

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Contracts and Purchasing

DEPARTMENT: Fiscal Services **DIVISION:** Purchasing and Contracts Division

AUTHORIZED BY: Lisa H. Spriggs **CONTACT:** Ray Hooper **EXT.** 7111

Agenda Date 07/13/04 Regular ☐ Consent ☒ Work Session ☐ Briefing ☐
 Public Hearing – 1:30 ☐ Public Hearing – 7:00 ☐

MOTION/RECOMMENDATION:

BACKGROUND:

CONSTRUCTION CONTRACTS

20. **Award CC-1231-04/TLR – Osceola Road Solid Waste Management Facility Landfill Gas Management System Expansion Phase II Cell 2B to Shaw Environmental Inc., Brecksville, OH (\$179,790.00).**

CC-1231-04/TLR provides for all labor, materials, equipment, transportation and incidentals necessary to provide for the installation of additional gas extraction

Reviewed by:

Co Atty: _____

DFS: _____

Other: _____

DCM: SS

CM: _____

File No. CFSP00

wells including all necessary piping and condensate management at the Osceola Road Solid Waste Management Facility, 1930 E. Osceola Road, Geneva, Florida.

This project was publicly advertised and the County received four responses. The Review Committee comprised of Carol Hunter, Sr. Engineer; David Gregory, Manager; and Greg Regan, Sr. Coordinator, evaluated the submittals. Consideration was given to bid price, qualifications and experience.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, Shaw Environmental Inc., of Brecksville, Ohio, in the amount of \$179,790.00. The Completion time for this project is ninety (90) calendar days from issuance of Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 087900-560650, CIP #PH95011X. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

21. Award CC-1232-04/AJR– Cross Seminole Trail South – Phase I Construction Project with Central Florida Environmental Corporation of Longwood, FL. (\$1,289,949.70).

CC-1232-04/AJR will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of a trail facility that will include but not be limited to site preparation, asphalt trail pavement, unpaved path, landscape, park furniture, and concrete sidewalk with emphasis on highly aesthetic quality finished products.

This project was publicly advertised and the County received five responses. The Review Committee which consisted of Skip Groeneveld, Program Manager; David Martin, P.E., Engineering; and Frank Van Pelt III, P.E., Manager, evaluated the submittals. Consideration was given to bid price, qualifications and experience.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, Central Florida Environmental Corporation, Longwood, in the amount of \$1,289,949.70. The completion time for this project is 270 calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 077533-56067000, CIP# DI50291X. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

22. Award CC-1236-04/TLR – Yankee Lake WRF Alternate West Disposal Site to Schuller Contractors Inc., Orlando (\$178,000.00).

CC-1236-04/TLR provides for all for all supervision, labor, materials, power, light, heat, fuel, water, tools, appliances, equipment, supplies, and means of construction necessary for the installation of four effluent disposal arrays at the Yankee Lake WRF along the wetlands access road. The project generally includes providing 24" x 12" taps on the existing 24-inch DIP for each array, and a turbine type meter at each array. Each array will be constructed with 8-inch slotted PVC pipe and will be approximately 60 foot long.

This project was publicly advertised and the County received four responses. The Review Committee comprised of Ruth Hazard, Principal Coordinator; Glenn Foreman; and Mike Harber, evaluated the submittals. Consideration was given to bid price, qualifications and experience.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, Schuller Contractors, Inc., Orlando, in the amount of \$178,000.00. The Completion time for this project is one hundred twenty (120) calendar days from issuance of Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 087880.460650, CIP #195201. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

PROFESSIONAL SERVICES

23. Approve Ranking List, Authorize Negotiations, and Award a Master Agreement for PS-5161-04/AJR – Wekiva Springs Road – Sweetwater Blvd. to County Line.

PS-5161-04/AJR will provide services for a complete safety and drainage improvements study along the corridor of Wekiva Springs Road. The project total length is approximately 2.2 miles.

The Project will be split into two phases, Preliminary (Phase 1) and Final (Phase 2). All work for this project should be within the existing ROW. Services will include but not be limited to recommendations, drainage, utilities, investigations, design, permitting, and bidding. This project was publicly advertised and the County received seven submittals (listed in alphabetical order):

- Brindley Pieters & Associates, Altamonte Springs;
- Comprehensive Engineering Services, Inc., Orlando;
- LBFH, Inc., Orlando;

- Metric Engineering, Inc., Winter Park;
- Miller Sellen Conner & Walsh, Orlando;
- Reynolds, Smith and Hills CS, Inc., Plantation;
- Volkert Construction Services, Inc., Altamonte Springs.

The Evaluation Committee, which consisted of Antoine Khoury, P.E., Principal Engineer, Engineering; Jerry McCollum, P.E., County Engineer, Public Works; and Tom Radzai, Senior Engineer, Stormwater evaluated the submittals and short-listed the following three firms (listed in alphabetical order):

- Brindley Pieters & Associates, Altamonte Springs;
- Metric Engineering, Inc., Winter Park;
- Miller Sellen Conner & Walsh, Orlando.

Consideration was given to the following criteria:

- Proposed approach to performing the work;
- Identify key challenges within this project;
- Innovative ideas and cost saving ideas;
- Team experience.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

1. Miller Sellen Conner & Walsh, Orlando;
2. Brindley Pieters & Associates, Altamonte Springs;
3. Metric Engineering, Inc., Winter Park.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project. The estimated contract value is \$300,000.00

Public Works/ Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate and authorize the Chairman to execute an Agreement as prepared by the County Attorney's Office.

24. Approve Ranking List, Authorize Negotiations, and Award a Master Agreement for PS-5162-04/AJR – Master Agreement for Celery Ave. (Sanford Ave to Mellonville Ave) PE&D

PS-5162-04/AJR will provide services to determine feasible solutions for retrofitting this roadway which is approximately 0.56 miles. The primary

focus will be to improve the control of stormwater runoff. Analysis of improvements relating to pavement condition, intersection operations, and other issues will also be addressed.

The Project will be split two phases, Phase I Preliminary Engineering, Phase II will provide Final Design. Services will include but not be limited to recommendations, drainage, utilities, investigations, design, permitting, and bidding. This project was publicly advertised and the County received five submittals (listed in alphabetical order):

- Comprehensive Engineering Services, Inc., Orlando;
- CPH Engineering, Inc., Sanford;
- Johnson, Mirmiran & Thompson, Lake Mary;
- Metric Engineering, Inc., Winter Park;
- Tera Tech WHS, Winter Park.

The Evaluation Committee, which consisted of Brett Blackadar, P.E., Principal Engineer, Engineering; Antoine Khoury, P.E., Principal Engineer, Engineering; Jerry McCollum, P.E., County Engineer, Public Works; and Tom Radzai, Senior Engineer, Stormwater evaluated the submittals and short-listed the following three firms (listed in alphabetical order):

- CPH Engineering, Inc., Sanford;
- Metric Engineering, Inc., Winter Park;
- Tera Tech WHS, Winter Park.

Consideration was given to the following criteria:

- Proposed approach to performing the work;
- Identify key challenges within this project;
- Innovative ideas and cost saving ideas;
- Team experience.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

1. Metric Engineering, Inc., Winter Park;
2. CPH Engineering, Inc., Sanford;
3. Tera Tech WHS, Winter Park.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project. The estimated contract value is \$250,000.00

Public Works/ Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate and authorize the Chairman to execute an Agreement as prepared by the County Attorney's Office.

25. Approve Amendment #1 and First Renewal for PS-594-01/BJC – Landfill Gas Management System, with Waste Energy Technology LCC, Fort Walton Beach (Not-to-Exceed \$350,000.00 per year).

PS-594-01/BJC provides for full service engineering and operation services to maintain the Landfill and Landfill Gas System in compliance with applicable air regulations. The scope of services include the development of long-term plans for the Osceola Road Landfill including but not limited to detailed engineering plans for expansion, preparation of County and State submittals, perform all required testing/monitoring as well as record keeping, permitting, support services, and other activities as directed by the County.

Amendment #1 will increase the annual Not-to-Exceed amount by \$100,000.00 to \$350,000.00. Environmental Services Department/Solid Waste Management Division recommends this increase due to significant expansion of the landfill gas collection system over the past three (3) years and increases in regulatory requirements.

Authorization for performance of services under this agreement are in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project.

Waste Energy Technology LCC, has agreed to extend their contract for one additional year at the current unit price, terms and conditions and at the sole option of the County this contract may be renewed for one (1) additional year.

Environmental Services/Solid Waste Management and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the County Manager to execute the documents as prepared by the County Attorney's office.

REQUEST FOR PROPOSALS

26. Award RFP-4214-04/TLR – Continuing Services for Security Repairs, Maintenance and Upgrade to Site Secure, Inc., Sanford (\$250,000 per yr).

RFP-4214-04/TLR will provide for an indefinite delivery/indefinite quantity firm fixed price contract for security system maintenance, repair and upgrades. The resulting contract will be for a base period of three years with two 1-year renewal

options giving a total contract term of five years. The County's estimated annual budget for this work is \$250,000.00 per year. Work Orders will be issued against the contract as necessary to complete repairs, maintenance and upgrades. The following is a general description of the work anticipated:

1. The vendor shall design, construct, furnish and install all control and associated equipment as specified to perform the intended function on an as required basis. Work shall include the following: all labor, materials and equipment to complete the design; manufacturing expenses and factory tests; delivery to the site; programming; interfacing with all existing alarm, access control, video and security systems; calibration; installation; system start-up services; training; and incidentals required to completely furnish and install security equipment at Seminole County's facilities as designated.
2. The vendor shall supply technical and programming services on an as required basis to troubleshoot and optimize Seminole County's existing alarm, access control, video and security systems. These services shall be charged on an hourly basis per the bid schedule.
3. The vendor shall supply technical telephone support services on an as required basis. This telephone support shall be charged for on a per call base rate for the first thirty (30) minutes and then in fifteen minute increments. At the start of each telephone support session, the vendor shall assign a "Case Number" and log the start time and completion time. Billing shall be based on these logs.

The vendor shall also include Technical support; emergency service; and programming services, in compliance with the Seminole County Security Policies and Procedures.

This project was publicly advertised and the County received one proposal from SiteSecure, Inc. Sanford. The Evaluation Committee comprised of Greg Holcomb, IT Manager; Tom Owens, Sr. Coordinator; Gary Rudolph, Utilities Manager; Speed Thomas, Facilities Maintenance Manager; and Jeff Thompson, Sr. Engineer, review the response.

Consideration was given to the firm's:

- Overall experience and qualifications
- Ability to meet special conditions
- Ability to perform
- Price

Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the award and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

27. Award RFP-4215-04/AJP – Master Agreement for Appraisal Services for Bunnell Road/Eden Park Avenue, to Clayton, Roper & Marshall, Inc., of Altamonte Springs.

RFP-4215-04/AJP will provide professional support services in the development of an appraisal report. The Appraiser will be responsible for assembling all professional experts necessary to complete the appraisal process. The appraisal reports will conform to Seminole County's minimum appraisal requirements. The contract scope of services will also outline other areas of specific attention and duties required from the appraiser.

This project was publicly advertised and the County received eleven (11) submittals. The Evaluation Committee comprised of Henry Brown, Assistant County Attorney; Mark Gisclar, Road Projects Acquisition Manager; Kathleen Myer, P.E., Principal Engineer; Robert Risner, Appraiser; and Lynn Vouis, Assistant County Attorney, evaluated the submittals. Consideration was given to each firm's demonstrated ability/qualifications of the firms and individuals to provide all desired services; approach to work, and sample appraisal reports.

The Evaluation Committee recommends that the Board award a Master Agreement to the highest ranked firm, Clayton, Roper & Marshall, Inc., of Altamonte Springs. The agreement will take effect upon execution and remain in effect for two (2) years and at the sole option of the County the agreement may be renewed for three periods not to exceed one year each.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project. The estimated contract value is \$350,000.00.

This is a budgeted project and funds are available in account number 077515-5606100 & 077523-56061000 (DE53051Z). The County Attorney's Office and Fiscal Services/Purchasing and Contracts Division recommend that the Board award the project and authorize the Chairman to execute the Master Agreement as prepared by the County Attorney's Office.

28. Approve Amendment #1 and Second Renewal to RFP-4197-03/PWM – Irrigation System Evaluation with Clear Water Products and Services, Inc., (NTE \$100,000 per yr.).

RFP-4197-03/PWM provides services to conduct irrigation audits for residential properties as described in the scope of services. Amendment #1 will increase the Not to Exceed amount of the agreement to \$100,000 per year and allow for the second renewal.

This is a budgeted project and funds are available in account number 087804.530340. Environmental Services/Water and Sewer and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the County Manager to execute the amendment as prepared by the County Attorney's Office.

29. Approve Amendment #2 to RFP-4188-03/BJC – Security Services for Seminole County, to Allied Protection Services, Inc. of Fort Myers (\$179,903.36 per year).

RFP-4188-03/BJC provides for all labor and incidentals necessary to provide security services to miscellaneous buildings throughout Seminole County. This amendment will provide for armed guards at the Criminal Justice Center. The hour requirements for this post total 14,640 hours annually: 2 armed guards M-F from 12:30 AM until 8:30 AM and 4:30 PM until 12:30 AM the following day (8320 hours annually); 2 armed guards on weekends from 12:30 AM Saturday until 12:30 AM on Monday morning (2496 hours annually); 2 additional unarmed guards M-F from 5:00 PM until 11:00 PM to accompany the cleaning personnel through the building (3120 hours annually) and 2 armed guards on County holidays from 8:30 AM until 4:30 PM (estimated 10 holidays per year).

The following is a summary of the cost of the Contract:

Original Contract Sum	\$342,000.00
Amendment #1	8,008.00
Add Amendment #2	179,903.36
Revised Contract Sum	\$529,911.36

This is a budgeted project and funds are available in accounts numbered 010530-00100-519-53034000 (General Fund). Administrative Services Department/Support Services Division and Fiscal Services/Purchasing and Contracts Division recommend the Board authorize the County Manager to execute the amendment as prepared by the County Attorney's Office as long as the contract does not exceed \$529,911.36 per year.

MISCELLANEOUS CONTRACTS

30. Award M-427-04/PWM – Implementation of the Environmental Services Water and Waste Water Computerized Maintenance Management System to MindSet, Inc. of Midlothian, VA (NTE \$314,000.00).

The Office of the Clerk of the Circuit Court of Seminole County has entered into an agreement with PeopleSoft, USA, Inc. (as successor in interest to J.D. Edwards World Solutions Company) to implement County-wide a J.D. Edwards integrated financial solutions software package covering County Finance, Human Resources,

and Purchasing. The Clerk has implemented these core functions in the County under contract with MindSet, Inc.

The Environmental Services Department, Water and Waste Water Division has a requirement for a computerized maintenance management system (CMMS) to cover their water and waste water plants and distribution systems. The JD Edward's EnterpriseOne Capital Asset Management Module will provide the necessary software licenses to implement such a system. This module will provide critical functionality including work orders, project costing, and capital asset management.

Complete execution of this project consists of two parts. The Board approved part one, purchasing the software licenses from PeopleSoft (covered by M-426-04/PWM) at the March 23, 2004 meeting.

M-427-04/PWM covers the second part, the implementation of the system. The not-to-exceed price of \$314,000.00 consists of \$275,000.00 for labor and \$39,000.00 for travel and miscellaneous expenses. An estimated 1,650 hours will be required to implement the system on the County's dedicated server and establish the necessary linkage to the Clerk's data. MindSet, Inc. has requested bimonthly billing be allowed on this agreement.

This is a budgeted project and funds are available in account number 40100-087801-56065000, CIP #2192-01. Environmental Services/Water & Wastewater Division; Information Technology/Information Services Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement with MindSet as prepared by the County Attorney's Office.

TERM CONTRACTS

31. Award Bid-2002-04/JVP – Furnish and Install Generator at Fire Station 12 & 14, to Chinchor Electric, Inc., Enterprise (\$72,041.51).

B/D-2002-04/JVP will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary to furnish and install generators at Fire Station 12 and Fire Station 14.

This project was publicly advertised and the County received five (5) submittals in response to the solicitation. The Review Committee which consisted of Walt Hamilton, Public Safety Department and Ruth Alfson, Administrative Services/Fleet Division Manager reviewed the responses and recommend award of the contract to the most responsive, responsible bidder, Chinchor Electric, Inc., Enterprise. The apparent low bidder Bob Mitchell Associates, Tampa was considered non-responsive due to the fact that his proposal does not meet County's requirements and specifications as stated in the Bid Documents.

Consideration was given to proposed cost for required scope of services and technical specifications and related experience.

Authorization for performance of services by the Contractor shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager.

Public Safety/Fire Department, Administrative Services/Fleet Services Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to award the project and authorize the County Manager to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the Bid documents.

32. Award IFB-3090-04/BJC – Term Contract for Solid Waste and Recycling Services, to ONYX Waste Services Southeast, Apopka.

IFB-3090-04/BJC will provide for Solid Waste and Recycling Services in accordance with the solicitation. The County's objective is to reduce its total solid waste output through recycling. The bulk of this material consists of mixed office papers, cardboard, newspaper and other commingled containers (aluminum cans, glass and plastic bottles).

The Contractor shall provide solid waste and recycling services on a routine basis (weekly or as required to meet routine site requirements), with special collections as needed, or one-time requirements.

The project was publicly advertised and the County received four (4) submittals in response to the solicitation. The Review Committee which consisted of Melonie Lung, Support Services Division Manager; Colleen Puglisi, Senior Coordinator/Solid Waste Division and Angi Thompson, Support Services Division, reviewed the responses and recommends award of the contract to the lowest responsible, responsive bidder, ONYX Waste Services Southeast, Apopka. Consideration was given to proposed rates, qualifications, past performance and related experience. The estimated annual usage of the contract is \$45,000.00.

This agreement shall take effect on the date of its execution by the County and shall run for an initial period of two (2) years and, at the sole option of the County, may be renewed for two (2) successive periods not to exceed one (1) year each. Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager.

Administrative Services/Support Services Division, Environmental Services/Solid Waste Division and Fiscal Services/Purchasing and Contracts Division recommends the Board to award the project and authorize the County Manager

to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the IFB documents.

33. Award IFB-3091-04/BJC – Term Contract for Mowing and Clean-up of Surplus Locations, to Cato Environmental Services, Inc., Longwood.

IFB-3091-04/BJC will provide for all labor, materials, equipment, coordination and incidentals necessary for mowing and clean-up services for Seminole County surplus locations in accordance with the Scope of Services.

This project was publicly advertised and the County received three (3) submittals in response to the solicitation. The Review Committee which consisted of Administrative Services Department/Support Services personnel reviewed the responses and recommends award of the contract to the most responsive and responsible Bidder, Cato Environmental Services, Inc., Longwood. Consideration was given to the project required submittals, past performance and price proposal.

This agreement shall take effect on the date of its execution by the County and shall run for an initial period of two (2) years and, at the sole option of the county, may be renewed for three (3) successive periods not to exceed one (1) year each. Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager. The estimated annual usage of the contract is \$50,000.00.

Administrative Services Department/Support Services Division and Fiscal Services/Purchasing and Contracts Division recommends the Board to award the project and authorize the County Manager to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the IFB documents.

34. Approve Amendment #2, Change of Scope, for A/B-3025A-01/GMG – Term Contract for Mowing and Grounds Maintenance Services for Park Locations, with Ameriscapes Landscape, Inc., Orlando (August 21, 2004 through August 20, 2005).

A/B-3025A-01/GMG provides for mowing and grounds maintenance service in Parks Locations throughout the County. Amendment #2 will provide for the addition of a new location to the Scope of Services: Wilson's Landing Park; a 19-acre parcel located off State Road 46, West of I-4 near the Wekiva River. The services will include, but not limited to, brush hog mowing, trimming planted tree areas, and small machine mowing and edging. The following is a summary of the cost of the contract:

Original Contract Sum (per year) \$35,394.00

Amendment #1	12,000.00
Add Amendment #2	<u>21,960.00</u>
Revised Annual Contract Sum	\$69,354.00

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager.

Library/Leisure Services/Parks and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the amendment and authorize the Purchasing and Contracts Division to issue Purchase Orders against the contract on an as needed basis.

EMERGENCY PROCUREMENTS

35. Report of an Emergency Purchase Order (EPO) to repair the well shaft at the Southeast Regional Water Production, with Connect Consulting, Inc., Willington (\$30,000.00) (Information Purposes Only).

An Emergency Purchase Order was issued to repair and re-connect the motor of the well shaft at the Southeast Regional Water Production to meet customer's water demand.

In accordance with Chapter 220, Sec 220.41, the bid process may be waived and an emergency purchase order processed when it is necessary to process an Emergency procurement.

Emergency Purchase Order #10882 to Connect Consulting, Inc., Willington, was processed in the amount of \$25,000.00 on June 4, 2004. A Change Order for \$5,000.00 is required for additional repairs needed in the well shaft, in order to meet customers demand. The revised total is \$30,000.00.