

SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM

SUBJECT: Contracts and Bids

DEPARTMENT: Fiscal Services DIVISION: Purchasing and Contracts Division

AUTHORIZED BY: Ray Hooper CONTACT: Ray Hooper EXT. 7111

Agenda Date <u>05/27/03</u>	Regular <input type="checkbox"/>	Consent <input checked="" type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

MOTION/RECOMMENDATION:

BACKGROUND:

CONSTRUCTION CONTRACTS

- 13. Approve Change Order #2 to CC-1192-02/BJC – Tuskawilla Road, Phase II, Tuskawilla Forest Subdivision Wall, with Schuller Contractors, Inc., Orlando (\$7,576.83) (Time Extension).

CC-1192-02/BJC provides for all labor, materials, equipment, coordination and incidentals necessary to demolish and remove a portion of the existing

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: <u>[Signature]</u>
CM: <u>[Signature]</u>
File No. <u>CFSP00</u>

Tusawilla Forest Subdivision barrier wall, footer, pilasters and debris from the job site and construct a new concrete block stucco wall and plasters in accordance with the plans as incorporated in the construction documents. Change Order #2 will provide for the installation of lintel on top of block wall to support brick rowlock cap to top of wall. The Change Order will also include the reimbursement of landscaping items affected by the removal of the existing wall and footer during construction. This action was unknown at the time of bidding the project. An extension of the contract until June 30, 2003 is necessary for the completion of this project. The Contractor's responsibility is to complete the work by June 2, 2003 and the remaining time will be for negotiations with the property owners for the final cost of the landscaping items which is anticipated not-to-exceed \$5,000.00. The following is a summary of the cost of the contract:

Original Contract Sum	\$150,000.00
Change Order #1	Time Extension
Change Order #2	<u>7,576.83</u> + Time Extension
Revised Contract Sum	\$157,576.83

Funds are available in account numbers 077515-56067000 (Engineering, Roads) and 077521-526067000 (Arterial Road Projects, Roads), CIP #DE51161Z. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the project and authorize the Chairman to execute the Change Order.

REQUEST FOR PROPOSALS

14. Award RFP-4185-03/JVP – Copier Printing Management, to Lanier Worldwide, Orlando (Not-To-Exceed \$18,180.00 per year).

RFP-4185-03/JVP will provide for copying service to Library patrons throughout Seminole County. Per the Board of County Commissioners approved Library Services fee schedule, the RFP is based on a fee charged of 10 cents per copy. All revenues realized will be retained by the Library and deposited to the General Fund. Based on the projected number of copies per year this contract will be revenue neutral.

Under the proposed contract, the County will have two costs, the lease of the copiers and the paper. All toner, parts, labor, and service will be provided by Lanier under the lease agreement. These costs will be offset by the revenue generated by Library patrons. The lease cost is divided into two parts: a fixed amount of \$1,230 per month and a variable cost of \$0.0095 cents per copy (or \$142.50 for 15,000 copies). These costs will be offset by approximately 15,000 paid copies per month at 10 cents each (\$1,500); leaving \$127.50 per month for paper. Based on usage data for the past three quarters, 15,000 copies per month is a reasonable estimate for the patron copies. If usage exceeds 15,000 copies per month the County may realize a small net gain. (Fixed costs remain

\$1,230 per month and variable costs of \$0.0095 plus paper are more than offset by the 10 cents per copy charge.)

This project was publicly advertised and the County received two (2) submittals. The Evaluation Committee, which consisted of Suzy Goldman, Library Services Director; Stephanie Kobrin, Business Manager; and Jane Peterson, Library Services Manager evaluated the submittals. The evaluation of technical acceptability was based on the following criteria, with the recommendation of award being to the most advantageous, technically acceptable offeror:

- Understanding of Approach
- Ability to Perform
- Firm's Experience and Capabilities

The Evaluation Committee recommends the Board to award the project to the most advantageous, technically acceptable offeror, Lanier Worldwide of Orlando for a fixed lease amount of \$1,230 per month and variable cost of \$0.0095 cents per copy. The not-to-exceed amount is based on the maximum number of anticipated copies (30,000 copies per month). Note however that as the number of copies goes up over 15,000 the County will actually realize a net gain to the General Fund deposit amount over the per copy cost paid to Lanier. The agreement will become effective upon execution by the County and shall remain in effect for a period of three (3) years. Upon mutual agreement of the parties, the contract may be renewed for two (2) additional terms not to exceed one (1) year each.

Funds are available in account number 044200-53044000 (Library Services, Rental and Leases). Library and Leisure Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to award the project and authorize the issuance of purchase orders pursuant to the scope of services as described in the RFP documents. Offsetting revenue will be deposited to the General Fund.

INVITATION TO BID

- 15. Award IFB-3070-03/JVP –Term Contract for Streets, Driveways, Curbs & Gutters to P.L.A.N. Estimating Services, Inc, Palm Coast (Not-To-Exceed \$1,422,075.00 per year)**

Repair and maintenance of water and wastewater lines require digging up pavement, driveways, sidewalks and curbs. IFB-3070-03/JVP will provide for the repair of pavement, sidewalk, driveway, slabs, walls and curb as necessary for Environmental Services/Water & Sewer projects.

This bid was publicly advertised and broadcast. The County received four (4) submittals. The apparent low bidder American Persian Engineers & Constructors, Inc., Orlando (APEC), was 46% below the second low bidder.

Consequently APEC was asked to confirm in writing that their bid completely covered the scope of work and that it contained no mistakes. APEC subsequently withdrew their bid rather than confirm it as correct.

Environmental Services/Water & Sewer has reviewed the remaining three bids and recommends award of the contract to the lowest priced, responsive, responsible bidder, P.L.A.N. Estimating Services, Inc. of Palm Coast for a thirty six (36) months base period with two (2) 12-month options to renew at current terms, conditions and prices; for a total term of sixty (60) months. Purchase orders for specific work to be issued as needed and within the BCC approved budget.

This is a budgeted project and funds are available in account 087801-53046000. Environmental Services/Water and Sewer and Fiscal Services/Purchasing and Contracts Division recommend that the Board award this contract to P.L.A.N. Inc. of Palm Coast and authorize the Chairman to execute the agreement.

OTHER

- 16. Approve Sole Source Procurement M-374-03/BJC, waive the procurement process and authorize the issuance of a Miscellaneous Agreement for Boat Ramps at C.S. Lee Park boat ramps renovation and Mullet Lake Park boat ramps renovation, to Randall G. Tedder Construction, Inc., Ocala (\$170,000.00).**

M-374-03/BJC Sole Source procurement will provide for all labor, materials, equipment, coordination, and incidentals necessary for boat ramp renovations at C. S. Lee and Mullet Lake Park, including demolition and removal of existing materials. The scope of services will include the installation of floating turbidity screen around entire work areas, installation of two (2) boat ramps at C. S. Lee Park, and one pre-stress Tedder Boat Ramp System at Mullet Lake Park.

Randall G. Tedder Construction, Inc., Ocala is the only authorized agent for the Tedder Ramp System. The system is designed for each specific site, allowing exact dimensions and subterranean soil conditions. The ramps are constructed and designed to withstand corrosive environments whether fresh or salt water. The Tedder Boat Ramp System incorporates the use of epoxy coated steel rebar and 6000-psi pre-stressed concrete. By the use of this technique, all corrosive intrusions are prohibited. This procedure exceeds the Florida Department of Transportation's specifications for salt-water environments.

Randall G. Tedder Construction, Inc., has been approved as a Sole Source Vendor with the State of Florida Department of Environmental Protection (FDEP) and information on the Tedder Boat Ramp System is included as part of the backup materials.

Funds are available in account number 043804-56063000 (Boating Improvements, Improvements other than Buildings). Library and Leisure Services/Parks and Recreation and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the project, waive the procurement process and authorize the Chairman to execute the Miscellaneous Agreement as prepared by the County Attorney's Office in the amount of \$170,000.00.

17. **Approve Amendment #4 to M-93-99/BJC – Copier Services, with Lanier Worldwide, Inc., Orlando (Update Exhibits “A” and “B” – List of equipment).**

M-93-99/BJC provides for a variety of services in connection with the County's use of the copying equipment owned by the County and identified in Exhibits “A” and “B” as part of the backup documents. Amendment #4 will replace Exhibits “A” and “B” with a current list of copying equipment. No additional funds are required for this amendment.

Administrative Services/Support Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Amendment as approved and prepared by the County Attorney Office.

SOLE SOURCE/PROPRIETARY SOURCE

18. **Approve a Sole Source for Software Maintenance of IBM Software to IBM Corporation, Smyrna, GA (Not-to-exceed \$25,590.00/year).**

This sole source will provide for maintenance of IBM operating systems software. IBM is the sole source provider of operating system upgrades and software support for our equipment running IBM software. Access to IBM source code is restricted to IBM, making IBM the only source for this maintenance.

Subject to mutual agreement by both IBM Corporation and Seminole County, this Maintenance Agreement may be renewed for an additional one (1) year terms upon the County paying the then current annual fee assessed by IBM.

Funds are available in account number 140300-53046000 (Information Services, Repairs and Maintenance). The County Manager has approved the use of General Funds for this purchase since the purchase exceeds \$10K. Information Services and Fiscal Services/Purchasing recommend the Board to approve the Sole Source, award the project and authorize the agreement to be executed via Purchase Order.

19. **Approve a Proprietary Source for Hardware Maintenance of IBM Equipment to IBM Corporation of Coppell, TX (Not-to-exceed \$25,540.81/year).**

IBM is the proprietary source of hardware maintenance on IBM equipment. IBM offers unique services such as program temporary fixes via their website and IBM Performance Management Tools. Only IBM provides IBM certified parts and technicians. IBM also provides diagnostic tools for their hardware that are exclusive to IBM. The scope of services will consist of maintenance on various IBM Hardware and performance management of equipment.

Subject to mutual agreement by both IBM Corporation and Seminole County, this Maintenance Agreement may be renewed for an additional one (1) year terms upon the County paying the then current annual fee assessed by IBM.

Funds are available in account number 140300-53046000 (Information Services, Repairs and Maintenance). The County Manager has approved the use of General Funds for this purchase since the purchase exceeds \$10K. Information Services and Fiscal Services/Purchasing recommend the Board to approve the Proprietary Source, award the project and authorize the agreement to be executed via Purchase Order.