing maintenance and support of the tool is required for the term of the three (3) year contract term with two, one year option renewals.</p> <p>This change order is for additional fixed fee deliverable services needed for CyberArk Software Implementation for \$76,050.00 and a one (1) year support renewal request for \$28,001.64 from 09/12/2021 to 09/11/2022 for a total of \$104,051.64. The change order services are to be completed within 120 days of notice to proceed and are needed to complete the remaining scope and provide additional scope as requested by JEA. The additional features represented in the revised scope align with current requirements identified by a cross functional project team and will provide JEA's subject matter experts (SMEs) the ability to perform their work within the CyberArk Session. These features were not included in the original bid as they were discovered during the project through a change in the way the system operates. JEA was not aware of these features, which we would like to take advantage of now. It should be noted that the original budget totaled \$384,000.000.</p> <p>Request approval to award a change order and one (1) year support renewal to Optiv Security, Inc. for additional services needed for implementation and support for the Optiv CyberArk Privilege Account Management Solution project in the amount of \$104,051.64, for a new not-to-exceed amount of \$381,168.55, subject to the availability of lawfully appropriated funds.</p>

09-16-2021 Awards Committee

6	Invitation to Negotiate (ITN) 2 Respondents		\$2,111,240.00	\$2,111,240.00	GFL Solid Waste Southeast LLC (DBA – GFL Environmental)	Three (3) Years w/ Two – 1 Yr. Renewals	<p><u>Waste Hauling Services for JEA</u></p> <p>The purpose of this Solicitation is to establish pricing for Recycling, Solid Waste Hauling and Disposal Services.</p> <p>The aggregate award amount (which includes landfill fees and franchise fees), compared to the historical rates and fee on a forecast adjusted basis, has increased 54%. Suppliers state that fuel, personnel shortages, equipment outlays and capital costs as reasons for the increase in price. Considering these market conditions the pricing is deemed reasonable.</p> <p>JEA is awarding to the Budgets that are available for FY22 and current forecast estimates for FY23 and FY24. Some additional funding was provided from other budget lines and is provided in the attached backup. JEA will monitor the first six months of performance for FY22 and use this information to make FY23 and FY24 budget inputs. Depending on performance and funds consumption, JEA will return to the Awards Committee to add funds to reach the term of the agreement.</p> <p>1410336646 – Request approval to award a contract to GFL Environmental, for Waste Hauling services for in the amount of \$2,111,240.00, subject to the availability of lawfully appropriated funds.</p>
7	Contract Amendment/ Decrease	Pressley	\$5,000,000.00 (Original Allocation from COJ)	(\$3,500,000.00)	JEA	Project Completion (Estimated 12/31/21)	<p><u>Emergency Rental Assistance Program (ERAP)- Utility Assistance Funds</u></p> <p>This award is for a joint project with the City of Jacksonville. The City is the grant recipient of a federal award from the U.S. Department of Treasury in the amount of \$28,920,070.08 for local implementation of the Emergency Rental Assistance Program (the “Program”). The Jacksonville City Council appropriated \$5,000,000.00 of these funds to be used to provide emergency utility assistance to qualified, eligible households in Duval County, Florida in accordance with the grant as more particularly outlined in the attached Agreement.</p> <p>The City has procured the services of the United Way of Northeast Florida and Civitas, LLC to assist with the implementation of the Program. This is a joint project with the City, the United Way, and Civitas, with JEA providing utility assistance to eligible households. JEA will work with the City, United Way and Civitas to provide this assistance and gather related data in compliance with grant requirements.</p> <p>This contract amendment request is to decrease JEA Emergency Rental Assistance Program (ERAP) - Utility Assistance Funds by</p>

09-16-2021 Awards Committee

							\$3,500,000.00 from \$5,000,000.00 to \$1,500,000.00.
Total Award				\$1,223,018.23			

JEA AWARDS COMMITTEE

SEPTEMBER 9, 2021 MEETING MINUTES

The JEA procurement Awards Committee met on September 9, 2021, in person with a WebEx option

WebEx Meeting Number (access code): 160 199 4252

WebEx Password: pxP6CqUSt63

Members in attendance were Jenny McCollum as Chief Procurement Officer, Stephen Datz as Chairperson, Hai Vu as Vice Chairperson, Laure Whitmer as Budget Representative, David Migut as Office of General Counsel Representative; with Laura Dutton, Todd Skinner, and Juli Crawford.

Chair Datz called the meeting to order at 10:00 a.m., introduced the Awards Committee Members, and confirmed that there was a quorum of the Committee membership present.

Public Comments:

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

Awards:

1. Approval of the minutes from the last meeting (09/02/2021). Chair Datz verbally presented the Committee Members the proposed September 2, 2021 minutes contained in the committee packet.

MOTION: Hai Vu made a motion to approve the September 2, 2021 minutes (Award Item 1). The motion was seconded by Laura Dutton and approved unanimously by the Awards Committee (5-0).

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

2. Request approval to award a ratification of reduction in contract scope and fee in the amount of (\$5,354,716.00) and a contract increase to Jacobs Engineering Group Inc. for additional Water/Wastewater Capital Program Management in the amount of \$3,145,619.00, for a new not-to-exceed amount of \$26,957,265.00, subject to the availability of lawfully appropriated funds.

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

3. Request approval to award a contract increase to NRC Gulf Environmental Services in the amount of \$100,000.00, for a new not-to-exceed amount of \$439,542.00, Cliff Berry Inc. in the amount of \$100,000.00, for a new not-to-exceed amount of \$337,649.40, and Hulls Environmental Services Inc. in the amount of \$100,000.00, for a new not-to-exceed amount of \$212,048.86, for Special Waste Handling Services for Non-Hazardous Waste/Hazardous Waste, subject to the availability of lawfully appropriated funds.

MOTION: Hai Vu made a motion to approve Award Item 3 as presented in the committee packet. The motion was seconded by Juli Crawford and approved unanimously by the Awards Committee (5-0).

4. 1410338048 - Request approval to award a contract to PBM Constructors Inc. for construction services for the Cedar Bay 480V Backup Blower Project in the amount of \$964,000.00, subject to the availability of lawfully appropriated funds.

MOTION: Juli Crawford made a motion to approve Award Item 4 as presented in the committee packet. The motion was seconded by Hai Vu and approved unanimously by the Awards Committee (5-0).

Informational Item:

No informational items were presented to the Awards Committee.

Ratifications:

No ratifications were presented to the Awards Committee.

Public Comments:

No additional public comment speaking period was taken.

Adjournment:

Chair Datz adjourned the meeting at 10:22 a.m.

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



Formal Bid and Award System

Award #2 September 16, 2021

Type of Award Request: REQUEST FOR PROPOSALS (RFP)

Request #: 185

Requestor Name: Ventura, Mildred - Contract Specialist

Requestor Phone: (904) 665-5201

Project Title: Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants and Treatment Plants

Project Number: HE30801

Project Location: JEA

Funds: O&M

Budget Estimate: \$471,120.00

Scope of Work:

The purpose of this Request for Proposal (RFP) is to evaluate and select a vendor that can provide Janitorial services to a variety of JEA facilities, primarily located in Duval County, with some additional sites in Clay, Nassau, and St Johns Counties. These facilities include substations, lift stations, chiller plants, water treatment plants, and waste water treatment plants. The purpose of this solicitation is to establish pricing for Janitorial Services for the 168 buildings listed in Appendix B - Bid Workbook. The work to be performed by the Company includes all labor, supervision, materials, tools, equipment, and reporting requirements as necessary for performing the work.

JEA IFB/RFP/State/City/GSA#: 1410344850

Purchasing Agent: Selders, Elaine L.

Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
EVERSAFE BUILDING MAINTENANCE CORP	Ortland Meadows, Jr.	EBMCleaner@Yahoo.com	1018 Baker Ave, Jacksonville, FL 32209	(904) 772-4240	\$774,743.90

Amount for entire term of Contract/PO: \$774,743.90

Award Amount for remainder of this FY: \$0.00 (all funding will be for FY22)

Length of Contract/PO Term: One (1) Year w/Two (2) – One (1) Yr. Renewals

Begin Date (mm/dd/yyyy): 10/01/2021

End Date (mm/dd/yyyy): 09/30/2022

Renewal Options: YES - Two (2) - One (1) Yr. Renewals

JSEB Requirement: 100% – Sheltered Market

PROPOSERS:

Name	Amount	Score	Rank
EVERSAFE BUILDING MAINTENANCE CORP	\$774,743.90	85.57	1
REGINA BENTON CLEANING SERVICES, INC.	\$2,885,980.00	24.02	2
RZ SERVICE GROUP, LLC	Disqualified		

Background/Recommendations:

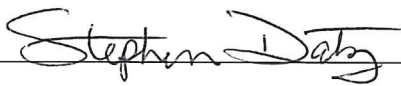
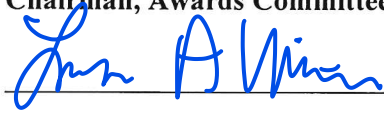
Advertised on 06/30/2021. Two (2) prime companies attended the optional pre-proposal meeting held on 07/07/2021. At Proposal opening on 07/20/2021, JEA received three (3) Proposals. RZ Service Group, LLC was disqualified as they were not certified as a JSEB on the Proposal due date. JEA evaluated the companies on rates, company experience, Cleaning Industry Management Standards Certification and quality metrics and Eversafe Building Maintenance Corp has been deemed the highest evaluated Responsive and Responsible Proposer. A copy of the Proposal Form, Proposal Workbook and Evaluation Results are attached as backup.

The award amount of \$774,743.90 is sixty-four percent (64%) higher than the previous contract and budget primarily due JEA adding lines to the workbook to align with actual services being performed at the Waste Water Treatment Plants (WWTP). When comparing the price between the current contract and the new contract for cleaning services at all other sites, the pricing remained the same. Previously, there were additional areas within the WWTPs where pricing was not included in the current contract, and were being performed at no charge. Budget funding has been adjusted to cover the increase. Additional funding is being utilized from the Industrial Services budget. There is a minimum wage of \$12.55 per hour which was established by the U.S Bureau of Labor Statistics, the Median Hourly Wage for Janitors and Cleaners, except Maids and Housekeeping Cleaners and has been attached as backup.

1410344850 – Request approval to award a contract to Eversafe Building Maintenance Corp for Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants and Treatment Plants for a total not-to-exceed amount of \$774,743.90, subject to the availability of lawfully appropriated funds.

Manger: Copeland, Richard L. - Associate Manager Facilities Operations
Director: Brunell, Baley L. - Dir Facilities & Fleet Services
VP: McElroy, Alan D. - VP Supply Chain & Operations Support

APPROVALS:

 9/16/21
Chairman, Awards Committee Date
 9/16/21
Budget Representative Date

APPENDIX B - PROPOSAL FORM
FACILITIES JANITORIAL SERVICES (JSEB) SHELTERED MARKET – SUBSTATIONS, LIFT STATIONS, CHILLER PLANTS AND TREATMENT PLANTS

PROPOSER INFORMATION:

PROPOSER NAME: EVERSAFE BUILDING MAINTENANCE CORP
BUSINESS ADDRESS: 1018 BAKER AVENUE
CITY, STATE, ZIP CODE: JACKSONVILLE, FL 32209
TELEPHONE: (904) 772-4240
FAX: _____
EMAIL OF CONTACT: EBMCLEANER@YAHOO.COM
WEBSITE: www.evercarefloorcleaning.com

QUOTATION OF RATES

Maximum score for criterion is: 50 Points

The Proposer shall provide a firm-fixed price quote for all Work in this Solicitation by completing the enclosed Proposal Workbook. The prices shall include all profit, taxes, benefits, travel, and all other overhead items.

Please note, the prices quoted by the Proposer on the Proposal Form must be firm-fixed prices, not estimates. Any modifications, exceptions, or objections contained within the Proposal form may subject the Proposal to disqualification.

Description of Services – 1410344850 Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants and Treatment Plants	Total One (1) Year Proposal Price
Total One (1) Year Proposal Price – Transfer total from Appendix B – Proposal Workbook	\$774,743.90

PROFESSIONAL EXPERIENCE, LOCATION, AND AVAILABILITY OF PROPOSER'S STAFF

Maximum score for this criterion: 20 Points

The Proposer shall provide one resume of for the Account Manager available to work on the JEA engagement.
Education and Experience: Maximum points for this criterion: 10 points. At a minimum, the resume shall present the employee's name, title, years of service with the company, applicable professional registrations, education and work experience, including contracts similar in complexity and include the number of sites supported during the contract. Additional points will be awarded for contracts of similar size and complexity.

Availability, Response Time, and Account Management: Maximum points for this criterion: 10 points
In addition to the Education and Experience detailed above, the Proposer shall also submit a verifiable local business address for the Account Manager, their availability, and their expected average response time to JEA.

Proposer may provide this information in its own format to be attached to Appendix B – Proposal Form.

CLEANING INDUSTRY MANAGEMENT STANDARDS CERTIFICATION (CIMS)

Maximum score for this criterion: 5 Points

The Proposer must supply a copy of their CIMS certification. Proposers who have a current CIMS certification will receive five points. Proposers that do not have the certification will receive zero points.

CIMS Certification shall be attached to Appendix B – Proposal Form.

APPENDIX B - PROPOSAL FORM
FACILITIES JANITORIAL SERVICES (JSEB) SHELTERED MARKET – SUBSTATIONS, LIFT STATIONS, CHILLER PLANTS AND TREATMENT PLANTS

QUALITY METRICS

Maximum score for this criterion: 25 Points

The Proposer shall submit a written "Quality Plan" addressing, at a minimum, the following elements for JEA, and how it specifically applies to the following needs of JEA:

- Coverage, Adequacy and Frequency of Inspection
 - How will the Proposer determine if the specified Service Levels are being met across all sites?
 - What will be inspected?
 - Who will complete the inspections?
 - What will be the frequency of inspections?
 - What will be the coverage (Frequency of all sites receiving inspections)?
- Frequency and Delivery of Metric Reporting
 - What Quality Metrics will be tracked?
 - How often will reporting be provided to JEA?
 - How will the data be made available to JEA?
 - How will the reporting be delivered? Electronically or via hard copy?
- Follow Up Action Plan for Failed Inspections
 - Please propose a "Follow Up Action Plan" for any failed inspections.

Proposer may provide this information in its own format to be attached to Appendix B – Proposal Form.

Proposers's Certification

By submitting this Proposal, the Proposer certifies (1) that the Proposer has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Proposer, and (3) that the Proposer is legally authorized to do business and maintains an active status, in the State of Florida. The Company certifies that its recent, current, and projected workload will not interfere with the Proposer's ability to Work in a professional, diligent and timely manner.

The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify JEA of status change.

Please initial below:

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

We have received addenda ____ 1 ____ through ____ 3 ____

Ortland L. Meadows, Jr.
Signature of Authorized Officer of Proposer or Agent

Ortland L. Meadows, Jr./ President
Printed Name & Title

July 20, 2021
Date

(904) 772-4240
Phone Number

APPENDIX B – PROPOSAL WORKBOOK	
1410344850 FACILITIES JANITORIAL SERVICES (JSEB) SHELTERED MARKET SUBSTATIONS, LIFTSTATIONS, CHILLER PLANTS AND TREATMENT PLANTS	
Section 11 - Regularly (Scheduled) Cleaning Services	\$ 462,462.00
Section 12.1 - Emergency Cleaning Services	\$ 568.75
Section 12.2- Ad - Hoc Cleaning Services	\$ 564.75
Section 13- Ad- Hoc Pandemic Events	\$ 305,344.00
Section 13.1- Ad-Hoc Pandemic Events Hourly Rate	\$ 4,869.40
Section 14- Ad - Hoc Specialized Cleaning Services	\$ 200.00
Section 15 - Parts and Materials	\$ 735.00
Annual Total	\$ 774,743.90

1 Year Total -Amount to be entered on Proposal Form	\$ 774,743.90
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APPENDIX B – PROPOSAL WORKBOOK													
FACILITIES JANITORIAL SERVICES (JSEB) SHELTERED MARKET - SUBSTATIONS, LIFTSTATIONS, CHILLER PLANTS AND TREATMENT PLANTS											EVERSAFE BUILDING MAINTENANCE CORP		
Section 11) Regular (Scheduled) Cleaning Services {Appendix A - Technical Specifications - Section 11}													
Company shall submit pricing in Column M to perform scheduled cleaning services as described in Sections 11 of "Appendix A - Technical Specifications." All bid prices shall include all travel, parts, tools and materials to complete the service. Note that all daily (Monday through Friday), weekly, monthly, quarterly, semi-annually and annual cleanings shall be included in the submitted price per unit. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.													
** Column G, per industry standards, fixture count is used to quantify bathroom cleaning needs (toilet, urinal, sink, shower, and mirror). * Column H, Population (with asterisk) includes employees working in each building or on site. It also includes field employees assigned to each location as a home base, who may check in throughout the day.													
Item No	Street Address	Zip Code	Site Name	Facility Type	Cleanable Square Feet	Fixture Count**	Population*	Frequency	Dumpster located here?	Estimated One (1) Year Volume	Unit of Measure	Price Per Unit	Total Price
11.0.1	14945 Phillips Hwy	32256	US 1 Booster	Booster	24	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.2	777 E Church St	32202	Hogan's Creek	Chiller Plant	1000	6	3	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.3	2103 Boulevard	32208	Springfield	Chiller Plant	500	6	3	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.4	521 W Duval St	32209	Downtown Chiller	Chiller Plant	760	6	3	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.5	4511 Spring Park Rd	32202	Beside School	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.6	834 E Bay St	32202	By Maxwell House	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.7	604 Water St W	32204	Water Street	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.8	718 Standish Pl	32204	Riverside	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.9	4140 Kingsbury St	32205	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.10	1640 Talleyrand Ave	32206	Talleyrand	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.11	5300 Buffalo Ave	32206	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.12	94 E 32nd St	32206	32 & Hubbard	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.13	2045 Utah Ave.	32207	East Grid (Arlington)	Lift Station	172	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.14	2304 McMillan St	32209	McMillian	Lift Station	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.15	5520 Cleveland Rd	32209	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.16	7260 Ken Knight Dr W	32209	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.17	4881 Timuquana Rd	32210	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.18	6217 Wilson Blvd	32210	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.19	7039 Alachua Ave	32210	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.20	2588 Lofberg Dr	32216	San Souci	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.21	7833 Holiday Rd S	32216	Grove Park	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.22	10800 Key Haven Blvd	32218	Biscayne Villa	Lift Station	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.23	11305 Harts Rd	32218	Turtle Creek	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.24	11452 Renne Dr W	32218	San Mateo	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.25	330 Shamrock Ave	32218	Oceanway	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.26	8602 Zoo Rd	32218	Zoo	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.27	5730 Kinlock Dr S	32219	Lincoln Est	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.28	420 Tresca Rd	32225	End of Road on the Left	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.29	5047 Fulton Rd	32225	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.30	5104 118th St	32244	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.31	7703 Blanding Blvd	32244	None	Lift Station	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.32	10477 Bradley Rd	32246	Arlington	Lift Station	422	3	0	once every other week	No	26	per visit	\$ 17.00	\$ 442.00

Company shall submit pricing in Column M to perform scheduled cleaning services as described in Sections 11 of "Appendix A - Technical Specifications." All bid prices shall include all travel, parts, tools and materials to complete the service. Note that all daily (Monday through Friday), weekly, monthly, quarterly, semi-annually and annual cleanings shall be included in the submitted price per unit. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.											EVERSAFE BUILDING MAINTENANCE CORP		
11.0.33	210 Hollybrook Ave	32254	Westbrook	Lift Station	40	3	0	once every other week	Yes	26	per visit	\$ 17.00	\$ 442.00
11.0.34	733 Shaw St	32073	Orange Park	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.35	582 Wilson Neck Rd	32097	Nassau	Substation	25	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.36	109 Independent Dr	32202	Water Street	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.37	637 Georgia St	32202	Georgia Street	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.38	1015 Church St W	32204	Church Street	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.39	831 College St	32204	College Street	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.40	1014 Lane Ave S	32205	Lane Avenue	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.41	1030 McDuff Ave S	32205	McDuff	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.42	3065 Randall St	32205	Randall Street	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.43	1055 Main St N	32206	Main Street Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.44	205 E 21st St	32206	Twenty First & Hubbard	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.45	4215 Tallyrand Ave	32206	Dillon	Substation	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.46	4215 Tallyrand Ave	32206	Kennedy Generating Station	Substation	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.47	1712 Kings Ave	32207	Kings Avenue	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.48	4223 Adiolf Rd	32207	Hunter	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.49	801 Broadcast Pl	32207	Southside Sub	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.50	4205 Soutel Dr	32208	Ribault	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.51	5122 Springfield Blvd	32208	Northshore	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.52	1798 Broadway Ave	32209	Brooklyn	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.53	10471 103rd St	32210	Cecil Field	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.54	4461 St Johns Ave	32210	St Johns	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.55	4534 Shirley Ave	32210	Hamilton	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.56	7424 Wiley Rd	32210	Herlong	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.57	439 Bowlan St	32211	Oakwood Villa	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.58	5913 Ft Caroline Rd	32211	University Park	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.59	6212 Macy Ave	32211	Arlington	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.60	4377 Heckscher Dr	32216	Northside	Substation	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.61	8170 Hogan Rd	32216	San Souci	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.62	6266 Powers Ave	32217	Powers	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.63	131 Noah Rd	32218	Ritter Park	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.64	14153 Urn Rd	32218	Beeghly Heights	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.65	2961 Armsdale Rd	32218	Garden City	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.66	12160 New Kings Road	32219	Dinsmore Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.67	5040 Jones Rd	32219	Westlake Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.68	6910 Old Kings Rd	32219	Picketville	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.69	1901 Pickettville Rd	32220	West Jax	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.70	13701 Waterworks St	32221	Cecil Commerce Center North	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.71	9801 Crystal Springs Road	32221	Normandy Substation	Substation	40	3	0	once every other week	Unk.	26	per visit	\$ 37.00	\$ 962.00
11.0.72	9800 Alvin Road (off Sandler)	32222	Jax Heights	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00

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11.0.73	3476 Loretto Rd	32223	Mandarin	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.74	13865 William Davis Pkwy	32224	San Pablo Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.75	12337 McCormick Rd	32225	Ft. Caroline	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.76	1428 Millcoe Rd	32225	Millcove	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.77	11201 New Berlin Road	32226	SJRPP Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.78	14740 Yellow Bluff Rd	32226	Starrett Road	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.79	4377 Heckscher Dr (NGS)	32226	Northside Aux	Substation	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.80	601 Heckscher Dr	32226	Imeson	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.81	2972 Mayport Rd	32233	Mayport	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.82	6916 Rampart Rd	32244	Firestone	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.83	7001 Roosevelt Blvd	32244	NAS Jax	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.84	10327 Alden Rd	32246	Robinwood	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.85	10569 Forest Blvd	32246	Forest Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.86	2797 Kernan Blvd S	32246	Center Park	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.87	831 Kernan Blvd	32246	Mount Pleasant	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.88	1607 Lane Ave	32254	Paxon	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.89	2930 20th St W	32254	Grand Park	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.90	14987 Philips Highway	32256	Nocatee	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.91	6850 Energy Center Dr	32256	Greenland Energy Center	Substation	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.92	7551 Salisbury Rd	32256	Southpoint	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.93	7601 Phillips Hwy	32256	Phillips Hwy	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.94	7615 Southside Blvd (10357 Deerwood Club)	32256	Baymeadows	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.95	7754 Point Meadows	32256	Point Meadows Substation	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.96	9999 Chester Lake Rd E	32256	Southeast	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.97	3919 Hartley Rd	32257	Hartley	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.98	4388 Sunbeam Rd	32257	Craven Road	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.99	5145 Long Leaf Pine	32257	Switzerland	Substation	25	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.100	14247 Old St Augustine Rd	32258	Greenland 230 (big one)	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.101	14247 Old St Augustine Rd	32258	Greenland 26kv (small one)	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.102	4513 Racetrack Rd	32259	Bartram	Substation	49	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.103	1012 Strickland Rd	32266	Neptune Beach	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.104	7730 Merrill Rd	32277	Merrill Road	Substation	40	3	0	once every other week	No	26	per visit	\$ 37.00	\$ 962.00
11.0.105	8 Blount Island Dr	32226	Blount Island Substation	Substation	40	3	0	once every other week	Yes	26	per visit	\$ 37.00	\$ 962.00
11.0.106	4503 Racetrack Rd	32259	Bartram Water Repump 5541	Water Repump Station # 5541	180	3	0	once every week	No	52	per visit	\$ 37.00	\$ 1,924.00
11.0.107	96119 Otter Run Drive	32034	Otter Run WTP	WTP	40	3	0	once every week	Unk.	52	per visit	\$ 37.00	\$ 1,924.00
11.0.108	77040 Robert E Williams Bv	32097	West Nassau WTP	WTP	405	3	0	once every week	Unk.	52	per visit	\$ 37.00	\$ 1,924.00
11.0.109	1040 McDuff Ave	32205	McDuff WTP	WTP	150	3	0	once every week	No	52	per visit	\$ 37.00	\$ 1,924.00
11.0.110	1418 Kings Ave	32207	Hendricks WTP	WTP	300	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.111	5575 Barker St	32207	Lovegrove WTP	WTP	300	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.112	5575 Barker St	32207	Lovegrove WTP/Shop	WTP	100	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00

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11.0.113	1033 Escambia St	32208	Norwood WTP	WTP	232	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.114	3020 Fairfax St	32209	20TH & Fairfax WTP	WTP	200	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.115	2113 Hamilton St	32210	Hamilton WTP	WTP	52	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.116	1425 Maitland Ave	32211	Arlington WTP	WTP	100	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.117	6513 Powers Ave	32217	Brierwood WTP	WTP	1000	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.118	1820 Owens Road	32218	Northwest WTP	WTP	234	4	2	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.119	801 Beckner Ave	32218	Highlands WTP	WTP	1500	6	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.120	801 Beckner Ave	32218	Highlands WTP/Shop	WTP	40	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.121	4770 Cisco Dr. W	32219	None	WTP	35	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.122	201 N McCargo St	32220	Marietta WTP	WTP	500	6	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.123	13709 Waterworks St	32221	Cecil Field Commerce Center WTP	WTP	1500	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.124	2935 Orange Picker Rd	32223	Mandarin WTP	WTP	54	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.125	13570 William Davis Pkwy	32224	Southeast WTP	WTP	750	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.126	1258 Monument Rd	32225	Monument Road WTP	WTP	750	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.127	7754 Wheat Road	32244	Southwest WTP	WTP	1760	9	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.128	7754 Wheat Road	32244	Southwest WTP - Pump Bldg	WTP	24	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.129	11789 Saints Rd	32246	Oakridge WTP	WTP	174	3	0	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.130	6850 Energy Center Drive	32256	Greenland Water Treatment/Ozone Building	WTP	425	4	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.131	7587 Southside Blvd	32256	Deerwood WTP	WTP	188	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.132	8617 Western Way	32256	Royal Lakes WTP	WTP	298	3	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.133	2369 Hawkscrest Dr	32259	St. Johns North WTP	WTP	264	4	0	once every week	Yes	52	per visit	\$ 37.00	\$ 1,924.00
11.0.134	2740 County Rd 210	32259	St Johns Forrest WTP	WTP	280	3	0	once every week	No	52	per visit	\$ 37.00	\$ 1,924.00
11.0.135	648 Flora Branch Road	32259	Julington Creek WTP	WTP	50	3	0	once every week	No	52	per visit	\$ 37.00	\$ 1,924.00
11.0.136	5710 Edenfield Rd	32277	Woodmere WTP	WTP	155	4	0	once every week	No	52	per visit	\$ 37.00	\$ 1,924.00
11.0.137	5957 Tampico Rd	32210	Jax Heights	WW Master Pump Station	847	6		once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.138	10797 Ft. Caroline Rd	32225	Holly Oaks	WW Master Pump Station/Facilities Field	600	3	2	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.139	5957 Tampico Rd	32210	Jax Heights	WW Master Pump Station/Facilities Field Office	847	3	2	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.140	96237 Amelia Concourse	32034	Amelia Concourse Modular Bldg	WWTP	925	7	4	once every week	Unk.	52	per visit	\$ 17.00	\$ 884.00
11.0.141	96237 Amelia Concourse	32034	Nassau Reg WRF	WWTP	225	4	0	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.142	200 State Road A1A	32082	Ponte Vedra, Admin Bldg	WWTP	800	5	3	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00
11.0.143	3140 Ponte Vedra	32082	Ponte Vedra Admin Trailer	WWTP	200	4	1	once every week	No	52	per visit	\$ 17.00	\$ 884.00
11.0.144	2221 Buckman St	32206	Buckman Wellness Center (Admin Bldg)	WWTP	2700	20	20	five days a week (Mon-Fri)	Yes	260	per visit	\$ 25.00	\$ 6,500.00
11.0.145	2221 Buckman St	32206	Buckman, Old Admin Bldg #3	WWTP	25000	26	10	five days a week (Mon-Fri)	Yes	260	per visit	\$ 77.00	\$ 20,020.00
11.0.146	2221 Buckman St	32206	Buckman WWTP - Admin Bldg	WWTP	7860	17	10	five days a week (Mon-Fri)	Yes	260	per visit	\$ 77.00	\$ 20,020.00
11.0.147	2221 Buckman St	32206	Buckman WWTP - Biosolids Bldg # 4	WWTP	2500	12	4	five days a week (Mon-Fri)	Yes	260	per visit	\$ 70.00	\$ 18,200.00
11.0.148	2221 Buckman St	32206	Buckman WWTP - Blower Bldg #17	WWTP	100	4	1	five days a week (Mon-Fri)	Yes	260	per visit	\$ 117.00	\$ 30,420.00
11.0.149	2221 Buckman St	32206	Buckman WWTP - Operatoin Bldg #1	WWTP	2000	9	4	five days a week (Mon-Fri)	Yes	260	per visit	\$ 37.00	\$ 9,620.00
11.0.150	2221 Buckman St	32206	Buckman WWTP - Secondary Lab, Bldg #11	WWTP	500	4	1	five days a week (Mon-Fri)	Yes	260	per visit	\$ 107.00	\$ 27,820.00
11.0.151	2221 Buckman St	32206	Buckman WWTP -Maintenance Shops Bldg #2	WWTP	1200	4	7	five days a week (Mon-Fri)	Yes	260	per visit	\$ 70.00	\$ 18,200.00

Company shall submit pricing in Column M to perform scheduled cleaning services as described in Sections 11 of "Appendix A - Technical Specifications." All bid prices shall include all travel, parts, tools and materials to complete the service. Note that all daily (Monday through Friday), weekly, monthly, quarterly, semi-annually and annual cleanings shall be included in the submitted price per unit. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.											EVERSAFE BUILDING MAINTENANCE CORP		
11.0.152	5802 Harris St	32211	Monterey	WWTP	4000	16	3	two days every week (Tue, Thu)	Yes	104	per visit	\$ 37.00	\$ 3,848.00
11.0.153	1555 Millcoe Rd	32225	Arlington East - Modular Lab	WWTP	400	4	4	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 50.00	\$ 7,800.00
11.0.154	1555 Millcoe Rd	32225	Arlington East, Admin Bldg #1	WWTP	6000	36	16	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 57.00	\$ 8,892.00
11.0.155	1555 Millcoe Rd	32225	Arlington East, Maintenance Offices #2	WWTP	1500	4	2	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 50.00	\$ 7,800.00
11.0.156	1840 Cedar Bay	32226	District II, Admin Bldg #1	WWTP	750	7	10	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 57.00	\$ 8,892.00
11.0.157	1840 Cedar Bay	32226	District II, Conference Room Bldg #3	WWTP	600	7	5	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 37.00	\$ 5,772.00
11.0.158	1840 Cedar Bay	32226	District II, Maintenance Bldg # 2	WWTP	600	7	10	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 50.00	\$ 7,800.00
11.0.159	5420 118th St	32244	Southwest, Aux Bldg # 5	WWTP	40	3	0	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 70.00	\$ 10,920.00
11.0.160	5420 118th St	32244	Southwest, Lab in Power Bldg #3	WWTP	100	1	2	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 70.00	\$ 10,920.00
11.0.161	5420 118th St	32244	Southwest, Operations Bldg # 1	WWTP	3300	16	20	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 70.00	\$ 10,920.00
11.0.162	10828 Hampton Rd	32257	Mandarin, Maintenance Bldg #5	WWTP	100	5	4	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 170.00	\$ 26,520.00
11.0.163	10828 Hampton Rd	32257	Mandarin, Operations Bldg #1	WWTP	3300	37	30	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 100.00	\$ 15,600.00
11.0.164	10828 Hampton Rd	32257	Mandarin, Other Bldg #6	WWTP	16	6	0	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 15.00	\$ 2,340.00
11.0.165	1245 Reclamation Dr. (1 mile beyond substation)	32259	Blacksford Admin Bldg #70	WWTP	6800	22	15	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 177.00	\$ 27,612.00
11.0.166	1245 Reclamation Dr. (1 mile beyond substation)	32259	Blacksford E&I Shop #100	WWTP	560	3	3	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 50.00	\$ 7,800.00
11.0.167	1245 Reclamation Dr. (1 mile beyond substation)	32259	Blacksford Maint. Bldg #72	WWTP	340	4	1	three days every week (Mon ,Wed, Fri)	Yes	156	per visit	\$ 37.00	\$ 5,772.00
11.0.168	220 Davis Pond Blvd	32259	Julington Creek, Admin Bldg	WWTP	500	4	2	once every week	Yes	52	per visit	\$ 17.00	\$ 884.00

Facility Type Key:													
WTP-Water Treatment Plan													
WWTP-Waste Water Treatment Plan													
* Cleanable Square Feet = cleanable square feet for each location less the square footage of the bathrooms.													
** Per industry standards, fixture count is used to quantify bathroom cleaning needs (toilet, urinal, sink, shower, mirror).													
*** Bi-weekly = every other week; Weekly = once per week													

Section 12.1) Emergency Cleaning Services						
Company shall submit pricing in Column H to perform Emergency Cleaning Services as described in Section 12.1 of "Appendix A - Technical Specifications." Emergency Cleaning Services shall be approved by JEA Contract Administrator or their designee. Emergency Cleaning Services shall apply the Per Visit Charge in addition to the submitted hourly rates for Company Supervisor and Janitors. Emergency Cleaning Services shall have a one (1) hour minimum applied to their hourly rates upon arrival at the job site. Normally after regular work hours of 7:00 am – 8:00 pm, Monday – Friday and on JEA holidays. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.						
Item No	Description of Services	Estimated One (1) Year Volume	Unit of Measure	Price Per Unit	Total Price	
12.1.1	Per Visit Charge	2	per visit	\$ 2.00	\$ 4.00	
12.1.2	Hourly Rate - Company Supervisor	15	per hour	\$ 12.55	\$ 188.25	
12.1.3	Hourly Rate - Janitor	30	per hour	\$ 12.55	\$ 376.50	
Total Cost for Section 12.1					\$ 568.75	

Section 12.2) Ad-Hoc Cleaning Services					
Company shall submit pricing in Column H to perform Ad-Hoc Cleaning Services as described in Sections 12.2 of "Appendix A - Technical Specifications." Ad-hoc Cleaning Services shall be approved by JEA Contract Administrator or their designee. Ad-hoc Cleaning Services shall use the submitted hourly rates below for Company Supervisor and Janitors. Ad-Hoc Cleaning Services shall have a one (1) hour minimum applied to their hourly rates upon arrival at the job site. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.					
Item No	Description of Services	Estimated One (1) Year Volume	Unit of Measure	Price Per Unit	Total Price
12.2.1	Hourly Rate - Company Supervisor	15	per hour	\$ 12.55	\$ 188.25
12.2.2	Hourly Rate - Janitor	30	per hour	\$ 12.55	\$ 376.50
Total Cost for Section 12.2					\$ 564.75

Company shall submit pricing in Column M to perform scheduled cleaning services as described in Sections 11 of "Appendix A - Technical Specifications." All bid prices shall include all travel, parts, tools and materials to complete the service. Note that all daily (Monday through Friday), weekly, monthly, quarterly, semi-annually and annual cleanings shall be included in the submitted price per unit. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.	EVERSAFE BUILDING MAINTENANCE CORP
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Section 14) Ad-Hoc Specialized Cleaning Services

Company shall submit pricing in Column H to perform Ad-Hoc Specialized Cleaning Services as described in Section 14 of "Appendix A - Technical Specifications," the pricing submitted for this section shall be applied to the items below. No additional labor charges shall be added. **JEA will not provide the consumable products (ie, carpet cleaning agents, stripping agents, sealants, etc.) required to complete the services described in this section, Item Numbers 14.1 and 14.2.** As a result, pricing for these Item Numbers must include any consumable products required. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.

Item No	Description of Services	Estimated One (1) Year Volume	Unit of Measure	Price Per Unit	Total Price
14.1	Composite or Terrazo Floor Treatment	2,000	per square foot	\$ 0.05	\$ 100.00
14.2	Wet Extraction Shampoo of Carpet	2,000	per square foot	\$ 0.05	\$ 100.00
Total Cost for Section 14					\$ 200.00

Section 15) Parts and Materials

Company shall submit pricing in Column H for Parts and Materials as described in Section 15 of "Appendix A - Technical Specifications," it is JEA's intent to provide janitorial supplies to Company whenever possible. If / when the JEA Contract Administrator deems that janitorial supplies shall be provided by Company, then the mark-up percentage submitted below shall apply. The estimated one (1) year quantities are to be used as guidelines and are not a guarantee of work.

Item No	Description of Services	Estimated One (1) Year Volume	Unit of Measure	Markup Percentage not to exceed 10%	Total Price
15.1	Estimated Parts & Materials Needed	700	dollars	5%	\$ 735.00
Total Cost for Section 15					\$ 735.00

APPENDIX B – PROPOSAL WORKBOOK													
FACILITIES JANITORIAL SERVICES (JSEB) SHELTERED MARKET- SUBSTATIONS, LIFTSTATIONS, CHILLER PLANT AND TREATMENT PLANTS												EVERSAFE BUILDING MAINTENANCE CORP	
SECTION 13 -AD HOC PANDEMIC EVENTS													
Company shall submit pricing in Column K, using the details below and reference section 13 as described in "Appendix A - Technical Specifications" when establishing pricing for Ad Hoc Pandemic Events. Provider shall submit pricing to perform all of the tasks relating to Pandemic Event support. This service is in addition to our regularly scheduled Janitorial services. The estimated one year quantities are to be used as guidelines and are not a guarantee of work. All bid prices shall include all travel, parts, tools and materials to complete the service.													
Item No	Street Address	Zip Code	Site Name	Facility Type	Cleanable Square Feet*	Fixture Count**	Population	Scheduled Frequency	Is a Dumpster located here?	Unit of Measure	Estimated Units Per Year	Price Per Unit	Total Annual Price
13.0.1	777 E Church St	32202	Hogan's Creek	Chiller Plant	1000	6	3	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.2	2103 Boulevard	32208	Springfield	Chiller Plant	500	6	3	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.3	521 W Duval St	32209	Downtown Chiller	Chiller Plant	760	6	3	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.4	582 Wilson Neck Rd	32097	Nassau	Substation	25	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.5	1712 Kings Ave	32207	Kings Avenue	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.6	4223 Adirolf Rd	32207	Hunter	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.7	801 Broadcast Pl	32207	Southside Sub	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.8	10471 103rd St	32210	Cecil Field	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.9	7424 Wiley Rd	32210	Herlong	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.10	14153 Urn Rd	32218	Beeghly Heights	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.11	2961 Armsdale Rd	32218	Garden City	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.12	12160 New Kings Road	32219	Dinsmore Substation	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.13	5040 Jones Rd	32219	Westlake Substation	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.14	6910 Old Kings Rd	32219	Picketville	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.15	13701 Waterworks St	32221	Cecil Commerce Center North	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.16	1428 Millcoe Rd	32225	Millcove	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.17	14740 Yellow Bluff Rd	32226	Starrett Road	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.18	6916 Rampart Rd	32244	Firestone	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.19	10327 Alden Rd	32246	Robinwood	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.20	1607 Lane Ave	32254	Paxon	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.21	6850 Energy Center Dr	32256	Greenland Energy Center	Substation	40	3	0	one visit per day, Mon-Fri	Yes	per visit	260	\$ 5.00	\$ 1,300.00
13.0.22	7601 Phillips Hwy	32256	Philips Hwy	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.23	7615 Southside Blvd (10357 Deerwood Club)	32256	Baymeadows	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.24	3919 Hartley Rd	32257	Hartley	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.25	14247 Old St Augustine Rd	32258	Greenland 230 (big one)	Substation	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.26	7730 Merrill Rd	32277	Merrill Road	Substatio	40	3	0	one visit per day, Mon-Fri	No	per visit	260	\$ 5.00	\$ 1,300.00
13.0.27	96237 Amelia Concourse	32034	Amelia Concourse Modular Bldg	WWTP	925	7	4	two visits per day, Mon-Sun	Unk.	per visit	728	\$ 7.00	\$ 5,096.00
13.0.28	96237 Amelia Concourse	32034	Nassau Reg WRF	WWTP	225	4	0	two visits per day, Mon-Sun	Yes	per visit	728	\$ 7.00	\$ 5,096.00
13.0.29	200 State Road A1A	32082	Ponte Vedra, Admin Bldg	WWTP	800	5	3	two visits per day, Mon-Sun	Yes	per visit	728	\$ 7.00	\$ 5,096.00
13.0.30	3140 Ponte Vedra	32082	Ponte Vedra Admin Trailer	WWTP	200	4	1	two visits per day, Mon-Sun	No	per visit	728	\$ 7.00	\$ 5,096.00
13.0.31	2221 Buckman St	32206	Buckman Wellness Center (Admin Bldg)	WWTP	2700	20	20	two visits per day, Mon-Sun	Yes	per visit	728	\$ 7.00	\$ 5,096.00
13.0.32	2221 Buckman St	32206	Buckman, Old Admin Bldg #3	WWTP	25000	26	10	two visits per day, Mon-Sun	Yes	per visit	728	\$ 7.00	\$ 5,096.00
13.0.33	2221 Buckman St	32206	Buckman WWTP - Admin Bldg	WWTP	7860	17	10	two visits per day, Mon-Sun	Yes	per visit	728	\$ 7.00	\$ 5,096.00
13.0.34	2221 Buckman St	32206	Buckman WWTP - Biosolids Bldg # 4	WWTP	2500	12	4	two visits per day, Mon-Sun	Yes	per visit	728	\$ 17.00	\$ 12,376.00

**1410344850 Facilities Janitorial Services (JSEB) Sheltered Market – Substations, Lift Stations, Chiller Plants
And Treatment Plants**

Vendor Rankings	M. Newton-Green	J. Ryan	M. Ventura	Σ Rank	Rank	Bid Total
Eversafe Building Maintenance	1	1	1	3	1	\$774,743.90
Regina Benton Cleaning Service	2	2	2	6	2	\$2,885,980.00

M. Newton-Green	Quotation of Rates (50 Points)	Experience, Location, Availability (20 Points)	CIMS Certification (5 Points)	Quality Metrics (25 Points)	Total	Rank
Eversafe Building Maintenance	50	15.7	0.00	19	84.7	1
Regina Benton Cleaning Service	13.42	3.00	0.00	8	24.42	2

J. Ryan	Quotation of Rates (50 Points)	Experience, Location, Availability (20 Points)	CIMS Certification (5 Points)	Quality Metrics (25 Points)	Total	Rank
Eversafe Building Maintenance	50	16	0.00	21	87	1
Regina Benton Cleaning Service	13.42	2.00	0.00	1.5	16.92	2

M. Ventura	Quotation of Rates (50 Points)	Experience, Location, Availability (20 Points)	CIMS Certification (5 Points)	Quality Metrics (25 Points)	Total	Rank
Eversafe Building Maintenance	50	16	0.00	19	85	1
Regina Benton Cleaning Service	13.42	8.30	0.00	9	30.72	2

	Quotation of Rates (50 Points)	Experience, Location, Availability (20 Points)	CIMS Certification (5 Points)	Quality Metrics (25 Points)	Total
Overall Averages					
Eversafe Building Maintenance	50.00	15.90	0.00	19.67	85.57
Regina Benton Cleaning Service	13.42	4.43	0.00	6.17	24.02



U.S. BUREAU OF LABOR STATISTICS

Occupational Employment and Wage Statistics

OEWS PRINT:

Occupational Employment and Wages, May 2018

37-2011 Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

[National estimates for this occupation](#)
[Industry profile for this occupation](#)
[Geographic profile for this occupation](#)
National estimates for this occupation:

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
2,156,270	0.5 %	\$13.92	\$28,950	0.3 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$9.16	\$10.57	\$12.55	\$16.10	\$20.84
Annual Wage (2)	\$19,060	\$21,990	\$26,110	\$33,490	\$43,340

Industry profile for this occupation:

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Services to Buildings and Dwellings	883,270	41.14	\$12.96	\$26,950
Elementary and Secondary Schools	320,670	3.75	\$15.64	\$32,530
Real Estate	71,950	4.44	\$15.80	\$32,870
Colleges, Universities, and Professional Schools	71,910	2.36	\$15.36	\$31,950
Local Government, excluding schools and hospitals (OES Designation)	69,370	1.27	\$16.52	\$34,360

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Services to Buildings and Dwellings	883,270	41.14	\$12.96	\$26,950
Facilities Support Services	24,660	15.91	\$12.83	\$26,680
Vocational Rehabilitation Services	20,920	6.44	\$12.37	\$25,730
Religious Organizations	11,140	5.67	\$13.94	\$28,990
Real Estate	71,950	4.44	\$15.80	\$32,870

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Postal Service (federal government)	14,000	2.21	\$24.33	\$50,610
Metal Ore Mining	60	0.16	\$18.82	\$39,140
Warehousing and Storage	7,970	0.70	\$18.64	\$38,770
Nonmetallic Mineral Mining and Quarrying	130	0.13	\$17.24	\$35,860
Electric Power Generation, Transmission and Distribution	710	0.18	\$16.93	\$35,220

Geographic profile for this occupation:



Formal Bid and Award System

Award #3 September 16, 2021

Type of Award Request: CONTRACT AMENDMENT/CHANGE ORDER
Requestor Name: Edgar, Cindy L. - Dir Eng Systems & PMO
Requestor Phone: 904-665-7653
Project Title: Oracle Customer to Meter C2M Project Director Support and Critical Gap Assessment/Consulting
Project Number: 8004943
Project Location: JEA
Funds: Capital
Budget Estimate: N/A
Scope of Work:

The purpose of this Request for Proposal (the "RFP") is to evaluate and select a vendor that can provide Project oversight and governance services for the successful completion of JEA's project to transition from Oracle Utilities Customer Care & Billing (CC&B) to Oracle Utilities Customer to Meter (C2M). These services will include placement of a Project Director to work alongside JEA and vendor, and Assessment services to address critical path items impacting the project. The two (2) areas of support are more specifically addressed below:

Support Area 1: Consultant to act as Project Director to work alongside JEA and vendor resources for successful completion of the project. Duration would be through Go-Live of system, currently planned for February 21, 2022. The Project Direction would partner with JEA resources and stakeholders to offer the following:

- a. Project Leadership
 - Oversee Oracle, JEA and other resources assigned to the project
 - Conduct project review and progress meeting
 - Develop and implement a comprehensive program to manage risk
 - Review competing projects and potential resource constraints
- b. Project Governance
 - Leverage JEA PM to make necessary adjustments to master project schedule
 - Implement project processes or tasks needed to ensure linkage to deliverable and reporting
 - Enhance systems or tools needed to effectively manage project costs, schedule and reporting
- c. Executive Reporting
 - Proactively manage sponsor communication through duration of the project
 - Create and distribute monthly executive reports and hold Steering Committee meetings

Support Area 2: Assessment of current project to identify critical issues and gaps and remediation steps to help resolve issues and formulate the change management plan for the business units and technology teams that includes required policy and procedural modifications:

- a. Review of project artifacts:
 - Reports, Interfaces, Customizations, Enhancements, and Forms
 - Conversion Strategy & execution status
 - Testing Strategy, Plan & execution status
 - Technical Architecture Diagram
 - Integration Architecture Diagram
 - ILM strategy & execution status
 - All Oracle SRs

- b. Assess progress across critical work-streams, focused on governance, testing, and conversion progress to date, to understand the state of the project.

JEA IFB/RFP/State/City/GSA#: 1410332648
Purchasing Agent: Dambrose, Nick
Is this a Ratification?: No

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
RED CLAY CONSULTING, INC.	Lynne Powers	lynne.powers@redclay.com	271 17TH ST NW, STE 610 Atlanta, GA 30363-6204	(678)445-3770 x284	\$1,661,514.00

Amount of the Original Award: \$299,860.00

Date of the Original Award: 06/04/2021

Change Order Amount: \$1,661,514.00

List of Previous Change Orders / Amendments

CPA#	Amount	Date
199475	\$517,535.00	08/19/2021

Length of Contract: Project Completion

New Not to Exceed Amount: \$2,478,909.00

End Date (mm/dd/yyyy): Project Completion (Estimated Go Live March 2022, Post Go Live June 2022)

JSEB Requirement: None. No JSEBs Available

Background/Recommendations:

Advertised RFP on 05/05/2021. Two (2) prime companies attended the optional pre-Response meeting held on 05/10/2021. At Response opening on 05/14/2021, JEA received one (1) Response. In addition to price, the supplier Responses were also evaluated on Past Performance, Professional Staff Experience, and Design Approach and Workplan. An informal PO was awarded to Red Clay Consulting, Inc. A copy of Red Clay Consulting, Inc original pricing and bid results are attached as backup.

On 08/19/2021, a change order of \$517,535.00 was approved by the Awards Committee for activities associated with the first of several milestones identified as the outcome of the initial critical gap assessment planned to be completed by September 30, 2021. Below were the tasks to be performed:

- C2M Project Governance Structure Established
- Updated Test Strategy
- Updated Training Strategy
- Training Needs Assessment

This change order request is for additional funds of \$1,661,514.00 to support the remaining identified workstream resources and project oversight identified as part of the critical gap assessment completed by Red Clay Consulting, Inc. for the Oracle Customer to Meter C2M project. The following recommendations are based on the output of the critical gap assessment:

- Aligning project team members to work streams to help focus and energize the current JEA team members
- Filling gaps in the project team roles with resources capable of ensuring the required tasks are completed for a successful go live
- Completing the recommended tasks across the work streams according to the updated schedule

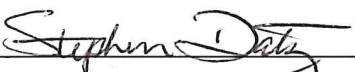
Payment for this change order will be based on lump sum milestone payments which include \$1,481,828.00 for fixed fee services detailed below and \$179,686.00 for travel expense according to JEA's travel policy for a total of \$1,661,514.00. Red Clay provided a fixed milestone-based proposal at a 29% discount.

Milestone	Milestone Description	Invoice Month	Amount
RCC-MP02	<ul style="list-style-type: none"> • Test Cases determined for gaps in C2M functionality • Integration Confidence Test Plan established • Performance & Load Test Plan established 	Oct-2021	\$199,671
RCC-MP03	<ul style="list-style-type: none"> • Integration Confidence Test Cycle complete • Parallel Bill Test Plan established • Operational Readiness Test Plan established 	Nov-2021	\$310,521
RCC-MP04	<ul style="list-style-type: none"> • User Acceptance Test Plan established • End-User Training Schedule established • Performance & Load Test cycle complete 	Dec-2021	\$299,506
RCC-MP05	<ul style="list-style-type: none"> • Operational Readiness Test cycle complete • Cutover Plan complete • C2M Solution Benefits Summary complete 	Jan-2022	\$103,507
RCC-MP06	<ul style="list-style-type: none"> • Dress Rehearsal complete • Post Go-Live Support Plan established • Post Go-Live Defect Management Plan established 	Feb-2022	\$103,507
RCC-MP07	<ul style="list-style-type: none"> • Go / No-Go Checkpoint complete • Go-Live activities complete • Post Go-Live Stabilization Metrics established 	Mar-2022	\$199,671
RCC-MP08	<ul style="list-style-type: none"> • Produce Stabilization metrics • Defect resolution support 	Apr-2022	\$99,835
RCC-MP09	<ul style="list-style-type: none"> • Produce Stabilization metrics • Defect resolution support 	May-2022	\$82,805
RCC-MP10	<ul style="list-style-type: none"> • Produce Stabilization metrics • Defect resolution support 	Jun-2022	\$82,805
	Travel Expenses According to JEA's Travel Policy		\$179,686.00
TOTAL			\$1,661,514.00

Request approval to award a change order to Red Clay Consulting, Inc. for additional services needed for implementation support for the Oracle Customer to Meter C2M project in the amount of \$1,661,514.00, for a new not-to-exceed amount of 2,478,909.00, subject to the availability of lawfully appropriated funds.

Director: Edgar, Cindy L. - Dir Eng Systems & PMO
VP: Datz, Stephen H. - Interim Chief Information Officer

APPROVALS:

 9/16/21

Chairman, Awards Committee  **Date** 9/16/21

Budget Representative **Date**



Formal Bid and Award System

Award #7 August 19, 2021

Type of Award Request: CONTRACT AMENDMENT/CHANGE ORDER
Requestor Name: Edgar, Cindy L. - Dir Eng Systems & PMO
Requestor Phone: 904-665-7653
Project Title: Oracle Customer to Meter C2M Project Director Support and Critical Gap Assessment/Consulting
Project Number: 8004943
Project Location: JEA
Funds: Capital
Budget Estimate: N/A
Scope of Work:

The purpose of this Request for Proposal (the "RFP") is to evaluate and select a vendor that can provide Project oversight and governance services for the successful completion of JEA's project to transition from Oracle Utilities Customer Care & Billing (CC&B) to Oracle Utilities Customer to Meter (C2M). These services will include placement of a Project Director to work alongside JEA and vendor, and Assessment services to address critical path items impacting the project. The two (2) areas of support are more specifically addressed below:

Support Area 1: Consultant to act as Project Director to work alongside JEA and vendor resources for successful completion of the project. Duration would be through Go-Live of system, current planned for September 6, 2021. The Project Direction would partner with JEA resources and stakeholders to offer the following:

- a. Project Leadership
 - Oversee Oracle, JEA and other resources assigned to the project
 - Conduct project review and progress meeting
 - Develop and implement a comprehensive program to manage risk
 - Review competing projects and potential resource constraints
- b. Project Governance
 - Leverage JEA PM to make necessary adjustments to master project schedule
 - Implement project processes or tasks needed to ensure linkage to deliverable and reporting
 - Enhance systems or tools needed to effectively manage project costs, schedule and reporting
- c. Executive Reporting
 - Proactively manage sponsor communication through duration of the project
 - Create and distribute monthly executive reports and hold Steering Committee meetings

Support Area 2: Assessment of current project to identify critical issues and gaps and remediation steps to help resolve issues and formulate the change management plan for the business units and technology teams that includes required policy and procedural modifications:

- a. Review of project artifacts:
 - Reports, Interfaces, Customizations, Enhancements, and Forms
 - Conversion Strategy & execution status
 - Testing Strategy, Plan & execution status
 - Technical Architecture Diagram
 - Integration Architecture Diagram
 - ILM strategy & execution status
 - All Oracle SRs

- b. Assess progress across critical work-streams, focused on governance, testing, and conversion progress to date, to understand the state of the project.

JEA IFB/RFP/State/City/GSA#: 1410332648
Purchasing Agent: Dambrose, Nick
Is this a Ratification?: No

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
RED CLAY CONSULTING, INC.	Lynne Powers	lynne.powers@redclay.com	271 17TH ST NW, STE 610 Atlanta, GA 30363-6204	(678)445-3770 x 284	\$517,535.00

Amount of the Original Award: \$299,860.00
Date of the Original Award: 06/04/2021
Change Order Amount: \$517,535.00
Length of Contract: Project Completion
New Not to Exceed Amount: \$817,395.00
End Date (mm/dd/yyyy): Project Completion (Estimated Go Live February 2022)
JSEB Requirement: None. No JSEBs Available

Background/Recommendations:

Advertised RFP on 05/05/2021. Two (2) prime companies attended the optional pre-Response meeting held on 05/10/2021. At Response opening on 05/14/2021, JEA received one (1) Response. In addition to price, the supplier Responses were also evaluated on Past Performance, Professional Staff Experience, and Design Approach and Workplan. An informal PO was awarded to Red Clay Consulting, Inc. A copy of Red Clay Consulting, Inc original pricing and bid results are attached as backup.

This change order request is for additional funds of \$517,535.00 for additional services needed for Implementation support from Red Clay Consulting, Inc. for the Oracle Customer to Meter C2M project. Payment for this change order will be based on lump sum milestone payments once the milestones are completed and accepted by JEA. Red Clay provided a fixed milestone-based proposal at a 29% discount. See the attached limited notice to proceed proposal is attached backup. Note, JEA will come back to awards and request additional funds and services for FY22.

The following additional services and milestones will be included as part of the work planned to be completed by September 30, 2021:

- C2M Project Governance Structure Established
- Updated Test Strategy
- Updated Training Strategy
- Training Needs Assessment


Red Clay Consulting, Inc. is uniquely qualified to assist JEA at this critical point in the C2M Upgrade Project. Red Clay has been working with JEA since the beginning of June 2021. They have met with 40+ project team members and provided insights into the project's current state with recommended next steps. In this next phase, Red Clay will establish project governance infrastructure and provide C2M implementation expertise to enable the C2M project to go live successfully.

Request approval to award a change order to Red Clay Consulting, Inc. for additional services needed for implementation support for the Oracle Customer to Meter C2M project in the amount of \$517,535.00, for a new not-to-exceed amount of \$817,395.00, subject to the availability of lawfully appropriated funds.

Director: Edgar, Cindy L. - Dir Eng Systems & PMO

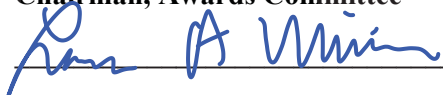
VP: Datz, Stephen H. - Interim Chief Information Officer

APPROVALS:

 August 19, 2021

Chairman, Awards Committee

Date

 8/19/21

Budget Representative

Date

LIMITED NOTICE TO PROCEED

August 17, 2021

Red Clay Consulting, Inc.
271 17th Street NW
Suite 610
Atlanta, GA 20263
Attention: Lynne Powers – Executive Director, Sales & Marketing

Dear Ms. Powers:

RE: JEA C2M Path Forward Proposal (the "Project")

In accordance with our discussions and meetings, JEA is pleased to enter into this Limited Notice to Proceed, setting out the terms and conditions under which JEA would be prepared to enter into a Statement of Work with Red Clay Consulting, Inc. ("Red Clay") relating to services for implementation support for the C2M project, submitted to JEA Stakeholders on July 26, 2021, subject to the following conditions precedent for the benefit of JEA and Red Clay:

- A. Negotiations of a formal Statement of Work (SOW) on terms and conditions between the parties;
- B. JEA Awards Committee approval of a formal SOW between JEA and Red Clay; and
- C. Execution and delivery of such formal SOW by JEA and Red Clay.

(collectively the "**Conditions Precedent**")

In the event that any of the Conditions Precedent are not satisfied or are waived in writing by either JEA or by Red Clay on or before August 30, 2021, neither party shall have any obligation or liability to the other, except as provided for in this Limited Notice to Proceed.

Authorization to Proceed with part of the Project

1. Upon full execution of this Limited Notice to Proceed, JEA authorizes Red Clay to proceed with providing support project activities as described in the Estimate up to a value of \$517,535 in fees.
 - a. JEA agrees to pay Red Clay for the direct, verifiable cost of the labor required to perform the Work that is incurred by Red Clay up to the amount noted above.
 - b. Invoices submitted for completion of the Work authorized by this Limited Notice to Proceed are due and payable to Red Clay on the later of net 30 days from date of receipt of a valid invoice; or the date of assignment of an applicable purchase order number by JEA.
2. Red Clay agrees to indemnify and save harmless JEA, its directors, officers, servants, agents, or employees, and their heirs, executors, administrators, successors and assigns, or any of them,

from and against any liabilities, losses, expenses (including legal costs on a solicitor-client basis), claims, demands, actions, and causes of action, whatsoever suffered by JEA by reason of, or in any way arising out of or in connection with this Limited Notice to Proceed, excepting only to the extent caused by the negligence or willful misconduct of JEA or JEA's directors, officers, servants, agents or employees. Such indemnification shall survive expiration or early termination of this Limited Notice to Proceed.

3. Except as otherwise provided, this Limited Notice to Proceed shall not create legal relations between JEA and Red Clay. Rather, this is an expression of an intention by JEA to enter into a formal SOW with Red Clay for provision of the services. Any such legal relationship shall only be created by the execution and delivery of a formal SOW between JEA and Red Clay. All activities performed and delivered pursuant to this Limited Notice to Proceed shall be deemed to have been provided under the formal SOW upon execution.
4. Subject to applicable local, state and federal provisions governing the disclosure of public records, the terms of this Limited Notice to Proceed and any formal SOW which may result therefrom shall be entirely confidential unless otherwise agreed to by both parties in writing. If either party is required to disclose the existence of this Limited Notice to Proceed, such party shall make reasonable efforts to first notify the other party in writing and to provide as much time as possible to the non-disclosing party to seek a protective order preventing such disclosure. The confidentiality obligations in this section shall be legally binding and shall survive the expiry or termination of this Limited Notice to Proceed regardless of whether any formal contract is executed.
5. JEA shall have the right to terminate this Limited Notice to Proceed for its own convenience, and JEA's sole liability to Red Clay in such event shall be to make payment owing for services rendered up to the date of termination.
6. All dollar amounts described in this Limited Notice to Proceed are in U.S. Dollars.
7. Each party hereto represents and warrants to the other that the undersigned is duly authorized to execute this Limited Notice to Proceed for completion of the Work described herein.

[Remainder of Page Left Blank Intentionally]

If you are in agreement with the terms of this Limited Notice to Proceed, please signify such agreement by signing in this space provided below and by returning a copy of this Limited Notice to Proceed to the undersigned at 44 West Ashley Street, 5th Floor, Jacksonville, FL 32202 no later than 5 p.m. EST, August 18, 2021, failing which this Letter of Intent shall be null and void.

JEA

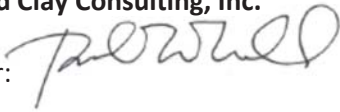
Per: 

Name: Jenny McCollum

Title: Director of Procurement and Chief Procurement Officer

Agreed and Accepted this 17th day of August, 2021.

Red Clay Consulting, Inc.

Per: 

Name: Paul Marnell

Title: CEO

S.No	Question	Weightage	Scorer	Scores	
				RED CLAY, CONSULTING, INC. (sales@redclay.com)	
				Weighted Scores	Scorer Comments
Grand Total of Scores				83.4	
Supplier Rank				1	
1	(35) Quotation of Rates	35		35	
			Nick Dambrose	35	
Question Average Score				35	
Section Total of Scores				35	
2	(20) Minimum Qualifications - Past Performance/Company Experience	20		14.05	
2.5	Reference 2	100		14.05	
			Cindy Edgar	17	
			Jose Garcia	20	
			Sheila Pressley	16	
			Stephen Datz	3.2	80% Reference 1 -2 pts - Multi-service (electric/water) -2 pts - CC&B / MDM (not completed w/MDM)
Question Average Score				14.05	
3	(25) Professional Staff Experience	25		20	
3.1	Maximum points: 25 pointsThe firm shall provide up to 2-3 resumes of the potential Project Director to be assigned to this engagement. JEA shall select and evaluate the one (1) most preferred candidate.Resumes are limited to three (3) pages, 8 ½" by 11" single sided. At a minimum, the resume shall present the job role as described above, location, title, years of service with the company, applicable professional registrations, education, and work experience. The resumes must identify experience providing Project Director services for a large C2M implementation. The resumes shall be no more than three (3) pages in length. For maximum scoring, JEA shall emphasize successful experience in the following areas:Project Director needs to have worked on at least two CIS implementationsProject Director should have at least 8 – 10 years of experience managing large scale projectsProject Director should have experience in CC&B and C2M, and be familiar with metering vendor solutions for electric and water utilities.	100		20	
			Cindy Edgar	25	
			Jose Garcia	25	Candidates possess experience in like projects and utilities about the same size of JEA; both candidates have good experience in roles like project director or similar functions.
			Sheila Pressley	25	
			Stephen Datz	5	80% Relevant Experience -1 pt - C2M/Metering Experience Water Depth of Experience -1 pt - Pertinent Experience (Water)
Question Average Score				20	
Section Total of Scores				20	
4	(20) Ability to Design an Approach and Workplan	20		14.35	
4.1	Maximum score: 20 PointsProposer shall include a detailed plan to realize project goals, timetables, and objectives; and the demonstrated general ability to bring about a successful completion of this scope of work under the Proposer's direction including any and all project assumptions. In particular, Proposer shall detail its methodology to successfully complete the assigned scope of work and deliverables. Proposer shall also detail its project management methodology to ensure successful and timely completion of scope of work.The Response should describe a work plan, including an explanation of the methodology, the financial requirements, and all compliance aspects of the engagement. Identify the tasks to be performed to complete the engagement and prepare a proposed timeline of how long it typically takes to complete an assessment per task assigned. The proposed overall schedule should include a hybrid (remote /on-site) work schedule. Proposer is to provide a strategy development timeline, aligned with activities and deliverables noted in the scope of work, in their response.For maximum scoring, JEA shall emphasize attention in the following areas:Assessment approach and how it will be conducted and managedFramework on how the Project Director will interaction with JEA team, leadership and vendorActual work examples are encouraged.	100		14.35	
			Cindy Edgar	17	
			Jose Garcia	19.2	Red Clay presentation (Solution Assessment) shows the ability to adjust the Initial / original plan to minimize adverse impact and cost overruns, also is showing a path forward as recommendation for the decision making team in the Utility. Agility and Experience is key and managing expectation and final results well played out. I'm only subtracting a couple of points since I did not see key milestones of the high level plan, which I would normally expect in this type of presentation.
			Sheila Pressley	18	
			Stephen Datz	3.2	80% Redacted JEA C2M Project Director and Critical Gap Assessment Proposal and RCC Solution Assessment Recommendation PDFs did not provide any value as part of the evaluation scoring. Missing Examples -2 pts - Assessment Evaluation Approach - Metrics -2 pts - Status Reports (Quality/Value)

1410332648 - C2M Project Director Support and Critical Gap Assessment

Appendix B - Response Workbook

SECTION 1. HOURLY RATES

The following hourly rates shall apply to successfully complete all of the deliverables of the C2M Program Director Support and Critical Gap Assessment as described in 1.2) Scope of Work. All bid prices shall include all travel, parts, tools and materials to complete the service. No additional fees shall apply.

ITEM NO.	TITLE OF TEAM MEMBER	% WEIGHT	HOURLY RATE	
1.1	Project Director	100%	\$159.50	
1.2	Hourly Rate for C2M Program Director Support and Critical Gap Assessment			\$159.50

SECTION 2. NOT TO EXCEED HOURS

The following NOT TO EXCEED HOURS shall apply to successfully complete all of the deliverables of the C2M Program Director Support and Critical Gap Assessment as described in 1.2) Scope of Work.

ITEM NO.	DELIVERABLE	NOT TO EXCEED HOURS	
2.1	Support Area 1:	800	
2.2	Support Area 2:	1080	
2.3	Total Not to Exceed Hours for C2M Program Director Support and Critical Gap Assessment		1880

ITEM NO.	This Amount Will Be Transferred To Page 1 of Appendix B - Response Form		
3.1	Total Price - Support Area 1:	\$	127,600.00
3.2	Total Price - Support Area 2:	\$	172,260.00
3.3	Total Bid Price (Transfer this Amount where indicated into Zycus e-Sourcing Tool)	\$	299,860.00

C2M Path Forward Proposal for JEA



CONTACT

Lynne Powers

lynne.powers@redclay.com

678.445.3770 ext. 284

DATE

September 1, 2021

VERSION

5.0



Contents

Introduction	3
Proposal	3
Scope.....	6
Timeline and Staffing	13
Pricing and Assumptions	14



Proposal










Introduction

Red Clay prepared this proposal for JEA as an output of the Critical Gap Assessment to reflect the proposed support discussed with JEA leadership to support the upgrade Oracle Utilities Customer Care & Billing (CC&B) to Oracle Utilities Customer to Meter (C2M) going forward to go live.




Our recommendations from the Critical Gap Assessment focus on:

- Aligning project team members to workstreams to help focus and energize the current JEA team members
- Filling gaps in the project team roles with resources capable of ensuring the required tasks are completed for a successful go live
- Completing the recommended tasks across the workstreams according to the updated schedule

Our assessment concluded the following by workstream:

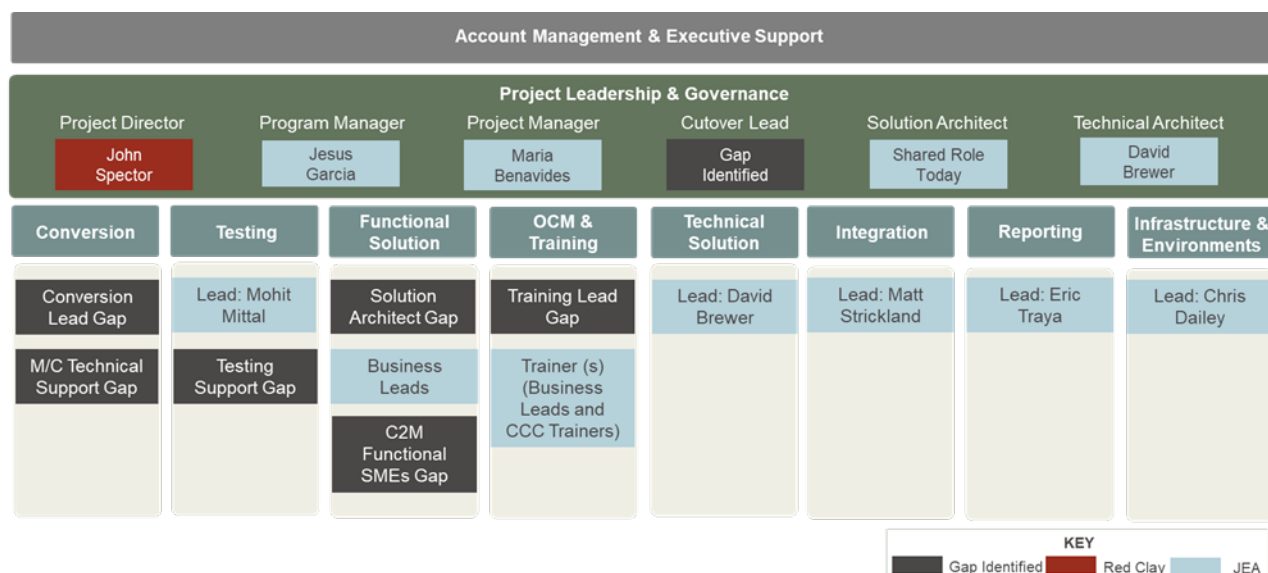
Project Workstream	Status	Observations & Needs
Governance		<ul style="list-style-type: none"> • Increase priority on managing risk, communication and integrated plan for go-live • Establish clear roles & responsibilities to increase efficiency in project execution
Testing		<ul style="list-style-type: none"> • Mitigate gaps in coverage of C2M functionality and key business processes • Enhance test and defect management processes to focus effort and gain visibility
Data Conversion		<ul style="list-style-type: none"> • Establish metrics for automated and manual tolerances by conversion object • Conduct performance tuning phase and apply technical recommendations
Training		<ul style="list-style-type: none"> • Assess training needs with business leads and address gaps in C2M knowledge • Share techniques/skills to improve and assess knowledge retention
Functional Solution		<ul style="list-style-type: none"> • Focus effort on functionality, testing and enhancements required for go-live • Increase access to resources with expertise in C2M functionality and processes
Integration		<ul style="list-style-type: none"> • Ensure all integrations are tested end to end and align with operational readiness • Focus effort on testing and defect resolution required for go-live
Technical Solution		<ul style="list-style-type: none"> • Ensure success of performance testing & tuning and operational readiness testing • Manage delivery of prioritized enhancements and resolution of solution defects
Infrastructure & Environments		<ul style="list-style-type: none"> • Utilize environment comparison to ensure code and configuration integrity • Apply standard release management practices to reduce "return to new" defects
Reporting		<ul style="list-style-type: none"> • Ensure testing of operational reporting is validated with all required data sets • Confirm operational reporting needs to cover MDM, ODM and SOM functionality

KEY

 Observations and execution align  Gaps in execution approach  Significant gaps in execution approach



After coordinating with the JEA team, we've aligned current JEA project resources to roles and identified areas where additional support would help JEA accomplish the remaining project tasks and get the project live:



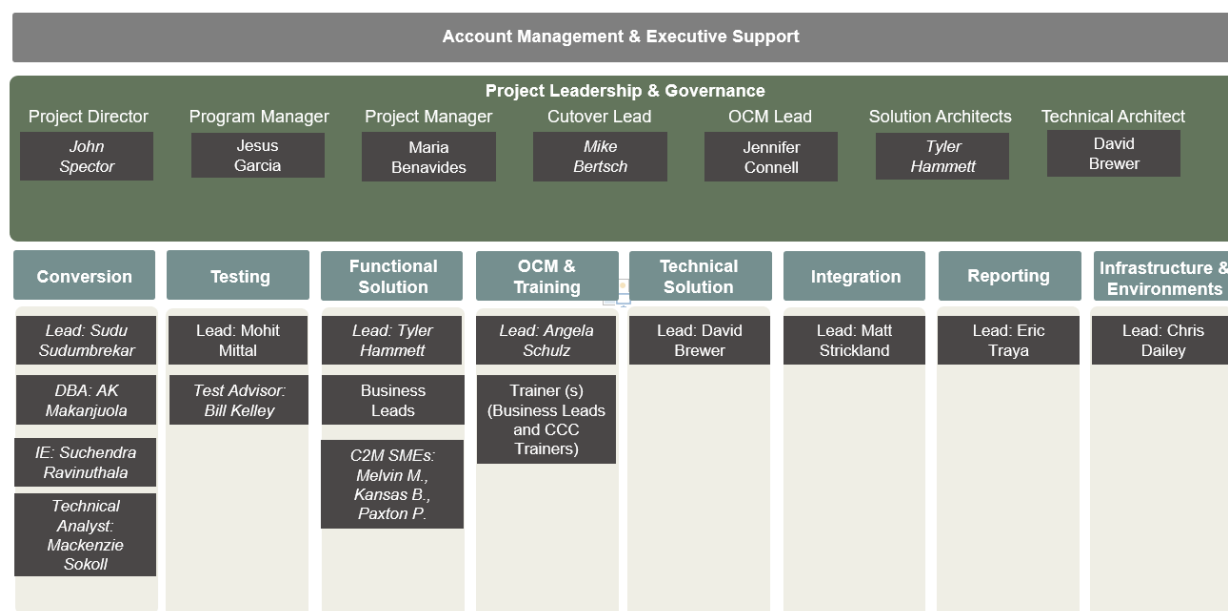
Our team provided the following documentation to support the findings and recommended go forward plan:

- Migration/Conversion Recommendations
- Required Go-Live Task and Activity Recommendations
- Oracle SR Analysis
- Enhancement Analysis
- Integration Analysis
- Test Case Coverage Analysis
- Training Analysis



Scope

To provide the structure and C2M expertise required to get JEA live on C2M by 2/21/2022, the Red Clay team has proposed adding resources to the JEA team, identified below with italics and will make further resource adjustments as needed to accomplish tasks associated with milestones.



Key Activities by Workstream

The following are the key activities for each workstream to accomplish with the support of the proposed additional team members:

Workstream	Key Activities
Project Leadership & Governance	<ul style="list-style-type: none">Establish governance infrastructure for remaining duration of projectRefine the project plan with input from workstream leadsSupport onboarding of team membersSupport the adoption of the workstream structureProvide status reports by workstream, and add project level metrics and RAID as a part of the reportingEvaluate and change frequency of meetings to align with workstream needs and provide greater focus and build understanding on steps required for go-live.Increase information sharing & RAID involvement across workstreams.Conduct Solution Readiness Checkpoints
Conversion (Migration/ Conversion, M/C)	<ul style="list-style-type: none">Develop and document a M/C Performance Tuning PlanUtilize multi-pronged approach to address Migration/Conversion challenges<ul style="list-style-type: none">M/C Performance Tuning phase (dedicated “squeeze all the juice from the orange”)M/C Restructuring phase (maximize pre-cutover + post-cutover windows to reduce go-live duration)

Workstream	Key Activities
	<ul style="list-style-type: none"> ○ Consider multi-week go-live plan • Adopt use of TFS to track defects impacting conversion
Testing	<ul style="list-style-type: none"> • Close gaps in test case coverage for C2M functionality and business processes • Complete 5 focused test cycles achieving entry/exit criteria <ul style="list-style-type: none"> ○ Integration Confidence Test – end to end integration confirmed ○ Performance & Load Test – system performance achieves targets ○ Operational Readiness Test – processing meets SLAs in 24-hour clock ○ Parallel Bill Test – discrepancies within tolerances ○ User Acceptance 2 – new test cases paired with key regression test cases and end to end scenarios • Prioritize, resolve, or establish workarounds for go-live critical defects and enhancements
Functional Solution	<ul style="list-style-type: none"> • Business Leads have documented all agreed-upon defect workarounds and associated procedures. • All Exception Management processes are documented. • Business Leads will confirm and document that available resources can handle the anticipated exception volume from the C2M solution. • Implement a Configuration & Test Case Creation Freeze Date with compliance by project team. • Business leads are prepared to serve as Floor Walkers post go-live to provide support (identified in Post Go-Live Support plan).
OCM & Training	<ul style="list-style-type: none"> • Conduct Training Needs Assessment • Deliver Train-the-Trainer Learning Skills • Develop Gap Training Content for Knowledge Transfer Sessions • Deliver C2M Gap Training for Train-the-Trainer to the Business Leads • Support development of End-User Training Content by business leads • Review End-User Training Content • Develop End-User Training Schedule
Technical Solution	<ul style="list-style-type: none"> • Evaluate all “requested but not started” and “in progress” C2M enhancements to determine priority • Evaluate all completed enhancements with a defect(s) • Batch schedule configured and tested in scheduling tool (Weekday, Weekend, Holiday, etc.) prior to ORT.
Integration	<ul style="list-style-type: none"> • Document defects in TFS for Integration related issues (no external spreadsheet) so Testing workstream can follow consistent defect management processes. • Assist Test, Business and Technical Solution Leads prioritize, schedule, resolve and retest Integration related defects required prior to go-live. • Verify and document that integrations were validated with third-party vendors.
Reporting	<ul style="list-style-type: none"> • Confirm operational reporting needs are successfully tested with production data in the new solution for each business area.

Workstream	Key Activities
	<ul style="list-style-type: none"> Document a defect in TFS for Reporting related issues (no external spreadsheet) so Testing workstream can follow consistent defect management processes. Assist Test, Business and Technical Solution Leads prioritize, schedule, resolve and retest reporting related defects required prior to go-live.
Infrastructure & Environments	<ul style="list-style-type: none"> Confirm non-production C2M environments match C2M Gold configuration Identify and resolve gaps in admin objects and configuration between CCB in C2M Gold environment and CCB in Production. Confirm sufficient data storage capacity in to be Production to handle anticipated volume of transactional data.

Role & Responsibilities

The following are the roles and responsibilities of the proposed Red Clay team members:

Role	Key Responsibilities
Project Director	<ul style="list-style-type: none"> Establish Governance Infrastructure Lead & Monitor Project Orchestration Provide executive level status reports and coordinate project updates to stakeholders
Cutover Lead/ Project Manager	<ul style="list-style-type: none"> Manage Project Governance Develops, tracks and maintains Plans (Implementation, Cutover, Post Go-Live Support Plan) Lead & Monitor Project Progress Facilitates and leads communications Tracks, maintains, and manages project risks and issues Works with JEA to manage the change control process Manages Red Clay on-site and off-site efforts
Functional Solution Architect	<ul style="list-style-type: none"> Ensure Solution Configuration meets Business Requirements Manage the overall design and implementation of the solution Provide C2M expertise in relation to business processes Support prioritization of work activities (system configuration, defect prioritization, etc.) Drives best practices in configuration and testing Provide functional/business operations support as needed to the test and training teams Provide knowledge transfer activities to JEA team members Support migration and go live efforts
Technical Solution Architect	<ul style="list-style-type: none"> Lead evaluation of current Migration/Conversion Approach Provide recommendations for M/C performance tuning Lead performance tuning efforts for M/C Lead team through M/C Restructuring and follow-up activities

Role	Key Responsibilities
	<ul style="list-style-type: none"> • Provide C2M expertise in relation to technical operations, testing cycles, cutover preparation, and execution (integration, conversion, infrastructure, etc.) • Provide technical solution support as needed to the test team during test phases • Support migration and go live efforts
C2M SMEs	<ul style="list-style-type: none"> • Provide C2M expertise in relation to business processes • Support prioritization of work activities (system configuration, defect prioritization, etc.) • Support training and knowledge transfer • Provide Gap Training • Support testing (help close gaps in test case coverage, defect triage and prioritization) • Drives best practices in configuration and testing • Provide functional/business operations support as needed to the test and training teams • Provide knowledge transfer activities to JEA team members • Review JEA end-user content for accuracy • Ensure JEA business leads and trainers have sufficient knowledge to create end-user training material • Support migration and go live efforts
Training Lead	<ul style="list-style-type: none"> • Perform training needs assessment • Support training delivery for soft skills modules (Adult Learning Styles, Classroom Management, etc.) • Review JEA end-user content for accuracy • Ensure JEA business leads and trainers have sufficient knowledge to create end-user training material
Test Support/ Advisor	<ul style="list-style-type: none"> • Support establishment and compliance with of the test and defect management processes during testing phases • Understands relationship between test cases as it relates to C2M functionality • Ensure test cases are executed in a manner that effectively exercises the end-to-end solution • Provides input to the project team on Testing best practices. • Drives development and execution of test cases and scenarios. • Schedules and track progress of all test activities. • Ensures accuracy and validity of test metrics.
Technical Analyst	<ul style="list-style-type: none"> • Conducts conversion validation • Troubleshoots data conversion issues • Supports M/C Restructuring effort
Infrastructure Engineer	<ul style="list-style-type: none"> • Participate in M/C performance testing • Support M/C restructuring effort • Provide scripting and infrastructure recommendations for performance improvement related to M/C

Role	Key Responsibilities
DBA	<ul style="list-style-type: none"> Participate in M/C performance testing, recommend database specifications, and optimal performance parameters Support M/C restructuring effort Provide database recommendations for performance improvement related to M/C

Responsibility Matrix

The responsibility matrix below enumerates activities by phase that need to be assumed by JEA or Red Clay. The following is not comprehensive of all tasks required to complete the implementation, but is a high-level representation of activities which will be performed throughout the project with related responsibilities assigned:

Phase	Task Name	Advisor	Owner	Participant
Foundation Phase	Provide appropriate access to applications, databases, and servers in all environments for Red Clay team	RCC	JEA	
	Establish Governance Infrastructure		RCC	JEA
	Provide Project Status Reporting	RCC	JEA	
	Provide Executive Status Report		RCC	JEA
	Manage RAID Register	RCC	JEA	
	Manage Change Control Register		RCC	JEA
	Manage Implementation Plan		RCC	JEA
	Develop and Document Guiding Principles with Sponsors	RCC	JEA	
	Document Communications Plan	RCC	JEA	
	Develop and maintain documentation for configuration, designs and operational procedures.	RCC	JEA	
	Establish and enforce Requirement Change Management Process	RCC	JEA	
	Establish and enforce Test Case Change Management Process	RCC	JEA	
	Establish and enforce Environment & Release Management Process, including setting up environments to support project needs.	RCC	JEA	
	Manage migration and deployment of all code and configuration across the environments.	RCC	JEA	
	Establish Readiness Criteria	RCC	JEA	
	Conduct Training Needs Assessment for Business Leads		RCC	JEA
	Deliver Train-the-Trainer Learning Skills Training		RCC	JEA
	Develop Gap Training Content for KT Sessions		RCC	JEA
	Deliver C2M Gap Training for Train-the-Trainer for Business Leads		RCC	JEA



Phase	Task Name	Advisor	Owner	Participant
	Build End-User Training Content	RCC	JEA	
	Review End-User Training Content		RCC	JEA
	Develop End-User Training Schedule	RCC	JEA	
	Develop and execute on organizational change management activities.	RCC	JEA	
	Develop M/C Performance Tuning Plan		RCC	JEA
	Perform M/C Performance Tuning to meet cutover window	RCC	JEA	
Validate Phase	Conduct Solution Readiness Checkpoint 1	RCC	JEA	
	Create Test Cases C2M Functionality Gaps	RCC	JEA	
	Develop ICT Execution Plan		RCC	JEA
	Execute Integration Confidence Testing	RCC	JEA	
	Restructure M/C Execution Approach		RCC	JEA
	Develop Performance & Load Test Plan		RCC	JEA
	Execute Performance & Load Testing	RCC	JEA	
	Develop Parallel Bill Test Plan		RCC	JEA
	Execute Parallel Bill Testing	RCC	JEA	
	Configure the Enterprise Batch Scheduler	RCC	JEA	
	Establish SLAs for system processing	RCC	JEA	
	Develop Operational Readiness Testing (ORT) Plan & Criteria		RCC	JEA
	Develop User Acceptance (UA2) Test Plan		RCC	JEA
Deploy Phase	Conduct Solution Readiness Checkpoint 2	RCC	JEA	
	Deliver End-User Training		JEA	RCC
	Conduct End-User Training Assessment	RCC	JEA	
	Deliver End-User Reinforcement Training based on Assessment results		JEA	RCC
	Execute Operational Readiness Testing	RCC	JEA	
	Execute UA2	RCC	JEA	
	Go-Live Planning	RCC	JEA	
	Update Cutover Plan		RCC	JEA
	Update Disaster Recovery Plan	RCC	JEA	
	Conduct Solution Readiness Checkpoint 3	RCC	JEA	
	Create Post Go-Live Support Plan (defect management, stabilization metrics & reporting)		RCC	JEA
	Conduct Dress Rehearsal	RCC	JEA	
	Conduct Go / No-Go Checkpoint	RCC	JEA	
	Exercise Post Go-Live Support	RCC	JEA	

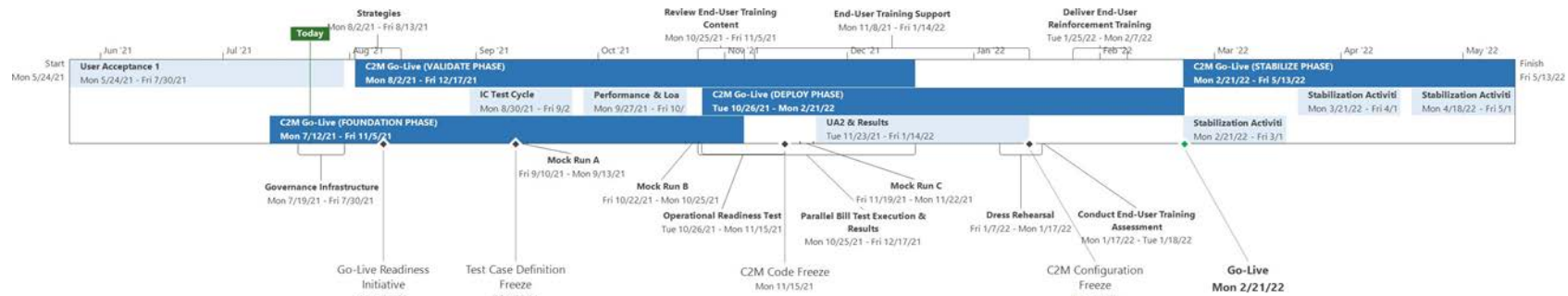


Phase	Task Name	Advisor	Owner	Participant
	Execute Go-Live Activities	RCC	JEA	
Stabilize Phase	Stabilization Activities		JEA	RCC
	Deliver Stabilization Status Reports		RCC	JEA



Timeline and Staffing

To ensure the required Go-Live Tasks and Activities occur in time to support going live on 2/21/2022, the Red Clay team added all activities to a project plan and will track progress against the plan moving forward (snapshot of key tasks provided below):



To accomplish these tasks within the identified timelines, Red Clay proposes adding the following team members for the duration of the project, plus 12 weeks of post go-live support.

Role	Resource	Estimated Start Date	Roll Off Date	Allocation
Project Director	John Spector	8/16/2021	4/9/2022	84%
Cutover Lead/PM	Mike Bertsch	8/2/2021	5/14/2022	85%
Functional Solution Architect	Tyler Hammett	8/16/2021	5/14/2022	93%
Technical Solution Architect	Parikshit "Sudu" Sudumbrekhar	7/26/2021	5/14/2022	57%
C2M SME (CC&B)	Melvin Manalastas	8/16/2021	3/5/2022	71%
C2M SME (SOM)	Paxton Parkhurst	7/26/2021	5/14/2022	95%
C2M SME (MDM/ODM)	Kansas Burman	8/16/2021	5/14/2022	95%
Training Lead	Angela Schulz	8/16/2021	11/19/2021	23%
Test Advisor	Bill Kelley	8/2/2021	1/15/2022	60%
Technical Analyst (M/C)	Mackenzie Sokoll	8/16/2021	10/16/2021	29%
Infrastructure Engineer	Suchendra Ravinuthala	8/16/2021	10/16/2021	14%
DBA	Abimbola "AK" Makanjuola	8/16/2021	10/16/2021	29%

JEA will adhere to project timelines. Delay in meeting timelines could result in schedule and resource impacts. Modifications to the operational project plan will be mutually agreed upon by Red Clay and JEA.



Pricing and Assumptions

Fees

The total cost to JEA for the performance of the tasks contained in this proposal shall not exceed the amount shown, except in the case that executed Change Orders have been approved by both parties and executed.

Fixed Fee for Services	\$1,999,363
Estimated Travel Expenses	\$179,686
Estimated Total Contract Value	\$2,179,049

Travel expenses are estimated and will be invoiced as incurred (no markup). Travel will be in accordance with JEA's travel policy

Milestone Payments

The following contains the proposed milestone payment schedule. Red Clay will invoice JEA no more frequently than monthly according to the sequential order shown in the schedule below. All activities for each milestone must be completed and approved by JEA before payment is issued. The date associated with Invoice Month represents what will be billed at the beginning of the month shown for the work completed in the prior month. Completed Milestone invoices will be submitted adhering to the sequential order documented.

Milestone	Milestone Description	Invoice Month	Amount
RCC-MP01*	<ul style="list-style-type: none">• C2M Project Governance Structure established• Updated Test Strategy• Updated Training Strategy• Training Needs Assessment	Sept-2021	\$517,535
RCC-MP02	<ul style="list-style-type: none">• Test Cases determined for gaps in C2M functionality• Integration Confidence Test Plan established• Performance & Load Test Plan established	Oct-2021	\$199,671
RCC-MP03	<ul style="list-style-type: none">• Integration Confidence Test Cycle complete• Parallel Bill Test Plan established• Operational Readiness Test Plan established	Nov-2021	\$310,521
RCC-MP04	<ul style="list-style-type: none">• User Acceptance Test Plan established• End-User Training Schedule established• Performance & Load Test cycle complete	Dec-2021	\$299,506
RCC-MP05	<ul style="list-style-type: none">• Operational Readiness Test cycle complete• Cutover Plan complete• C2M Solution Benefits Summary complete	Jan-2022	\$103,507
RCC-MP06	<ul style="list-style-type: none">• Dress Rehearsal complete• Post Go-Live Support Plan established	Feb-2022	\$103,507



Milestone	Milestone Description	Invoice Month	Amount
	<ul style="list-style-type: none">• Post Go-Live Defect Management Plan established		
RCC-MP07	<ul style="list-style-type: none">• Go / No-Go Checkpoint complete• Go-Live activities complete• Post Go-Live Stabilization Metrics established	Mar-2022	\$199,671
RCC-MP08	<ul style="list-style-type: none">• Produce Stabilization metrics• Defect resolution support	Apr-2022	\$99,835
RCC-MP09	<ul style="list-style-type: none">• Produce Stabilization metrics• Defect resolution support	May-2022	\$82,805
RCC-MP10	<ul style="list-style-type: none">• Produce Stabilization metrics• Defect resolution support	Jun-2022	\$82,805
TOTAL			\$1,999,363

* Milestone RCC-MP01 is invoiced under a limited notice to proceed dated August 17th.

JEA reserves the option to stop delivery of services after RCC-MP07 (support provided in February 2022, invoiced in March 2022). To exercise this option, JEA will issue an official letter advising Red Clay of intent to terminate services providing 15 business day notification prior to the start of the next month. Early termination process also applies to individual resources as shown in Staffing Plan schedule, provided there is mutual agreement that the reduction will not impact completion of milestones. Invoice for partial month will be prorated and would be applicable to RCC-MP08 (support provided in March) through RCC-MP10 (support provided in May).

Acceptance

Within five business days of receipt of milestone, JEA will either accept the milestone, or provide Red Clay with a written response. If Red Clay receives no response from JEA within said timeframe, the relevant milestone will be deemed accepted. After acceptance, or deemed acceptance, by JEA of the milestone, the services and milestones outlined in this proposal will be deemed complete.

Any deviation from the milestones and schedule within this proposal will be reviewed bi-weekly between JEA and Red Clay to communicate any risks. Should planned delivery dates need to change, or Red Clay faces any internal or external issues in completing milestones by planned date, Red Clay will provide an alternate delivery timeline acceptable.

Change Procedures

The change order mechanism will be utilized for scope that impacts Responsibility Matrix assignments, timeline changes and items not identified in this proposal. Change orders must be mutually agreed upon by all parties in writing by identified approvers. Red Clay's standard Change Order Procedures may be used to document these changes. Services in accordance with this SOW will continue to be performed until the parties agree in writing on the change in scope of Services, scheduling, and related fees.



Hourly Rates

The following rate card will be utilized for the duration of this project including change orders:

Role	Hourly Rate
Project Director	\$250
Cutover Lead/PM	\$200
Functional Solution Architect	\$200
Technical Solution Architect	\$200
C2M SME	\$175
Training Lead	\$150
Test Advisor	\$175
Technical Analyst (M/C)	\$150
Infrastructure Engineer	\$175
DBA	\$175

Assumptions

The following assumptions apply to the scope reflected herein:

ID	Workstream	Assumption
A1	General	Resources will be onboarded and provided the required access in a timely manner to not impact the project schedule.
A2	General	Any functionality configured, developed, and passed testing prior to our engagement is working as designed.
A3	Governance	The project director will coordinate responsibilities across vendors working on the project.
A4	Governance	JEA is responsible for managing Oracle Consulting Services (OCS) contract. Red Clay will work with JEA to manage OCS work activities in alignment with the priorities of the project plan.
A5	Governance	JEA will adhere to project timelines. Delay in meeting timelines could result in schedule and resource impacts. Modifications to the operational project plan will be mutually agreed upon by Red Clay and JEA.
A6	Technical	Enhancement, Integration and Conversion development is assumed to be a shared responsibility of JEA with support from Oracle Consulting.
A7	Testing	JEA and Oracle will adhere to timelines set for defect resolution.
A8	Testing	The existing set of test cases, plus the incorporation of test cases to address C2M functionality gaps identified in the Critical Gap Assessment, represent the JEA requirements.



Work Schedule

The work schedule (on-site and off-site) shall be mutually agreed upon between Red Clay and JEA Project Sponsors based on the upcoming plan activities and consideration of each party's pandemic safety policies and practices.

Work Location

The services in this proposal will be performed at JEA Jacksonville, Florida offices, and remotely. Remote work may be performed at Red Clay's offices at 271 17th Street, Suite 610, Atlanta, GA 30363 or the consultant's home base.

Invoicing Instructions

Red Clay will invoice JEA, as indicated on any Purchase Order referencing this proposal. Invoices will reference the applicable Purchase Order number and be distributed as indicated in such Purchase Order.

Effective Date and Authorizations

This C2M Path Forward proposal is effective as of August 2, 2021 and is made by JEA and Red Clay Consulting, Inc. The parties have caused this proposal to be executed by their duly authorized representatives.

Signed for and on behalf of JEA:

By: _____

Name: _____

Title: _____

Signed for and on behalf of Red Clay Inc.:

By: _____

Name: _____

Title: _____



Formal Bid and Award System

Award #4 September 16, 2021

Type of Award Request: CHANGE ORDER – JOINT PROJECT
Requestor Name: Barber, Michael R. - System Tech - W/WW
Requestor Phone: (904) 665-6574
Project Title: 4th Street West Brick Rebuild from Pearl St. to Main St.
Project Number: 8006513 sewer, 8006515 water
Project Location: JEA
Funds: Capital
Budget Estimate: N/A

Scope of Work:

Construct 1,179 linear feet (LF) of 6-inch ductile iron pipe water main with connections renewed to the existing water system via tapping sleeves and valves, replacement of water services and connections, grout filling of 1,100 LF of 6" water main, replacement of fourteen gravity sewer laterals and replacement of 106 LF of 8" of gravity sewer main via open cut method on 4th Street West from Main St to Pearl St.

Purchasing Agent: King, David

Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
CAPPS LAND MANAGEMENT & MATERIAL LLC	Clyde Cross	clyde@cappsland.net	114 Halsema Rd South Jacksonville, FL 32220	(904) 693- 8644	\$71,468.69

Amount of Original Award: \$331,368.25
Date of Original Award: 01/29/2021
New Not-To-Exceed Amount: \$402,836.94
Award Amount for remainder of this FY: \$71,468.69
Length of Contract/PO Term: Project Completion
Begin Date: 01/29/2021
End Date: Project Completion (Est. September 2021)
JSEB Requirement: N/A - Project was bid by City of Jacksonville

Background/Recommendations:

Originally approved by Awards Committee on 01/29/2021 to Capps Land Management & Material LLC, for the construction of the 4th Street West Brick Rebuild from Pearl St to Main St in the amount of \$331,368.25. A copy of the original award is attached as backup.

This is a joint project with the City of Jacksonville (COJ), as allowed by JEA Charter, Section 21.04. COJ has a project for rebuilding and improving 4th West Street from Pearl Street to Main Street. This change order is needed due to unforeseen site conditions and will cover quantity increases, telephone duct bank conflicts, and

conflicts with a gas main. Additional live water services were encountered to water meters that were buried and therefore not picked up on the plans; the old services were abandoned and new water services installed to the new water main. The contractor encountered a telephone duct bank which required the new water main to be deflected using additional 45-degree bends to go under the duct bank. The telephone lines were shown on the plans, but were not indicated to be a duct bank. A natural gas main was shown on the plans between the curb and sidewalk in the grass utility strip, however the gas main was actually under the road pavement. This required asphalt removal and temporary patching of several spots along the travel lane to get actual locates to facilitate the longside water service replacements.

Request approval to award a change order to Capps Land Management & Material LLC, for the construction of the 4th Street West Brick Rebuild from Pearl St. to Main St. in the amount of \$71,468.69, for a new not to exceed amount of \$402,836.94, subject to the availability of lawfully appropriated funds.

Manager: Sulayman, Mickhael S. - Mgr W/WW Project Management

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

VP: Vu, Hai X. - VP Water Wastewater Systems

APPROVALS:

Stephen Datz 9/16/21

Chairman, Awards Committee

Date

Don A. Min 9/16/21

Budget Representative

Date

NBR	MASTER ITEM DESCRIPTION	QUANTITY	UOM	UNIT COST	NET ADDITION	NET DELETION	TOTALS
PLAN REVISIONS AND UNFORESEEN CONDITIONS							
* = NEW BID ITEM							
1	* CR#03: LOCATE TECO GAS LINE FROM PEARL ST TO LAURA ST	1.000	LS	\$4,879.22	\$4,879.22	(\$916.78)	
	TIME EXTENSION	2.800	DAYS				
	NET TOTAL						\$3,962.44
JUSTIFICATION: The original plans for the water and sewer main work show an existing 2" PVC gas main, running parallel to W 4th Street in the grassed utility strip behind the granite curb, from Pearl Street to Silver Street and from Laura Street to Main Street. The gas main was not shown between Silver Street and Laura Street. When TECO came to the site to locate and mark the gas main, the Contractor discovered that the gas main ran through the entire project limits, from Pearl Street to Main Street, below the westbound lane. In order to verify the location and depth per the specifications, the Contractor had to utilize equipment and labor that would not have otherwise been used if the gas main was located in the grassed utility strip. The Contractor also had to backfill the locate holes with limerock to allow traffic loading after locating. The Contractor provided a credit for the less intensive locating efforts that would have been required if the gas main was at the location shown in the plans.							
2	* CR#04: STA. 116+10 CONCRETE DUCT CONFLICT	1.000	LS	\$709.47	\$709.47		
	TIME EXTENSION	0.420	DAYS				
	NET TOTAL						\$709.47
JUSTIFICATION: During the installation of the water main at STA. 116+10, the Contractor encountered an unmarked concrete utility duct bank that was not shown in the plans. The Contractor could only get 6" of clearance below the duct without dewatering. The Contractor incurred delay time while installing the water main below the duct bank. The Contractor and VIA negotiated a lump sum price for the delay impact costs, which is summarized in the Engineers Estimate attached.							
3	* CR#05: STA. 116+55 WATER SERVICE LINE REPLACEMENT	1.000	LS	\$425.14	\$425.14		
	REPLACEMENT/RELOCATION RESIDENTIAL WATER SERVICE	5.000	EA	\$1,300.00	\$6,500.00		
	TIME EXTENSION	0.140	DAYS				
	NET TOTAL						\$6,925.14
JUSTIFICATION: During installation of the water main at STA. 116+70, the Contractor unintentionally damaged 2 unmarked water services that were not shown in the plans. The Contractor utilized equipment and labor to temporarily repair the unforeseen water services. The Contractor and VIA negotiated a lump sum price for the temporary repair, which is summarized in the Engineers Estimate attached. During the repair, the Contractor encountered 3 additional water services in the cluster which were not shown on the plans. A total of 5 additional water services were installed for the new water main, therefore the bid item quantity was overrun by 5 each.							
4	* CR#06: MISSING 6x6x6 TEE PAY ITEM	2.000	EA	\$325.00	\$650.00		
	NET TOTAL						\$650.00
JUSTIFICATION: 6"X6"X6" tees are shown in the original plans at approximate STA. 115+30 RT and 120+30 RT but there was no pay item shown in the contract documents. The Contractor submitted a proposed unit price which was reviewed and accepted by JEA.							
5	* CR#07: 1351 SILVER STREET SEWER REPAIR	1.000	LS	\$2,298.99	\$2,298.99		
	WASTEWATER LATERAL PIPING REMOVE AND REPLACE	23.000	LF	\$100.00	\$2,300.00		
	LATERAL CONNECTIONS AT WASTEWATER MAIN PIPING R&R	1.000	EA	\$540.00	\$540.00		
	STAMPED CONCRETE SIDEWALK (4")	4.000	SY	\$93.00	\$372.00		
	TIME EXTENSION	1.400	DAYS				
	NET TOTAL						\$5,510.99
JUSTIFICATION: Prior to beginning any sewer work, COJ/JEA received complaints from a resident about a backed-up sewer service at 1351 Silver Street (multi-family residence). Per JEA's direction, the Contractor performed a temporary repair to restore the sewer service to the residents. The Contractor and VIA negotiated a lump sum price for the temporary repair, which is summarized in the Engineers Estimate attached. The replacement of this sewer service was not shown in the original plans, but based on the poor condition and history of backups, JEA authorized the full-length replacement of this service at a later date. The bid item quantities were overrun for the permanent replacement of the sewer service.							
6	* CR#08: PEARL STREET INTERSECTION CONFLICTS & DEBRIS	1.000	LS	\$12,974.18	\$12,974.18	(\$2,560.90)	

NBR	MASTER ITEM DESCRIPTION	QUANTITY	UOM	UNIT COST	NET ADDITION	NET DELETION	TOTALS
	FURNISH & INSTALL 6" DI MJ 45 DEG BEND AND MECH.	4.000	EA	\$200.00	\$800.00		
	TIME EXTENSION	2.800	DAYS				
	NET TOTAL						\$11,213.28
JUSTIFICATION: During the water main installation through the Pearl Street Intersection (STA. 110+70 to 111+10), the Contractor encountered unforeseen concrete debris below the asphalt which had to be removed. Additionally, the Contractor encountered unknown utilities as well as an unmarked concrete duct bank which were not shown in the original plans. The Contractor installed a Case B crossing to clear the unknown utilities at approximate STA. 110+90. The Contractor incurred delay time and loss of efficiency installing the water main around the utilities. The Contractor also had to dewater the excavation in order to install the Case B crossing, which would not have been required at the planned excavation depth based on the water table encountered. The Contractor and VIA negotiated a lump sum price for the additional work required to remove the concrete debris and install the Case B crossing, which is summarized in the Engineers Estimate attached. A credit was issued for the time it would have taken the Contractor to install the section of water main through the Pearl Street Intersection per the plans. Additionally, an overrun of (4) 45 degree fittings were used to install the Case B crossing.							
7	* CR#09: 1354 LAURA STREET SERVICES	1.000	LS	\$5,095.46	\$5,095.46		
	REPLACEMENT / RELOCATION RESIDENTIAL WATER SERVICE	-2.000	EA	\$1,300.00		(\$2,600.00)	
	TIME EXTENSION	1.400	DAYS				
	NET TOTAL						\$2,495.46
JUSTIFICATION: During installation of the water main, the Contractor encountered an existing 4" fire service at approximate STA. 118+90 which was not originally shown in the plans. Additionally, the Contractor discovered that the (2) water services to be replaced at STA. 119+60 LT per the plans were not active, and had been replaced by others with an existing 2" water service. Both the 4" fire service and 2" water service lines were active and servicing 1354 Laura Street (office building). Since 4" and 2" service lines were not included in the bid items, the Contractor submitted the attached pricing worksheet which was reviewed and agreed upon by VIA and JEA. Additionally, since the (2) 1" lines shown in the original plans were found to be inactive, the pay item was underrun by 2 each.							
8	CR#13: TIME IMPACTS - MARCH 2021	1.000	LS	\$1,923.71	\$1,923.71		
	NET TOTAL						\$1,923.71
JUSTIFICATION: NBR's 1, 2, 3, 5, 6 & 7 above impacted critical path schedule items for a total duration of approximately 9 days. The Contractor requested additional compensation for maintenance of traffic and erosion control for 9 days. VIA prepared a lump sum cost which is summarized in the attached Engineers Estimate. The existing COJ contract Erosion Control bid item was prorated to establish a unit price. Maintenance of traffic equipment was based on the equipment onsite during the phase of work when the schedule impact occurred.							
	TOTAL CHANGE				\$39,468.17	(\$6,077.68)	
	NET TOTAL CHANGE						\$33,390.49
SUBTOTAL CHANGE ORDER NO. 1					\$39,468.17	(\$6,077.68)	
NET TOTAL CHANGE ORDER NO. 1							\$33,390.49
					9 DAYS		

NBR	MASTER ITEM DESCRIPTION	QUANTITY	UOM	UNIT COST	NET ADDITION	NET DELETION	TOTALS
ADDITIONAL SCOPE							
* = NEW BID ITEM							
1	FURNISHING AND INSTALLING FIRE HYDRANTS	1.000	EA	\$3,500.00	\$3,500.00		
	NET TOTAL						\$3,500.00
JUSTIFICATION: 2 fire hydrant replacements are shown in the original plans at approximate STA. 115+30 RT and 120+30 RT, but there was only 1 shown in the schedule of values. Therefore the bid item quantity was overrun by 1 each.							
2	* CR#11: STA. 118+50 WATER SERVICE LINE DAMAGE	1.000	LS	\$642.95	\$642.95		
	TIME EXTENSION	0.350	DAYS				
	NET TOTAL						\$642.95
JUSTIFICATION: During installation of the water main at STA. 118+50, the Contractor unintentionally damaged 1 unmarked water service that was not shown in the plans. The service address was a vacant lot. Contractor utilized equipment and labor to cap the unforeseen water service and remove water from the excavation which was flooded as a result of the broken service. The Contractor and VIA negotiated a lump sum price for the additional work and delay time incurred based on time and material tracking, which is summarized in the Engineers Estimate attached.							
3	* CR#12: LOCATE TECO GAS LINE FROM LAURA ST TO MAIN ST	1.000	LS	\$762.15	\$762.15	(\$51.82)	
	TIME EXTENSION	0.420	DAYS				
	NET TOTAL						\$710.33
JUSTIFICATION: The original plans for the water and sewer main work show an existing 2" PVC gas main, running parallel to W 4th Street in the grassed utility strip behind the granite curb, from Pearl Street to Silver Street and from Laura Street to Main Street. When TECO came to the site to locate and mark the gas main, the Contractor discovered that the gas main ran through the entire project limits, from Pearl Street to Main Street, below the westbound lane. In order to verify the gas main's location and depth per the specifications, the Contractor had to utilize equipment and labor that would not have otherwise been used if the gas main was located in the grassed utility strip. The Contractor also had to backfill the locate holes with limerock to allow traffic loading after locating. The Contractor provided a credit for the less intensive locating efforts that would have been required if the gas main was located in the utility strip, as shown in the plans. The Contractor and VIA negotiated a lump sum price for the more intensive locating efforts, which is summarized in the Engineers Estimate attached.							
4	* CR#15: 124 & 134 W 4th STREET ADDITIONAL SERVICES	1.000	LS	\$7,207.42	\$7,207.42		
	WASTEWATER LATERAL PIPING REMOVE AND REPLACE	23.000	LF	\$100.00	\$2,300.00		
	LATERAL CONNECTIONS AT WASTEWATER MAINPIPING R&R	1.000	EA	\$540.00	\$540.00		
	TIME EXTENSION	1.260	DAYS				
	NET TOTAL						\$10,047.42
JUSTIFICATION: Prior to beginning any water/sewer main work, VIA was contacted by the property owner of 124 & 134 W 4th Street (vacant lots), who communicated that they were in the design phase of a future multi-family development. The property owner's Engineer requested the installation of (2) 4" water services and (1) additional sewer service for the new development, shown in the attached plan markups. JEA authorized this additional work in order to avoid any excavation below the new roadway at a later date. Since 4" water services were not included in the original bid items, the Contractor submitted the attached pricing worksheet which was reviewed and agreed upon by VIA and JEA. Additionally, the bid item quantities were overrun for the (1) additional sewer service.							

NBR	MASTER ITEM DESCRIPTION	QUANTITY	UOM	UNIT COST	NET ADDITION	NET DELETION	TOTALS
5	* CR#16: STA. 114+10 UNMARKED WATER SERVICE TIME EXTENSION	1.000 0.280	LS DAYS	\$579.69	\$579.69		\$579.69
JUSTIFICATION: During installation of the water main, the locator has indicated there was a service line for 220 W 4th Street at STA. 114+10, which was not shown in the plans. The Contractor exposed the water main at this location but could not find the service, so he traced 60 LF of water main until reaching the service at approximate STA. 114+55, which was shown in the plans. The Contractor and VIA verified with JEA that this was the service line for 220 W 4th Street. The Contractor utilized equipment and labor to trace the water main as a result of the mismarked service location. The Contractor and VIA negotiated a lump sum price for the delay time incurred based on time and material tracking, which is summarized in the Engineers Estimate attached.							
6	* CR#17: STA. 116+60 10" SEWER MAIN CONDITIONS WASTEWATER PIPING REMOVE AND REPLACE 8" PVC SDR 26 TIME EXTENSION	1.000 28.000 1.400	LS LF DAYS	\$4,336.32 \$300.00	\$4,336.32 \$8,400.00		\$12,736.32
JUSTIFICATION: The Contractor exposed the gravity sewer main for the first time while installing the connection at STA. 116+60. At that time, the Contractor discovered the existing sewer main was 10" diameter, not 8" as shown in the plans. The Contractor incurred delay time to obtain the correct size materials for the connection. Due to the condition of the pipe, VIA directed the contractor to expose approximately 20 LF of sewer main to follow existing cracking limits, and to remove a portion of the pipe to determine if the pipe was lined. The Contractor and VIA negotiated a lump sum price for the delay time incurred based on time and material tracking, which is summarized in the Engineers Estimate attached. Additionally, JEA authorized the overrun of the bid item to extend sewer main replacement piping to encompass damaged pipe beyond the limits shown in the plans, for a total length of 40 LF.							
7	* CR#18: REMOVE & REPLACE SEWER LATERAL IN SEPARATE TRENCH TIME EXTENSION	1.000 0.420	LS DAYS	\$770.22	\$770.22		\$770.22
JUSTIFICATION: During installation of the sewer lateral at approximate STA. 116+50, the Contractor removed the existing lateral which was at an odd alignment with multiple 45 and 90 degree bends. Previously, JEA directed the Contractor to replace existing laterals on the existing alignment. However, JEA authorized the installation of this new service lateral at the alignment shown in the plans in order to eliminate the bends and improve future performance of the service. The Contractor therefore had to excavate and backfill a separate trenchline, which duplicated the excavation effort included in the bid item "WASTEWATER LATERAL PIPING REMOVE AND REPLACE." The Contractor and VIA negotiated a lump sum price for the additional excavation based on time and material tracking, which is summarized in the Engineers Estimate attached.							
8	* CR#19: SILVER STREET UTILITY CONFLICTS & DIP CROSSING FURNISH AND INSTALL PIPELINE 6" PVC DR 18 WATER MAIN TIME EXTENSION	1.000 -10.000 1.400	LS LF DAYS	\$2,453.46 \$139.25	\$2,453.46 (\$1,392.50)		\$1,060.96
JUSTIFICATION: During the installation of the 6" water main connection to the 10" water main in the Silver Street intersection (STA. 115+55), the Contractor encountered an unmarked concrete duct bank, as well as a 6" gravity sewer service which were not shown in the original plans. JEA authorized the installation of a backwards tap and Case A crossing using ductile iron pipe to clear the unknown utilities and sewer service. The Contractor incurred delay time waiting on approvals from JEA and delivery of ductile iron piping materials. The Contractor and VIA negotiated a lump sum price for the delay time and additional work based on time and material tracking, which is summarized in the Engineers Estimate attached. Additionally, since the ductile iron pipe replaced a 10' segment of 6" PVC DR 18 water main per the plans, the bid item was underrun by 10 LF.							

NBR	MASTER ITEM DESCRIPTION	QUANTITY	UOM	UNIT COST	NET ADDITION	NET DELETION	TOTALS
9	* CR#20: STA. 117+93 INVESTIGATE SEWER SERVICE	1.000	LS	\$1,574.46	\$1,574.46		
	WASTEWATER LATERAL PIPING REMOVE AND REPLACE	-25.000	LF	\$100.00		(\$2,500.00)	
	TIME EXTENSION	0.700	DAYS				
	NET TOTAL						(\$925.54)
JUSTIFICATION: During the installation of the sewer service lateral at STA. 117+93, the Contractor discovered the service lateral piping appeared to have been recently replaced with 6" PVC. The Contractor and VIA agreed the service lateral was in good condition and did not need replacement. The Contractor and VIA negotiated a lump sum price for the time spent tracing the service lateral through the right of way, based on time and material tracking, which is summarized in the Engineers Estimate attached. Additionally, since the 25' of service lateral piping was not installed per the plans, the bid item was underrun by 25 LF.							
10	* CR#21: STA. 119+84 INVESTIGATE SEWER MAIN	1.000	LS	\$6,447.39	\$6,447.39		
	TIME EXTENSION	2.800	DAYS				
	NET TOTAL						\$6,447.39
JUSTIFICATION: Upon initial discovery of the damaged / deteriorated conditions of the gravity sewer main, VIA performed a review of JEA's pipe inspection videos and noted locations of various deficiencies for JEA review. JEA authorized the repair of a possible leak in the pipe liner at approximate STA. 119+84. The Contractor exposed the gravity sewer main to perform the repair and discovered the section of gravity sewer main had already been replaced previously by others. The Contractor traced the sewer main for approximately 10' to identify the limits of the existing PVC segment and verify the possible leak location had been repaired. The Contractor and VIA negotiated a lump sum price for the time spent dewatering and exposing the gravity sewer main, based on time and material tracking, which is summarized in the Engineers Estimate attached.							
11	REPLACEMENT/RELOCATION RESIDENTIAL WATER SERVICE	1.000	EA	\$1,300.00	\$1,300.00		
	NET TOTAL						\$1,300.00
JUSTIFICATION: After performing the cut-off and grouting of the old water main from Pearl Street to Laura Street, the Contractor discovered that 2 residences (1353 N Pearl Street and multi-unit 222 W 4th Street) were serviced from the old water main but were not shown in the plans, therefore the water services were cut off completely. Since this issue was discovered during off hours, VIA coordinated with JEA SOCC Dispatch to temporarily restore the services. JEA crews jumped a temporary service to 1353 N Pearl Street, and installed a permanent service to 222 W 4th Street. The Contractor later returned to 1353 N Pearl Street to install the permanent service. Therefore 1 additional water service was installed for the new water main, and the bid item quantity was overrun by 1 each.							
12	* CR#25: TIME IMPACTS - APRIL TO JULY 2021	1.000	LS	\$1,208.46	\$1,208.46		
	NET TOTAL						\$1,208.46
JUSTIFICATION: NBR's 2, 3, 4, 5, 6, 7 & 8 above impacted critical path schedule items for a total duration of approximately 9 days. The Contractor requested additional compensation for maintenance of traffic and erosion control for 6 out of the 9 days. VIA prepared a lump sum cost which is summarized in the attached Engineers Estimate. The existing COJ contract Erosion Control bid item was prorated to establish a unit price. Maintenance of traffic equipment costs were based on FDOT Statewide Averages for the quantity of equipment onsite during the phase of work when the schedule impact occurred.							
TOTAL ADDITIONAL SCOPE					\$42,022.52	(\$3,944.32)	
NET TOTAL ADDITIONAL SCOPE							\$38,078.20
SUBTOTAL CHANGE ORDER NO. 1					\$42,022.52	(\$3,944.32)	
NET TOTAL CHANGE ORDER NO. 1					\$38,078.20		
					9 DAYS		



Formal Bid and Award System

Award #5 January 29, 2021

Type of Award Request: JOINT PROJECT
Requestor Name: Barber, Michael R. - System Tech - W/WW
Requestor Phone: (904) 665-6754
Project Title: 4th Street West Brick Rebuild from Pearl St. to Main St.
Project Number: 8006513 sewer, 8006515 water
Project Location: 4th Street West
Funds: Capital
Award Estimate: \$357,000.00

Scope of Work:

Construct 1,179 linear feet (LF) of 6-inch ductile iron pipe water main with connections renewed to the existing water system via tapping sleeves and valves, replacement of water services and connections, grout filling of 1,100 LF of 6" water main, replacement of fourteen gravity sewer laterals and replacement of 106 LF of 8" of gravity sewer main via open cut method on 4th Street West from Main St to Pearl St.

Purchasing Agent: King, David

Is this a Ratification?: No

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
CAPPS LAND MANAGEMENT & MATERIAL LLC	Clyde Cross	clyde@cappsland.net	114 Halsema Rd South Jacksonville, Fl. 32220	(904) 693-8644	\$331,368.25

Amount for entire term of Contract/PO: \$331,368.25
Award Amount for remainder of this FY: \$331,368.25
Length of Contract/PO Term: Project Completion
Begin Date: 01/28/2021
End Date: Project Completion (Est. 09/2021)
JSEB Requirement: N/A - Project was bid by City of Jacksonville

BIDDERS:

Name	Amount
HAGER CONSTRUCTION COMPANY	\$210,289.72*
CAPPS LAND MANAGEMENT & MATERIAL LLC	\$331,368.25
WATSON CIVIL CONSTRUCTION INC.	\$356,312.50
J. B. COXWELL INC.	\$407,326.78

*Hager Construction withdrew their bid

Background/Recommendations:

This is a joint project with the City of Jacksonville (COJ), as allowed by JEA Charter, Section 21.04. COJ has a project for rebuilding and improving 4th West Street from Pearl Street to Main Street. These modifications will result in the removal of the existing roadway and construction of a designed hardscape roadway utilizing original street brick pavers along with drainage improvements. The modifications to the roadway affords JEA the opportunity to upgrade the water and sewer infrastructure within these project limits and eliminate the cost of removing and replacing the historic brick roadway pavers.

The current 6 inch Cast Iron water main is beyond its service life and is a maintenance issue. The existing Gravity Sewer main was cured-in-place pipe lined approximately 15 years ago. Vitrified Clay service piping was not replaced at that time, leaving as a maintenance issue that allows inflow into the gravity sewer system. This project will allow JEA the opportunity to replace the lateral tee and piping from the main to the customer connection point with PVC piping. As this project will be completed in conjunction with the COJ roadway project, the project limits must remain within COJ project limits.


The JEA portion of the bid consists of Part B – Bid items 46-74: \$331,368.25.

COJ received four bids on 09/02/2020. Hager Construction was overall the lowest bidder for the project bid at \$210,289.72 for Part B-JEA portion. Hager requested by letter, dated 09/10/2020, to be released from their bid due to mathematical errors. The COJ agreed to not accept Hager's bid and moved forward with awarding to the second lowest overall bidder Capps Land Management.

Request approval to award a contract to Capps Land Management & Material LLC, for the construction of the 4th Street West Brick Rebuild from Pearl St to Main St in the amount of \$331,368.25, subject to the availability of lawfully appropriated funds.

Manager Sulayman, Mickhael S. - Mgr W/WW Project Management
Director: Conner, Sean M. - Dir W/WW Project Engineering & Construction
GM: Vu, Hai X. - Interim General Manager Water Wastewater Systems

APPROVALS:

 01/29/2021

Chairman, Awards Committee **Date**

 1/29/2021

Budget Representative **Date**



Formal Bid and Award System

Award #5 September 16, 2021

Type of Award Request: CHANGE ORDER/RENEWAL
Requestor Name: Stamper, Vivie A- IT Project Management Services
Requestor Phone: 904-665-7653
Project Title: Privilege Account Management Solution and Maintenance and Support (CyberArk Software Implementation)
Project Number: 8004608 & HEB0010
Project Location: JEA
Funds: Capital and O&M
Budget Estimate: \$384,000.00 (\$300,000 original Capital, \$84,000 3 years O&M)
Scope of Work:

JEA is looking to acquire and implement a Privilege Account Management solution. The solution needs to have the ability to manage all types of accounts from various systems and technologies such as but not limited to: Windows, Linux, Oracle, SQL, Cisco networking equipment, iLO, as well as websites like Twitter, and Amazon Web Services. Also includes Microsoft Active Directory integration for the control of account access and a web based portal for account management. Ongoing maintenance and support of the tool is required for the term of the three (3) year contract term with two, one year option renewals.

JEA IFB/RFP/State/City/GSA#: ITN 90859
Purchasing Agent: Woyak, Nathan
Is this a Ratification?: No

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
OPTIV SECURITY INC.	Kelly Burch	Kelly.Burch@optiv.com	1125 17TH STREET SUITE 1700 DENVER, CO 80202	(248)219-7298	\$104,051.64

Amount of the Original Award: \$247,744.16

Date of the Original Award: 09/12/2018

Change Order Amount: \$104,051.64

List of Previous Change Orders / Amendments

PO#	Amount	Date
199475	\$16,659.75	02/08/2021
199475	\$12,713.00	06/14/2021

Length of Contract: Three (3) Year w/Two (2) - One (1) Yr. Renewals (Support)

New Not to Exceed Amount: \$381,168.55

Start Date (mm/dd/yyyy): 09/12/2018

End Date (mm/dd/yyyy): 09/11/2022
Renewal Options: One (1) year
JSEB Requirement: None - No JSEBs Available

Background/Recommendations:

Advertised ITN on 12/01/2017. This contract was competitively bid informally under Invitation to Negotiate (ITN) 90859 and awarded to Optiv Security Inc. on 09/12/2018. Two (2) contract increases were completed on 02/08/2021 and 06/14/2021 for additional services related to JEA project delays. A copy of original pricing and bid results are attached as backup.

This change order is for additional fixed fee deliverable services needed for CyberArk Software Implementation for \$76,050.00 and a one (1) year support renewal request for \$28,001.64 from 09/12/2021 to 09/11/2022 for a total of \$104,051.64. The change order services are to be completed within 120 days of notice to proceed and are needed to complete the remaining scope and provide additional scope as requested by JEA. The additional features represented in the revised scope align with current requirements identified by a cross functional project team and will provide JEA's subject matter experts (SMEs) the ability to perform their work within the CyberArk Session. These features were not included in the original bid as they were discovered during the project through a change in the way the system operates. JEA was not aware of these features, which we would like to take advantage of now. The additional implementation scope includes:

Additional Implementation Services	Details
CyberArk Email Event Notification	<ul style="list-style-type: none"> Email notifications from the following use cases: Linux, Oracle, and unmanaged accounts to ServiceNow [The Event Notification Engine (ENE) sends email notifications about Privileged Access Security solution activities automatically to predefined users]
Account Onboarding Onboarding for up to 20 accounts for each account type:	<ul style="list-style-type: none"> Unix Root/Secure Shell (SSH)/Key Management Oracle Database Windows Domain (shared account) Domain Admins ESXi Host ESXi Virtual Center Unmanaged accounts with four (4) safes, inclusive of four (4) unmanaged accounts with email notifications SQL Local Server Admin
Privilege Session Manager (PSM) Integrations	<ul style="list-style-type: none"> Via Remote Windows Server (RDP): Windows AD account(s) Integration Windows Server Local account(s) Integration Unix/Linux Integration (secure shell/SSH) Provide secure shell/SSH and other apps separately: Win SCP Toad for Oracle SQL Developer/MSSQL Manager Studio PowerShell Demo of PSM Integration
User Acceptance Testing (UAT) Support	<ul style="list-style-type: none"> UAT will be led by Client over the course of three (3) weeks; Optiv will provide support to the Client test team to answer any questions and troubleshoot issues that might arise as Client executes UAT with appropriate system/process owners to verify functionality

	<ul style="list-style-type: none"> • Optiv will also provide support to Client during Client's Compliance Team review of CyberArk
Disaster Recovery (DR) Failover	<ul style="list-style-type: none"> • Optiv will provide assistance to Client to complete one (1) successful DR failover and restoration
Change Order Deliverables Documentation	<ul style="list-style-type: none"> • Operations Guide • Presented in up to two (2) deliverable review sessions with Client for up one (1) hour each

Request approval to award a change order and one (1) year support renewal to Optiv Security, Inc. for additional services needed for implementation and support for the Optiv CyberArk Privilege Account Management Solution project in the amount of \$104,051.64, for a new not-to-exceed amount of \$381,168.55, subject to the availability of lawfully appropriated funds.

Director: Edgar, Cindy L. - Dir Eng Systems & PMO

VP: Datz, Stephen H. - Interim Chief Information Officer

APPROVALS:

Stephen Datz 9/16/21

Chairman, Awards Committee **Date**
John A. [Signature] 9/16/21

Budget Representative **Date**



Date: 8/26/2021
Expiration: 9/10/2021

To:
Jea, T013
Bill Kearson
Director Information Security
21 W CHURCH ST
13th Floor
JACKSONVILLE, FL 32202
US
+1.904.665.4306
kearb@jea.com

Quote#: 1381432-3
Payment Terms: Net 30
Tax ID: 43-1806449
Internal Reference#: Q-969391

From:
Victor Melone
(904) 6357303
victor.melone@optiv.com

Client Operations Specialist:
Krystily Vonderheit
(541) 2148710
krystily.vonderheit@optiv.com

Remit Payment:
PO Box 28216 Network Place
Chicago, IL 60673-1282

Year 1						
Line #	Product Description	Product Code	Term	Quantity	Customer Price	Customer Extended Price
1	Cyber-Ark Software: Annual Software Maintenance - includes 24x7 Technical Support	MAINT-NA24X7	2021-09-13 to 2022-09-12	1.00	USD 28,001.64	USD 28,001.64
Year 1 TOTAL:						USD 28,001.64

Year 2						
Line #	Product Description	Product Code	Term	Quantity	Customer Price	Customer Extended Price
2	Cyber-Ark Software: Annual Software Maintenance - includes 24x7 Technical Support	MAINT-NA24X7	2022-09-13 to 2023-09-12	1.00	USD 28,001.64	USD 28,001.64
Year 2 TOTAL:						USD 28,001.64

Subtotal: USD 56,003.28
Estimated Tax: USD 0.00
Estimated Shipping: USD 0.00
Grand Total: **USD 56,003.28**

Sales Quote Terms and Conditions

This Sales Quote and the Client's purchase of the Products listed in this Sales Quote are subject to and shall be governed by (i) the Sales Quote Terms and Conditions and (ii) the Data Processing Terms and Conditions, both available at <http://www.optiv.com/agreements>



CHANGE ORDER (CO) #2

CyberArk Implementation Additional Scope

Issue Date: August 25, 2021

JEA ("Client")

Bill Kearson
Director of InfoSecurity
904.665.4308
kearwa@jea.com

Optiv Security Inc. ("Optiv")

Brent Thomas
Documents Operations Manager
brent.thomas@optiv.com

Change Details

This Change Order is required to complete the remaining scope and provide additional scope as requested by the Client. The remaining and additional scope and cost associated with this CO is detailed below.

CyberArk Email Event Notification

- Email notifications from the following use cases: Linux, Oracle, and unmanaged accounts to ServiceNow [The Event Notification Engine (ENE) sends email notifications about Privileged Access Security solution activities automatically to predefined users]

Account Onboarding

- Onboarding for up to 20 accounts for each account type:
 - Unix Root/Secure Shell (SSH)/Key Management
 - Oracle Database
 - Windows Domain (shared account)
 - Domain Admins
 - ESXi Host
 - ESXi Virtual Center
 - Unmanaged accounts with four (4) safes, inclusive of four (4) unmanaged accounts with email notifications
 - SQL
 - Local Server Admin

PSM Integrations

- Via Remote Windows Server (RDP):
 - Windows AD account(s) Integration
 - Windows Server Local account(s) Integration
 - Unix/Linux Integration (secure shell/SSH)
- Provide secure shell/SSH and other apps separately:
 - Win SCP
 - Toad for Oracle
 - SQL Developer/MSSQL Manager Studio
 - PowerShell
- Demo of PSM Integration

User Acceptance Testing (UAT) Support

- UAT will be led by Client over the course of three (3) weeks; Optiv will provide support to the Client test team to answer any questions and troubleshoot issues that might arise as Client executes UAT with appropriate system/process owners to verify functionality
- Optiv will also provide support to Client during Client's Compliance Team review of CyberArk

Disaster Recovery (DR) Failover

- Optiv will provide assistance to Client to complete one (1) successful DR failover and restoration

Change Order Deliverables Documentation

- Operations Guide
 - Presented in up to two (2) deliverable review sessions with Client for up one (1) hour each

Change Order Scoping Assumptions

The following additional assumptions apply to the Services listed in this CO #2.

- Scope outlined above must be completed within 120 days of Change Order signature. If Client introduces delays that impact Optiv's ability to complete the work described herein within 120 days, Optiv will consider the project complete. Any work required beyond this point will require an additional Change Order and will incur additional fees.

Additional Fixed-Price Services

The Services shall be performed on a fixed-price basis.

Description of Services	Additional Price
CyberArk Services	\$76,050

IN WITNESS WHEREOF, this Change Order is agreed to and executed by duly authorized representatives of each party, and shall be binding as of the date of last signature below ("Change Order Effective Date").

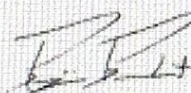
JEA

Optiv Security Inc.

(Authorized Signature) (Date)

(Printed Name)

(Title)



August 25, 2021

(Authorized Signature) (Date)

Ben Barnhart

(Printed Name)

Director, Document Operations

(Title)

Opportunity #: 1633687-3

Invoice 50% with signature of CO, and remaining 50% upon project completion.

This CO is not intended to be an offer in perpetuity. Optiv reserves the right to invalidate and re-issue this CO if not signed and returned in its entirety within 60 days of CO Issue Date.

All terms and conditions will be in accordance with original Statement of Work titled "CyberArk Implementation" and dated January 26, 2021 (Op.#1516687-2).



Date: 9/7/2018
Expiration: 8/31/2018

To:
Jea
Bill Kearson
Director Information Security
21 W CHURCH ST
FL 1
JACKSONVILLE, FL 32202-3152
+1.904.665.4306
kearb@jea.com

Quote#: 959565-4
Payment Terms: Net 30
Federal ID Number: 43-1806449

From:
Tracey Megerle
(407) 401-1273
tracey.megerle@optiv.com

Inside Sales:
Jim Kleronomos
(720) 745-0269
jim.kleronomos@optiv.com

Remit Payment:
PO Box 28216 Network Place
Chicago, IL 60673-1282

Line #	Product Description	QTY	Customer Price	Customer Extended Price
1	CyberArk - Named user licenses. Including Credential Protection, Session Isolation and Recording, and Privileged Attack Detection tier 4 [250-499]	250	USD 460.28	USD 115,070.00
2	Cyber-Ark Software : Annual Software Maintenance - includes 24x7 Technical Support	1	USD 27,999.72	USD 27,999.72
3	CyberArk Implementation Services 957004 Version 7 SOW Issue Date: August 29, 2018	1	USD 52,748.00	USD 52,748.00
4	One Time New Customer Discount awarded to JEA	1	USD -12,173.00	USD -12,173.00
5	Estimated Travel and Expenses	1	USD 8,100.00	USD 8,100.00

Optiv will require a signed copy of the final SOW and PO for amount listed on this quote to begin this project.

Subtotal:	USD 191,744.72
Estimated Tax:	USD 0.00
Estimated Shipping:	USD 0.00
Grand Total:	USD 191,744.72

Sales Quote Terms and Conditions

This sales quote, and the hardware, appliances, equipment, software, support, maintenance, services, and other products set forth in this sales quote, are subject to, and will be governed by, the terms and conditions available at <http://www.optiv.com/agreements>



Quote#: 1120361-2
Payment Terms: Net 30
Tax ID: 43-1806449

Date: 9/17/2019
Expiration: 9/20/2019

To:
Jea, T013
Bill Kearson
Director Information Security
21 W CHURCH ST
13th Floor
JACKSONVILLE, FL 32202
US
+1.904.665.4306
kearb@jea.com

From:
Tracey Megerle
(407) 401-1273
tracey.megerle@optiv.com

Client Operations Specialist:
Rochelle Heidt
rochelle.heidt@optiv.com

Remit Payment:
PO Box 28216 Network Place
Chicago, IL 60673-1282

Line #	Product Description	Product Code	Term	QTY	Customer Price	Customer Extended Price
1	Cyber-Ark Software: Annual Software Maintenance - includes 24x7 Technical Support	MAINT-NA24X7	2019-09-13 to 2020-09-12	1	USD 27,999.72	USD 27,999.72

Subtotal: USD 27,999.72
Estimated Tax: USD 0.00
Estimated Shipping: USD 0.00
Grand Total: **USD 27,999.72**

Sales Quote Terms and Conditions

This Sales Quote and the Client's purchase of the Products listed in this Sales Quote are subject to and shall be governed by (i) the Sales Quote Terms and Conditions and (ii) the Data Processing Terms and Conditions, both available at <http://www.optiv.com/agreements>

Optiv Security Inc., 1144 15th Street, Suite 2900, Denver, CO 80202 United States



Date: 1/20/2021
Expiration: 2/12/2021

To:
Jea, T013
Vivie Stamper
21 W CHURCH ST
13th Floor
JACKSONVILLE, FL 32202
US
stamva2@jea.com

Quote#: 1516687-2
Payment Terms: Net 30
Tax ID: 43-1806449
Internal Reference#: Q-832156

From:
Kenneth Jones
(904) 2109810
ken.jones@optiv.com

Client Operations Specialist:
Jacob Hertzog
jacob.hertzog@optiv.com

Remit Payment:
PO Box 28216 Network Place
Chicago, IL 60673-1282

Optiv SOW that correlates to this quote must be signed in order to process.

Line #	Product Description	Customer Price	Customer Extended Price
1	CyberArk implementation including project management.	USD 52,000.00	USD 52,000.00
2	One-Time Discount	USD - 6,821.00	USD -6,821.00

Subtotal: USD 45,179.00
Estimated Tax: USD 0.00
Estimated Shipping: USD 0.00
Grand Total: USD 45,179.00

Sales Quote Terms and Conditions

This Sales Quote and the Client's purchase of the Products listed in this Sales Quote are subject to and shall be governed by (i) the Sales Quote Terms and Conditions and (ii) the Data Processing Terms and Conditions, both available at <http://www.optiv.com/agreements>

Optiv Security Inc., 1144 15th Street, Suite 2900, Denver, CO 80202 United States



Formal Bid and Award System

Award #6 September 16, 2021

Type of Award Request: INVITATION TO NEGOTIATE (ITN)
Requestor Name: Chad Yeager
Requestor Phone: (904) 665-8735
Project Title: Waste Hauling Services for JEA
Project Number: Various See Attached
Project Location: JEA
Funds: O&M
Budget Estimate: \$2,111,240.00 (Various Lines - See Attached)
Scope of Work:

JEA The purpose of this Solicitation is to establish pricing for Recycling, Solid Waste Hauling and Disposal Services for the sites listed in "Appendix B - Bid Workbook"(the "Work"). The Work to be performed by the Company includes all labor, supervision, materials, tools and equipment as necessary for performing the work. The Company will be expected to provide all containers with the exception of one compactor owned by JEA.

JEA IFB/RFP/State/City/GSA#: 1410336646
Purchasing Agent: Lovgren, Rodney
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
GFL SOLID WASTE SOUTHEAST LLC (DBA – GFL ENVIRONMENTAL)	Krista Fernando	kfernando@gflenv.com	3301 BENSON DR STE 601, RALEIGH, NC 27609	(904)760-5880	\$2,111,240.00

Amount for entire term of Contract/PO: \$2,111,240.00
Award Amount for remainder of this FY: \$0.00
Length of Contract/PO Term: Three (3) Years w/ Two – 1 Yr. Renewals
Begin Date (mm/dd/yyyy): 10/01/2021
End Date (mm/dd/yyyy): 9/30/2024
Renewals: Yes - Two – 1 Yr. Renewals
JSEB Requirement: Optional
RESPONDENTS:

Name	Total Bid Price	Containers only	Landfill Fees and Franchise Fee	Score	Rank
GFL ENVIRONMENTAL	\$3,761,961.00	\$2,140,304.88	\$1,621,656.12	81	1
WASTE MANAGEMENT	\$5,176,003.25	\$3,348,888.00	\$1,827,115.25	79	2

Background/Recommendations:

Advertised on 07/07/2021. Four (4) prime companies attended the mandatory pre-proposal meeting held on 07/15/2021. At proposal opening on 07/27/2021, JEA received two Proposals. Two other companies elected to not participate, noting labor and capacity constraints. Both companies passed minimum qualifications and were evaluated and provided clarifications on the technical specifications and requests for Best and Final Offers. The BAFO's were received on 09/08/2021. Neither company updated pricing. JEA deemed GFL Environmental the Highest Evaluated Respondent to perform the work. A copy of the evaluation matrix, Bid Form and Bid Workbook is attached as backup.

The aggregate award amount (which includes landfill fees and franchise fees) is 54% higher when compared to the historical rates and fee on a forecast adjusted basis. Suppliers state that fuel, personnel shortages, equipment outlays and capital costs as reasons for the increase in price. Considering these market conditions the pricing is deemed reasonable.

JEA is awarding to the Budgets that are available for FY22 and current forecast budget estimates for FY23 and FY24. Some additional funding was provided from other budget lines and is provided in the attached backup. JEA will monitor the first six months of performance for FY22 and use this information to make FY23 and FY24 budget inputs. Depending on performance and funds consumption, JEA will return to the Awards Committee to add funds to reach the term of the agreement.

1410336646 – Request approval to award a contract to GFL Environmental, for Waste Hauling services for in the amount of \$2,111,240.00, subject to the availability of lawfully appropriated funds.

Manager: Robinson, Robert L. - Mgr Investment Recovery & Warehouse Ops

VP: McElroy, Alan D. - VP Supply Chain & Operations Support

APPROVALS:

Stephen Ditz 9/16/21

Chairman, Awards Committee

Date

John A. Min 9/16/21

Budget Representative

Date



Building Community®

Procurement Bid Office
Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

September 1, 2021

Addendum Number: **Two (2)**

Title: **Waste Hauling, Disposal and Recycling for JEA**

JEA Solicitation Number: **1410336646**

BAFO - Response Due Date: **September 8, 2021**

Due Date Time: **12:00 PM (NOON EST)**

Email to: **lovgrd@jea.com**

This addendum is for the purpose of making the following additions, deletions and changes.

This Addendum 2 requests the Short-Listed Respondents to submit their Best and Final Offers (BAFOs) electronically in pdf format in email by September 8, 2021, 12:00 PM Noon (EST) by email to: lovgrd@jea.com. Respondents not submitting a BAFO will have their first round submitted Bid Prices to evaluate Award Basis. Additionally, unit prices may be increased or decreased, however, the final Total Bid Price may not increase from the first Round.

Replace: Section 9 of the Appendix A Technical Specifications with the following Section 9. Additions are made in red underlined font.

9. PULLS AND PICK UPS OF CONTAINERS

- 9.1. The Company is expected to adhere to the listed pull or pick up schedules. (See Disposal Tree and Pick up Locations.) The Company shall notify the Contract Administrator whenever a scheduled pick up is missed and provide service within 24 hours. However, in the event JEA discovers that a scheduled service was missed (without notification), the pickup should occur within four (4) hours of the JEA Contract Administrator notifying the Company. The driver will then dispose of any debris, boxes, bags or waste left next to the container due to capacity limitations.
- 9.2. JEA will be responsible for keeping the container/compactor clear of obstructions that would prevent the Company from performing regularly scheduled service. The Company will notify the JEA Contract Administrator within two (2) hours of any obstruction to containers or issues regarding site access.
- 9.3. **Call Out locations listed in the document - Disposal Tree - Waste Site Locations and Pickup Schedules are locations where a container (roll off or frontload) is located, where JEA will only contact the company when a pick up and replacement is required. Due to the lesser volumes in these containers, pickup is not required on a regular basis. When JEA does contact**

Contractor with a notification for pickup & replacement container, the Contractor will have 24 hours to respond to JEA from the time of JEA notification, confirming notification has been received and 48 hours to from the time of JEA's first notification for pickup to complete the pickup & replacement. Call out locations in the Waste Site Locations and Pickup Schedules referenced in this section are not a part of "On Call Emergency Services".

Addendum 2 BAFO Response - APPENDIX B PROPOSAL FORM

1410336646 Waste Hauling, Disposal and Recycling services for JEA

The Respondent shall submit one electronic copy on the sourcing platform. JEA will not accept Responses transmitted via email.

RESPONDENT'S INFORMATION:

COMPANY NAME: GFL Environmental

BUSINESS ADDRESS: 7580 Philips Highway

CITY, STATE, ZIP CODE: Jacksonville, FL, 32256

TELEPHONE: 904.760.5880

EMAIL ADDRESS: kfernando@gflenv.com

Address of Proposed local Office:

7580 Philips Highway, Jacksonville, FL 32256

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

Respondents Certification

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

Total Bid Price

Total From the Bid Workbook	\$ 3,761,961.00
-----------------------------	-----------------

We have received addenda 1 through 2

Krista Fernando

9.13.21

Signature of Authorize Officer of Respondent or Agent

Date

Krista Fernando Sales Manager

352.443.2136

Printed Name & Title

Phone Number

Acknowledge receipt of this addendum on the Response Form

1410336646 Recycling, Solid Waste Hauling and Disposal

containers and number of Monthly Pulls and Pick-Ups may be modified by JEA.

containers and number of Monthly Pulls and Pick-Ups may be modified by JEA.

[illegible]

<p align="center">Disposal Rate Calculation for Roll Off Containers (Included for completeness.)</p> <p><i>The estimated numbers provided are to be used as guidelines and are not a guarantee of work. Landfill charges for Roll Off Containers will be reimbursed on a dollar for dollar basis, with no mark-up. Receipt and/or dump ticket will be required with invoice.</i></p>

The estimated numbers provided are to be used as guidelines and are not a guarantee of work. Landfill charges for Roll Off Containers will be reimbursed on a dollar for dollar basis, with no mark-up. Receipt and/or dump ticket will be required with invoice.

Waste Type	Estimated Disposal Rate per Ton		Estimated Tonnage per month		Estimated Monthly Costs	Estimated Cost per year	Three Year Amount
Solid Waste	\$ 29.87	X	890	=	\$ 26,584.30	\$ 319,011.60	\$ 957,034.80
Construction Debris	\$ 46.83	X	70	=	\$ 3,278.10	\$ 39,337.20	\$ 118,011.60
three Year Disposal Rate Totals (FYDRT):							\$ 1,075,046.40
at 17% of the total receipts = .17 (FYBAC + FYDRT)							\$ 546,609.72
This is the Three Year calculated amount of bid plus the franchise fee estimated disposal rate per year (Transfer this amount to the Response Form)							\$ 3,761,961.00

1410336646 Waste Management Services for JEA

Vendor Rankings	Schumacher, Branden	Robinson, Robert	Yeager, Chad	Average Rank	Ranking	Total Price	Calculated price points
GFL Environmental	74	84	84	81	1	\$ 3,761,961.00	50
Waste Management of FL	77.5	79.5	80.5	79	2	\$ 5,176,003.25	36.3

Yeager, Chad	Rates (50 Points)	Work Approach (20 Points)	Company Experience (20 Points)	Safety (10 Points)	Total
GFL Environmental	50	12	17	5	84.0
Waste Management of FL	36.3	20	19	5.2	80.5
Robinson, Robert	Rates (50 Points)	Work Approach (20 Points)	Company Experience (20 Points)	Safety (10 Points)	Total
GFL Environmental	50	12	17	5	84.0
Waste Management of FL	36.3	20	18	5.2	79.5
Schumacher, Branden	Rates (50 Points)	Work Approach (20 Points)	Company Experience (20 Points)	Safety (10 Points)	Total
GFL Environmental	50	2	17	5	74.0
Waste Management of FL	36.3	18	18	5.2	77.5

Company	containers price	Landfill fees (pass through)	Franchise Fee	Totals
GFL Environmental	\$ 2,140,304.88	\$ 1,075,046.40	\$ 546,609.72	\$ 3,761,961.00
Waste Management of FL	\$ 3,348,888.00	\$ 1,075,046.40	\$ 752,068.85	\$ 5,176,003.25
Comparison to Historical (Formerly WM)	\$ 1,007,664.00	\$ 1,075,046.40	\$ 354,060.77	\$ 2,436,771.17

Container Percentages	Total Percentage
112%	54%
232%	112%
Base	Base

Award Amount			\$ 2,111,240.00		
FY Totals			\$ 652,080.00	\$ 729,580.00	\$ 729,580.00
Cost Center	Expense Type	Budget Line	FY22	FY23	FY24
HEA0420	2006	BL02	\$ 250,000.00	\$ 500,000.00	500000
A0800 - Fleet Services	2005	BL02	\$ 190,000.00		
HW30122	2019 - UTILITIES	BL01	\$ 9,000.00	\$ 13,860.00	13,860
HW30122	1302 - DIRECT PURCHASES	BL01	\$ 4,860.00		
HW30131	2019 - UTILITIES	BL01	\$ 6,000.00	\$ 9,240.00	9240
HW30131	1302 - DIRECT PURCHASES	BL05	\$ 3,240.00		
HW30132	2019 - UTILITIES	BL01	\$ 10,000.00	\$ 15,400.00	15400
HW30132	1302 - DIRECT PURCHASES	BL03	\$ 5,400.00		
HW30133	2019 - UTILITIES	BL01	\$ 13,000.00	\$ 20,020.00	20020
HW30133	1302 - DIRECT PURCHASES	BL06	\$ 7,020.00		
HW30134	2019 - UTILITIES	BL01	\$ 24,000.00	\$ 36,960.00	36960
HW30134	1302 - DIRECT PURCHASES	BL03	\$ 12,960.00		
HW30135	2019 - UTILITIES	BL01	\$ 10,000.00	\$ 15,400.00	15400
HW30135	1302 - DIRECT PURCHASES	BL01	\$ 5,400.00		
HW30142	2019 - UTILITIES	BL01	\$ 6,000.00	\$ 9,240.00	9240
HW30142	1302 - DIRECT PURCHASES	BL07	\$ 3,240.00		
HW30143	2019 - UTILITIES	BL01	\$ 14,000.00	\$ 21,560.00	21560
HW30143	1302 - DIRECT PURCHASES	BL05	\$ 7,560.00		
HW30602	2019 - UTILITIES	BL02	\$ 5,000.00	\$ 7,700.00	7700
HW30602	1302 - DIRECT PURCHASES	BL01	\$ 2,700.00		
HW30607	2019 - UTILITIES	BL01	\$ 5,000.00	\$ 7,700.00	7700
HW30607	1302 - DIRECT PURCHASES	BL01	\$ 2,700.00		
30300	2006 – Industrial Services	BL01	\$ 30,000.00	\$ 40,000.00	40000
30402	2006 – Industrial Services	BL01	\$ 10,000.00	\$ 15,000.00	15000
30403	2006 – Industrial Services	BL01	\$ 5,000.00	\$ 7,500.00	7500
HE30702	2006	BL02	\$ 10,000.00	\$ 10,000.00	10000



Formal Bid and Award System

Award #7 September 16, 2021

Type of Award Request: CONTRACT AMENDMENT/DECREASE
Requestor Name: Jackson, Christopher A. - Dir Customer Revenue
Requestor Phone: 904-665-8580
Project Title: Emergency Rental Assistance Program (ERAP)- Utility Assistance Funds
Project Number: N/A
Project Location: JEA
Funds: City is the grant recipient of a federal award from the U.S. Department of Treasury
Budget Estimate: \$5,000,000.00

Scope of Work:

This award is for a joint project with the City of Jacksonville. The City is the grant recipient of a federal award from the U.S. Department of Treasury in the amount of \$28,920,070.08 for local implementation of the Emergency Rental Assistance Program (the "Program"). The Jacksonville City Council appropriated \$5,000,000.00 of these funds to be used to provide emergency utility assistance to qualified, eligible households in Duval County, Florida in accordance with the grant as more particularly outlined in the attached Agreement. The City has procured the services of the United Way of Northeast Florida and Civitas, LLC to assist with the implementation of the Program. This is a joint project with the City, the United Way, and Civitas, with JEA providing utility assistance to eligible households. JEA will work with the City, United Way and Civitas to provide this assistance and gather related data in compliance with grant requirements.

JEA IFB/RFP/State/City/GSA#: GC #1423354, ORDINANCE 2021-156-E
Purchasing Agent: Dambrose, Nickolas C.
Is this a Ratification?: Yes, the \$3,500,000.00 payment was wire transferred on 09/14/2021

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
JEA	Christopher Jackson	jackca@jea.com	21 W Church Street Jacksonville, FL 32202	904-665-8580	(\$3,500,000.00)

Amount of the Original Award: \$5,000,000.00
Date of the Original Award: 04/08/2021
Change Order Amount: (\$3,500,000.00)
Length of Contract: Project Completion
New Not to Exceed Amount: \$1,500,000.00
Start Date (mm/dd/yyyy): 04/08/2021
End Date (mm/dd/yyyy): Project Completion (estimated 12/31/2021)
JSEB Requirement: N/A

Background/Recommendations:

Originally awarded and approved by the Awards Committee on 04/08/2021. The original award attached as backup.

This contract amendment request is to decrease JEA Emergency Rental Assistance Program (ERAP) - Utility Assistance Funds by \$3,500,000.00 from \$5,000,000.00 to \$1,500,000.00. On 09/03/2021, the City's Procurement Division authorized this reduction to the not-to-exceed funding amount pursuant to amended Administration Award Bid No: AD-0354-21; and Section 9 of the Appropriation Ordinance authorized the Mayor or his designee to reallocate Appropriations Act Funds, as necessary, to effectuate the intent of the ordinance without further Council approval, so long as any such reallocation is consistent with the Act and all other laws, rules and regulations applicable to the Program and expenditure of Appropriations Act Funds. See a copy of the Contract Amendment attached as backup. The reason for reduction was the spend was much less than anticipated and the funds have been transferred back to the City Emergency Rental Assistance Program.

Request contract amendment to decrease JEA for Emergency Rental Assistance Program (ERAP) - Utility Assistance Funds by \$3,500,000.00, for a new not-to-exceed amount of \$1,500,000.00, subject to the availability of lawfully appropriated funds.

Director: Jackson, Christopher A. - Dir Customer Revenue

VP: Pressley, Sheila E. - Chief Customer Officer

APPROVALS:

 9/16/21

Chairman, Awards Committee

Date

**FIRST AMENDMENT TO
EMERGENCY RENTAL ASSISTANCE PROGRAM AGREEMENT**

THIS FIRST AMENDMENT TO EMERGENCY RENTAL ASSISTANCE PROGRAM AGREEMENT (the “**First Amendment**”) is made and entered into on this _____ day of September, 2021 (the “**Effective Date**”), between the **CITY OF JACKSONVILLE**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (the “**City**”), and **JEA**, a body politic and corporate and independent agency of the City (“**JEA**”).

RECITALS:

WHEREAS, pursuant to the authorizations granted in the Appropriation Ordinance and with approval from the City’s Procurement Division pursuant to Administrative Award BID No. AD-0354-21, the parties made and entered into that certain Emergency Rental Program Assistance Agreement, effective as of April 12, 2021 (City Contract No. 70941-21) (the “**Agreement**”), pursuant to which JEA agreed to distribute funds as mentioned above and as more particularly described in the Agreement; and

WHEREAS, the parties desire to amend the Agreement to decrease the funding amount by \$3,500,000.00 for a new total not-to-exceed maximum indebtedness of \$1,500,000.00, with all other terms, provisions and conditions remaining unchanged; and

WHEREAS, on September 3, 2021, the City’s Procurement Division authorized this reduction to the not-to-exceed funding amount pursuant to amended Administration Award Bid No: AD-0354-21; and

WHEREAS, Section 9 of the Appropriation Ordinance authorized the Mayor or his designee to reallocate Appropriations Act Funds, as necessary, to effectuate the intent of the ordinance without further Council approval, so long as any such reallocation is consistent with the Act and all other laws, rules and regulations applicable to the Program and expenditure of Appropriations Act Funds.

NOW, THEREFORE, in consideration of the mutual promises herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals. The above recitals are true and correct and by this reference are incorporated herein and made a part hereof.
2. Capitalized Terms. Unless otherwise defined in this First Amendment, all capitalized terms used in this First Amendment without definition shall have the meanings given to them in this Agreement.

3. Amendment to Section 4 (Payment). Section 4(a) of the Agreement is hereby amended to decrease the Maximum Indebtedness by \$3,500,000.00 to a new not-to-exceed amount of \$1,500,000.00, and as amended shall read as follows:

Section 4. Payment.

(a) The City agrees to pay JEA a total amount not to exceed **One Million Five Hundred Thousand and 00/100 Dollars** (\$1,500,000.00) for distribution to eligible households in Duval County, Florida in accordance with the Act, which shall constitute the City's Maximum Indebtedness under this Agreement (the "**Maximum Indebtedness**"). The City's obligations under this Agreement are contingent upon the availability of lawfully appropriated funds therefor. The Utility Assistance Funds provided to JEA pursuant to this Agreement shall be subject to the terms of the Act, the Appropriation Ordinance, and the audit requirements contained in **Exhibit A**, attached hereto, all of which are incorporated herein by this reference. The City will disburse the Utility Assistance Funds to JEA in one lump sum payment within five (5) business days of the City's execution of this Agreement.

4. Addition of E-Verify Employment Eligibility Requirement. A new Section 27 of the Agreement is hereby created in order to include the E-Verify employment eligibility requirements pursuant to Section 448.095, *Florida Statutes*, and shall read as follows:

Section 27. Employment Eligibility. In accordance with Section 448.095, *Florida Statutes*, JEA confirms that it does not currently, and will not in the future, employ, contract with, or subcontract with unauthorized aliens and JEA, including any of its subcontractors, has registered accordingly with the E-Verify platform. JEA acknowledges that any violation with the aforementioned will result in a default to this Agreement and the City shall be entitled to any and all relief available, including but not limited to, consequential damages, rebate of fees, costs and expenses, etc., resulting from the voiding of this Agreement.

5. Authority. JEA represents and warrants to the City that it has full right and authority to execute and perform its obligations under the Agreement, as amended by this First Amendment, and JEA and the person(s) signing this First Amendment on JEA's behalf represent and warrant to the City that such person(s) are duly authorized to execute this First Amendment on JEA's behalf without further consent or approval by anyone. JEA shall deliver to the City promptly upon request all documents reasonably requested by the City to evidence such authority.
6. Effectiveness; Ratification of the Contract. This First Amendment to the Agreement is effective on the date and year first above written. The provisions of the Agreement shall remain in full force and effect except as expressly provided in this First Amendment.

7. Entire Agreement. This First Amendment is the entire agreement of the parties regarding the modifications to the Agreement provided herein, supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by a writing executed by the party against whom the modification is sought to be enforced, and shall bind and benefit the parties and their respective heirs, successors, legal representatives, and assigns.
8. Counterpart and Electronic Execution. This First Amendment may be executed electronic signatures and in a number of identical counterparts, each of which for all purposes is deemed an original, and all of which constitute collectively one agreement.

(The remainder of this page has been intentionally left blank by the Parties. Signature page to immediately follow.)

IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the Effective Date.

JEA, a body politic and corporate and independent agency of the City

By: _____
Jenny McCollum, Chief Procurement Officer

FORM APPROVED FOR JEA:

By: _____
Office of General Counsel

[City signature page to immediately follow this page]

ATTEST:

CITY OF JACKSONVILLE, a
consolidated political subdivision and
municipal corporation existing under the
laws of the State of Florida

By _____
James R. McCain, Jr.,
Corporation Secretary

By: _____
Lenny Curry, Mayor

Encumbrance and funding information for internal City use:

Amount \$1,500,000.00

In accordance with Section 24.103(e) of the *Ordinance Code* of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Agreement. Actual encumbrance(s) shall be made by subsequent purchase order(s) as specified in said Agreement.

Director of Finance
City Contract Number: 70941-21, Amend #1

FORM APPROVED FOR CITY:

By: _____
Office of General Counsel

GC-#1453588-v1-First_Amendment_to_JEA_Emergency_Rental_Assistance_Program_Agreement_(70941-21).docx



Formal Bid and Award System

Award #6

April 8, 2021

Type of Award Request: JOINT PROJECT
Requestor Name: Jackson, Christopher A. - Dir Customer Revenue
Requestor Phone: 904-665-8580
Project Title: Emergency Rental Assistance Program (ERAP)- Utility Assistance Funds
Project Number: N/A
Project Location: JEA
Funds: City is the grant recipient of a federal award from the U.S. Department of Treasury
Budget Estimate: \$5,000,000.00

Scope of Work:

This award is for a joint project with the City of Jacksonville. The City is the grant recipient of a federal award from the U.S. Department of Treasury in the amount of \$28,920,070.08 for local implementation of the Emergency Rental Assistance Program (the "Program"). The Jacksonville City Council appropriated \$5,000,000.00 of these funds to be used to provide emergency utility assistance to qualified, eligible households in Duval County, Florida in accordance with the grant as more particularly outlined in the attached Agreement. The City has procured the services of the United Way of Northeast Florida and Civitas, LLC to assist with the implementation of the Program. This is a joint project with the City, the United Way, and Civitas, with JEA providing utility assistance to eligible households. JEA will work with the City, United Way and Civitas to provide this assistance and gather related data in compliance with grant requirements.

JEA IFB/RFP/State/City/GSA#: GC #1423354, ORDINANCE 2021-156-E
Purchasing Agent: Dambrose, Nickolas C.
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
JEA	Christopher Jackson	jackca@jea.com	21 W Church Street Jacksonville, FL 32202	904-665-8580	\$5,000,000.00

Amount for entire term of Contract/PO: \$5,000,000.00

Award Amount for remainder of this FY: \$5,000,000.00

Length of Contract/PO Term: Eight and one half months (8.5 months), or until grant funding expires, if later

Begin Date (mm/dd/yyyy): 04/08/2021

End Date (mm/dd/yyyy): 12/31/2021

Renewal Options: No

JSEB Requirement: N/A

Background/Recommendations:

The City will disburse the \$5,000,000.00 Utility Assistance Funds to JEA in one lump sum payment within five (5) business days of the City's execution of the attached Agreement. JEA will deposit the Utility

Assistance Funds in a separate, secured and insured bank account, or use a separate budgetary accounting system, in compliance with grant requirements to ensure expenditures and disbursements of the Utility Assistance Funds can be accurately and adequately determined by reference to JEA's book of accounts. The complete Agreement is attached as backup.

JEA will only disburse Utility Assistance Funds to pay utility and home energy costs and utility and home energy costs arrears for eligible households in Duval County in accordance with grant requirements and other applicable laws. No administrative costs are authorized by the Agreement.

JEA will provide the City's Contract Manager with a monthly report that includes a detailed summary of the Utility Assistance Funds disbursed pursuant to the Agreement including all information required to be reported by the City and/or its sub recipients in accordance with grant requirements. The Report will include, but not be limited to, documentation of disbursement amounts for utility and home energy costs assistance for eligible households, number of clients served, and data on each utility and home energy costs assistance recipient. JEA will cooperate with the City, United Way and Civitas as may be reasonably necessary to assist the City in complying with the data collection and reporting requirements.

JEA will, at a minimum, collect information from each applicant/household and retain records on the following:

- Address of the rental unit
- Name, address, social security number, tax identification number or DUNS number, as applicable, for utility provider(s)
- Total amount of each type of assistance provided to each household (i.e., utilities and home energy costs, utilities and home energy costs arrears)
- Amount and percentage of separately stated utility and home energy costs covered by the Utility Assistance Funds
- Number of months of utility or home energy cost payments for which Utility Assistance Funds are provided; and
- Any other information required to be collected by the U.S. Department of Treasury, as provided in writing to JEA by the City.

All information described above shall be included in the monthly reports submitted to the City pursuant to the terms of the Agreement.

Request approval to award payment to JEA for Emergency Rental Assistance Program (ERAP)- Utility Assistance Funds in the amount of \$5,000,000.00, subject to the availability of lawfully appropriated funds.

Director: Jackson, Christopher A. - Dir Customer Revenue

VP: Pressley, Sheila E. - Chief Customer Officer

APPROVALS:

Chairman, Awards Committee

Date

Budget Representative

Date

1 Introduced by the Council President at the request of the Mayor and
2 by Council Vice President Newby & Co-Sponsored by Council Member
3 Priestly Jackson and amended on the Floor of Council:
4
5

6 **ORDINANCE 2021-156-E**

7 AN ORDINANCE APPROPRIATING \$28,920,070.08 IN
8 EMERGENCY RENTAL ASSISTANCE PROGRAM GRANT
9 FUNDS FROM THE U.S. DEPARTMENT OF TREASURY TO
10 PROVIDE EMERGENCY RENT AND UTILITY ASSISTANCE
11 TO ELIGIBLE HOUSEHOLDS IN ACCORDANCE WITH THE
12 EMERGENCY RENTAL ASSISTANCE PROGRAM (THE "ERA
13 PROGRAM") ESTABLISHED BY SECTION 501 OF
14 DIVISION N OF THE CONSOLIDATED APPROPRIATIONS
15 ACT, 2021, PUB. L. NO. 116-260 (DECEMBER 27,
16 2020) (THE "ACT") TO MITIGATE THE IMPACTS OF
17 THE CORONAVIRUS PANDEMIC, AS INITIATED BY
18 REVISED B.T. 21-054; INVOKING THE EXCEPTION OF
19 SECTION 126.107(G) (EXEMPTIONS), PART 1
20 (GENERAL REGULATIONS), CHAPTER 126
21 (PROCUREMENT CODE), ORDINANCE CODE, TO ALLOW
22 FOR A DIRECT CONTRACT WITH UNITED WAY OF
23 NORTHEAST FLORIDA, INC.; APPROVING AND
24 AUTHORIZING THE MAYOR, OR HIS DESIGNEE, AND
25 THE CORPORATION SECRETARY TO EXECUTE AND
26 DELIVER A CONTRACT WITH UNITED WAY OF
27 NORTHEAST FLORIDA, INC. FOR THE PROVISION OF
28 ERA PROGRAM SERVICES DESCRIBED IN THIS
29 ORDINANCE; INVOKING THE EXCEPTION OF SECTION
30 126.107(G) (EXEMPTIONS), PART 1 (GENERAL

REGULATIONS), CHAPTER 126 (PROCUREMENT CODE),
 ORDINANCE CODE, TO ALLOW FOR A DIRECT CONTRACT
 WITH CIVITAS, LLC; APPROVING AND AUTHORIZING
 THE MAYOR, OR HIS DESIGNEE, AND THE
 CORPORATION SECRETARY TO EXECUTE AND DELIVER A
 CONTRACT WITH CIVITAS, LLC FOR THE PROVISION
 OF SUPPORTIVE CONTRACTUAL SERVICES FOR THE ERA
 PROGRAM AS DESCRIBED IN THIS ORDINANCE;
 APPROVING AND AUTHORIZING THE MAYOR, OR HIS
 DESIGNEE, AND THE CORPORATION SECRETARY TO
 EXECUTE AND DELIVER A CONTRACT WITH JEA;
 WAIVING SECTION 110.112 (ADVANCE OF CITY
 FUNDS; PROHIBITION AGAINST), PART 1 (THE CITY
 TREASURY), CHAPTER 110 (CITY TREASURY),
 ORDINANCE CODE, TO ALLOW FOR ADVANCE PAYMENT
 TO UNITED WAY OF NORTHEAST FLORIDA, INC., JEA
 AND CIVITAS, LLC AS DESCRIBED IN THIS
 ORDINANCE; FURTHER AUTHORIZATIONS; PROVIDING
 FOR OVERSIGHT BY THE HOUSING AND COMMUNITY
 DEVELOPMENT DIVISION, NEIGHBORHOODS
 DEPARTMENT; PROVIDING FOR COMPLIANCE WITH
 GRANT FUNDING REQUIREMENTS AND OTHER
 REQUIREMENTS AS PROVIDED BY LAW; REQUESTING
 EMERGENCY PASSAGE UPON INTRODUCTION; PROVIDING
 AN EFFECTIVE DATE.

BE IT ORDAINED by the Council of the City of Jacksonville:

Section 1. Appropriation. For the 2020-2021 fiscal year,
 within the City's budget, there are hereby appropriated the
 indicated sum(s) from the account(s) listed in subsection (a) to
 the account(s) listed in subsection (b):

(Revised B.T. 21-054 attached hereto as **Revised Exhibit 1**, labeled as "Revised Exhibit 1, Revised B.T. 21-054, March 9, 2021 - Floor" and incorporated herein by this reference)

(a) Appropriated from:

See Revised B.T. 21-054 \$28,920,070.08

(b) Appropriated to:

See Revised B.T. 21-054 \$28,920,070.08

(c) Explanation of Appropriation:

The funding above is an appropriation of Emergency Rental Assistance Program grant funds from the U.S. Department of Treasury in the amount of \$28,920,070.08 (the "ERAP Funds"). The ERAP Funds will be used to provide emergency rent and utility assistance to eligible households in accordance with the ERA Program established by the Act to mitigate the impacts of COVID-19. The ERAP Funds are anticipated to be expended as follows, subject to authorized amendments as provided herein: (1) \$23,820,070.08 in an advance lump sum payment for emergency rent assistance to be distributed by United Way of Northeast Florida, Inc. ("United Way") through its 2-1-1 Program, of which \$22,033,565 will be for direct rental assistance to eligible households and approximately \$1,786,505.08 to be used to cover United Way's administrative costs; (2) \$5,000,000.00 in an advance lump sum payment to JEA for payment of delinquent utility and home energy costs incurred by eligible households; (3) \$85,000.00 to Civitas, LLC for supportive contractual services for the ERA Program, including procurement of software, licenses and support services from Benevate, Inc. d/b/a Neighborly Software ("Neighborly"); and (4) \$15,000.00 to cover the City's

1 administrative costs for administration of the ERA
2 Program.

3 **Section 2. Purpose.** The purpose of the appropriation in
4 Section 1 is to provide emergency rent and utility assistance to
5 eligible households in Duval County to mitigate the impacts of
6 COVID-19. The City will partner with United Way and JEA who will
7 provide services as more specifically described in this ordinance
8 for efficient administration of the ERA Program and distribution of
9 the ERAP Funds. The eligibility criteria for receipt of ERAP Funds
10 through the ERA Program are more particularly described in **Exhibit**
11 **2**, attached hereto and incorporated herein by this reference. The
12 eligibility criteria may be further amended by the Mayor, or his
13 designee, so long as such amendments are consistent with, and
14 permitted under, the Act.

15 The Act provides that the ERAP Funds may be used for payment
16 of rent, rent arrears, utilities and home energy costs, utilities
17 and home energy costs arrears, and other expenses related to
18 housing incurred due, directly or indirectly, to the COVID-19
19 outbreak. The ERAP Funds may be used to cover costs incurred by
20 eligible households between March 13, 2020 through December 31,
21 2021 and can be applied to cover up to twelve (12) months of rent
22 and utility and home energy costs, including arrears, for an
23 eligible household and may also be used to cover up to three (3)
24 months of prospective rent payments, subject to certain limitations
25 provided in the Act and the availability of any remaining ERAP
26 Funds. Distribution of the ERAP Funds and local administration
27 of the ERA Program shall be conducted in compliance with the Act.

28 **Section 3. Invoking the exception to Section 126.107(g),**
29 **Ordinance Code.** The City is hereby authorized to directly procure
30 the use of the professional services of United Way of Northeast
31 Florida, Inc. for the distribution of ERAP Funds for rental

1 assistance through its 2-1-1 Program. Pursuant to Section
2 126.107(g) (Exemptions), Part 1 (General Regulations), Chapter 126
3 (Procurement Code), *Ordinance Code*, such procurement is exempted
4 from competitive solicitation because the supplies or services are
5 to be provided by those specifically prescribed within authorizing
6 legislation that appropriates the same. With the exception of the
7 foregoing, all other provisions of Chapter 126, *Ordinance Code*,
8 shall remain in full force and effect. The Scope of Services and
9 Budget more particularly described in **Exhibit 3**, attached hereto
10 and incorporated herein by this reference, designates the specific
11 services to be performed by United Way as a
12 subrecipient/subcontractor for the City. The Scope of Services and
13 Budget may include such additions, deletions and changes as may be
14 reasonable, necessary and incidental for carrying out the purposes
15 thereof, as may be acceptable to the Mayor, or his designee;
16 provided however, such modifications shall be technical only,
17 subject to appropriate legal review and approval by the Office of
18 General Counsel, and shall be undertaken in compliance with any
19 applicable requirements of the Act and related laws, consistent
20 with the intent of this ordinance. For the purposes of this
21 ordinance, the term "technical changes" is defined as those changes
22 having no financial impact to the City and any other non-
23 substantive changes.

24 **Section 4. Approval and authorization to execute an**
25 **agreement between the City and United Way of Northeast Florida,**
26 **Inc.** The Mayor, or his designee, and the Corporation Secretary are
27 hereby authorized to execute and deliver on behalf of the City an
28 agreement with United Way of Northeast Florida, Inc. in an amount
29 not to exceed \$23,820,070.08, subject to the Scope of Services and
30 Budget more particularly described in Exhibit 3, and all other
31 contracts and documents, including extensions, renewals and

1 amendments to the agreement, and otherwise take all action
2 necessary to effectuate the intent of this ordinance, subject to
3 appropriate legal review and approval by the General Counsel, or
4 his or her designee, and the City's Risk Management Division for
5 appropriate insurance and indemnification requirements in
6 accordance with Section 128.601, *Ordinance Code*.

7 **Section 5. Invoking the exception to Section 126.107(g),**
8 ***Ordinance Code.*** The City is hereby authorized to directly procure
9 the use of the professional services of Civitas, LLC to provide
10 supportive contractual services for administration of the ERA
11 Program, including Civitas, LLC's purchase of software, licenses
12 and support services from Neighborly. Pursuant to Section
13 126.107(g) (Exemptions), Part 1 (General Regulations), Chapter 126
14 (Procurement Code), *Ordinance Code*, such procurement is exempted
15 from competitive solicitation because the supplies or services are
16 to be provided by those specifically prescribed within authorizing
17 legislation that appropriates the same. With the exception of the
18 foregoing, all other provisions of Chapter 126, *Ordinance Code*,
19 shall remain in full force and effect. The Scope of Work more
20 particularly described in **Exhibit 4**, attached hereto and
21 incorporated herein by this reference, designates the specific
22 services to be performed by Civitas, LLC as a
23 subrecipient/subcontractor for the City. The Scope of Work may
24 include such additions, deletions and changes as may be reasonable,
25 necessary and incidental for carrying out the purposes thereof, as
26 may be acceptable to the Mayor, or his designee; provided however,
27 such modifications shall be technical only, subject to appropriate
28 legal review and approval by the Office of General Counsel, and
29 shall be undertaken in compliance with any applicable requirements
30 of the Act and related laws, consistent with the intent of this
31 ordinance. For the purposes of this ordinance, the term "technical

changes" is defined as those changes having no financial impact to the City and any other non-substantive changes.

Section 6. Approval and authorization to execute an agreement between the City and Civitas, LLC. The Mayor, or his designee, and the Corporation Secretary are hereby authorized to execute and deliver on behalf of the City an agreement with Civitas, LLC, in an amount not to exceed \$85,000.00, subject to the Scope of Services more particularly described in Exhibit 4, and all other contracts and documents, including extensions, renewals and amendments to the agreement, and otherwise take all action necessary to effectuate the intent of this ordinance, subject to appropriate legal review and approval by the General Counsel, or his or her designee, and the City's Risk Management Division for appropriate insurance and indemnification requirements in accordance with Section 128.601, *Ordinance Code*.

Section 7. Approval and authorization to execute an agreement between the City and JEA. The Mayor, or his designee, and the Corporation Secretary are hereby authorized to execute and deliver on behalf of the City an interlocal agreement with JEA, in an amount not to exceed \$5,000,000.00, that provides the terms and conditions for JEA's administration of the utility assistance portion of the ERA Program consistent with the purpose of this ordinance and subject to any applicable requirements under the Act, and all other contracts, memorandums of understanding and documents, including extensions, renewals and amendments thereto, and to otherwise take all action necessary to effectuate the intent of this ordinance, subject to appropriate legal review and approval by the General Counsel, or his or her designee, and the City's Risk Management Division for appropriate insurance and indemnification requirements in accordance with Section 128.601, *Ordinance Code*.

Section 8. Waiving Section 110.112, Ordinance Code.

1 Section 110.112 (Advance of City funds; prohibition against), Part
2 1 (The City Treasury), Chapter 110 (City Treasury), *Ordinance Code*,
3 is hereby waived to allow for advance payment to United Way of
4 Northeast Florida, Inc., JEA and Civitas, LLC, as described in
5 Section 1.

6 **Section 9. Further authorizations.** The Mayor, or his
7 designee, is hereby authorized to reallocate ERAP Funds as
8 necessary to effectuate the intent of this ordinance, including but
9 not limited to, transferring ERAP Funds between United Way, JEA and
10 Civitas, LLC, so long as any such reallocation is consistent with
11 the Act and all other laws, rules and regulations applicable to the
12 ERA Program and expenditure of the ERAP Funds. The Mayor, or his
13 designee, is further authorized to procure services and support
14 from additional subcontractors and vendors, subject to the
15 provisions of Chapter 126, *Ordinance Code*, as needed for effective
16 and efficient administration of the ERA Program, consistent with
17 the intent of the Act and this ordinance.

18 **Section 10. Oversight Department.** The Housing and
19 Community Development Division, Neighborhoods Department shall
20 provide oversight for all contracts and expenditures authorized
21 hereunder.

22 **Section 11. Compliance with applicable grant funding**
23 **requirements.** United Way, JEA and Civitas, LLC, will comply with
24 all grant requirements of the Act and all other requirements
25 provided by law including, but not limited to, the audit
26 requirements attached hereto as **Exhibit 5** and incorporated herein
27 by this reference, in administering the ERA Program and providing
28 services related thereto.

29 **Section 12. Requesting emergency passage upon**
30 **introduction pursuant to Council Rule 4.901.** Emergency
31 passage of this legislation is requested upon introduction. The

1 nature of the emergency is that the negative economic impacts of
2 COVID-19 are ongoing and immediate economic assistance is needed to
3 ensure eligible individuals and families can retain their homes.
4 In addition, the ERAP Funds must be expended on or before December
5 31, 2021 or they must be returned to the U.S. Department of
6 Treasury.

7 **Section 13. Effective Date.** This ordinance shall
8 become effective upon signature by the Mayor or upon becoming
9 effective without the Mayor's signature.

10
11
12 Form Approved:

13
14 /s/ Margaret M. Sidman

15 Office of General Counsel

16 Legislation prepared by: Mary E. Staffopoulos

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