

**JACKSONVILLE TRANSPORTATION AUTHORITY**

Purchasing Division

**Bid No. 05-033**

Bidders Federal ID# \_\_\_\_\_

THIS IS NOT AN ORDER

\_\_\_\_\_  
Name  
& Address  
City, state

Vendor Phone: ( )

Vendor Fax: ( )

E-Mail address: \_\_\_\_\_

Return two (2) copies in bid envelopes. Retain one (1) copy.

Date: 5/9/05	PLEASE QUOTE THE FOLLOWING MATERIALS F.O.B. See attached specifications
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Bid will be opened at 2:00 P.M. on: June 1, 2005

Term of contract

- ( ) Annual Requirements- Prices to remain firm for one year from date of award ( ) One-time Purchase ( x ) Other – See attached

<u>Bid Security Requirements</u> ( x ) None Required  ( ) Cashier's or Certified Check or Bond	<u>Performance Bond</u> ( x ) None Required ( ) 100% of Bid Awarded in accordance with stipulations under General conditions
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Sample Requirements

- ( ) None required ( ) Sample required prior to bid opening  
( x ) Sample may be required subsequent to Bid Opening

( ) Quantities indicated are exacting	<u>Quantities</u> ( x ) Quantities indicated reflect the approximate quantities to be purchased during the contract period and are subject to fluctuation in accordance with actual requirements.
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PLEASE ENTER YOUR BID ON THE FOLLOWING DESCRIBED ARTICLES / SERVICE

Item	Description	Quantity	Price	Total
1	Bus Stop Maintenance as per the attached specifications			

PLEASE REFER ANY QUESTIONS TO: GARY JACOBS – (904) 630-3136

Terms of Payment: NET or \_\_\_\_\_% DISCOUNT \_\_\_\_\_ days

(Discounts offered for payment periods less than 30 days will not be considered in making an award)

Delivery will be made in \_\_\_\_\_ days (calendar) from receipt of order

\_\_\_\_\_/\_\_\_\_\_ Title: \_\_\_\_\_

**JACKSONVILLE TRANSPORTATION AUTHORITY**  
**P.O. BOX “ O “**  
**JACKSONVILLE, FLORIDA 32203**

**1. INVITATION TO BID 05-033**

NOTICE TO PROSPECTIVE BIDDERS:

SUBJECT: Bus Stop Maintenance

OPENING BID: June 1, 2005 at 2:00 P.M.

The Jacksonville Transportation Authority (JTA) desires to establish firm prices for Bus Stop Maintenance.

Bid packages must be picked up at the following locations:

Jacksonville Transportation Authority  
Receptionist Desk – Administration Building  
100 North Myrtle Avenue  
Jacksonville, Florida 32203

SUBMISSION OF BIDS:

Sealed bids will be received by the Jacksonville Transportation Authority at its offices at the above location until 2 :00 P.M. on June 1, 2005.

If mailing your bid, please allow time for the postal service to deliver the bid. Many companies use an overnight letter carrier to assure delivery of the bid by the 2:00 P.M. deadline.

All bids received after the date / time specified for bid opening shall be considered late bids and, therefore, shall not be opened and or / considered for award.

Return All bids to:

Jacksonville Transportation authority  
Receptionist Desk - Administration Building  
100 North Myrtle Avenue  
Jacksonville, Florida 32203

**JACKSONVILLE TRANSPORTATION AUTHORITY**

All bidders are requested to pay particular attention to Section 29, Disadvantaged Business Enterprise Program (DBEs) of the enclosed FTA Required Clauses.

This form contains:

1. Participation Goal as stated for DBE Participation.
2. Procedure, information and instruction to furnish certain DBE participation information.
3. DBE information forms as follows:
  - a. Schedule of Subcontractors
  - b. Intent to perform/contract as a subcontractor
  - c. Declaration of Prime Contractor
  - d. Contractor's Request for Payment
  - e. Bidder's List

**Forms a. through e are to be completed and returned with bid.**

**Other FTA clauses and forms will apply to this bid. Bidder may refer to page 25 for possible applicable clauses. The clauses that may apply to this bid are marked with an "X" in the right hand column of this page. Unknown factors may require other FTA clauses to apply. Page 23 and 24 may be used as a guide for other required clauses.**

Participation Goal

It is an official policy of the Jacksonville Transportation Authority (JTA) to encourage the maximum participation of Disadvantage Business Enterprises (DBE) in its contract awards based upon availability. It is the JTA's intent in adopting this program to reflect the philosophy with regard to enhancing participation of DBEs in all areas of procurement.

( ) The following goal applies to this contract. \_\_\_\_\_DBE participation.(Race Conscious)

OR

( x ) JTA's overall agency goal is 15% DBE Participation. (Race Neutral)

If a DBE participation goal (Race Conscious) has been established for this contract the level of DBE participation will be a factor in award. All bidders must meet the required bid procedures specified by the JTA. Contracts will only be awarded to a bidder who meets the required DBE participation goal or has documented adequate good faith efforts to meet the goal. All others will be deemed non-responsive.

Section #29 contained in all bids is intended for documenting the above two goals.

1) race conscious , meeting the DBE goals as specified or 2) race neutral meeting overall agency goal of 15% or documenting adequate good faith efforts to meet the goal. To assist the JTA in evaluating this bid please complete this form to the best of your ability. This form must be complete and accurate. Failure to comply with these requirements may be cause for rejection of any and all bids as being non compliant.

All bidders are strongly requested to attempt to meet the desired 15% DBE participation and submit proper documentation showing good faith effort.

Bus Stop Maintenance as per the attached specifications.

Please quote as follows:

**Group I: Trash cans to be emptied and cleaned as per the attached specifications.**

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total</u>
1.	Trash can to be emptied and cleaned. Unit Cost & Extended cost must include Possible installation or replacement of damaged new trash cans	250 ea	\$ _____	\$ _____
			Total of Group I \$ _____	

**Group II: Bus stop shelters to be cleaned on a quarterly bases with grass mowing as per the attached schedule.**

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Total</u>
1.	Bus stop sites with 5' X 9' shelters	300 each	\$ _____	\$ _____
2.	Bus stop sites with 5' X 16' shelters	50 each	\$ _____	\$ _____
3.	Bus stop sites with 5' X 7' shelters	1 each	\$ _____	\$ _____
4.	Special Edition Shelters Sample shelters located at Regency Square Shopping Mall and Gateway Shopping Mall	10 each	\$ _____	\$ _____
5.	Design Build Shelters Sample of these shelters located in Springfield area at: 1 <sup>st</sup> & Main Street and 4 <sup>th</sup> and Main Street.	20 each	\$ _____	\$ _____

Unit prices and extended total to include pricing for quarterly Bus shelter cleaning and grass mowing per attached schedule.

Total of Group II \$ \_\_\_\_\_

**Group III:**

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Total</u>
1	Emergency bus top maintenance as stated on page 9.	50 man Hours	\$_____ Per man hour	\$_____

Award to be all or none. Total of Groups I, II and III \$\_\_\_\_\_

All quantities contained in this bid are estimates and are subject to increase or decrease in accordance with actual quantities.

Although these quantities are estimates these quantities will be used for bid evaluation purposes.

Unless otherwise stated bid price to include all labor, material equipment and supplies to completed the task specified under this bid.

Successful bidder will be required to maintain ALL SHELTERS AND BUS STOP LOCATIONS REGARDLESS OF LOCATION.

Currently all shelters, except for one, are located in Duval County, Florida.

This one shelter is located on Argyle Road in Argyle Forrest, Clay County, Florida

Successful bidder will be required to maintain all new shelter locations at the unit prices bid based on type or size of the shelter.

JTA will furnish a list of shelter and trash can locations prior to performing any service under this contract.

**MANDATORY PRE-BID CONFERENCE**

There will be a **MANDATORY** pre bid conference at 2:00 P.M. on May 18, 2005 for the benefit of all bidders. This **MANDATORY** pre bid conference is to consist of a tour of several bus stop sites. The Jacksonville Transportation Authority will provide the transportation for the tour.

All vendors will assemble in the JTA Board Room Administration Building at 100 N. Myrtle Avenue, Jacksonville, Florida 32203.

If you do not attend the MANATORY pre bid conference please do not submit a bid as it will be rejected as being non compliance.

## **BUS STOP MAINTENANCE**

### **Group I:**

Item #1: TRASH CAN AND SURROUNDING AREA TO BE CLEANED AND MAINTAINED.

Trash containers will be emptied and cleaned as follows:

All trash receptacles will be emptied and cleaned on a weekly bases. The drums shall be emptied and sanitized by using a disinfectant and/or deodorizer as needed. NO objectionable odors will be emitted from the trash receptacles after being sanitized.

Product description with MSDS sheet to be provided to the JTA for records of what is being used to sanitize this area.

Currently all trash containers are 32 gallon Webco Trash containers. The size of the containers are subject to change but will not exceed 55 gallons.

A plastic can liner of appropriate size will be inserted in the drum after being sanitized.

The surrounding area must be cleaned of any debris and/or loose material that may exist. The surrounding area to be cleaned when emptying a drum will be a minimum of 25 feet in all directions of the receptacle and minimum of 25 feet in all directions around the bus stop shelter should a shelter be located on the bus stop site. The inside of the bus stop shelter as well as the area between the shelter and the curb will be cleaned of all trash and debris.

EXCEPTION: Successful bidder will not trespass on; private property adjacent to the bus stop shelter site. .

It shall be the responsibility of the successful bidder to remove all bagged trash, garbage and debris, bagged or otherwise from the site and dispose of it in a manner which complies with the sanitary codes of the City of Jacksonville, Florida.

Missing or badly damaged trash container must be replaced within five (5) working days. **The JTA will furnish replacement containers as needed.** The vendor will deliver the new container to the site.

### **INSTALLATION OF TRASH CANS AT NEW SITES.**

All trash cans installed at new trash can sites will be **installed by the successful bidder.**

Trash cans will be installed by securing the trash can to a permanent structure such as a concrete bus bench with a cable and tamper roof cable clamp or by mounting a trash can on a concrete pad in accordance with the **attached drawing.** Concrete pads to be 3 ft X 3ft X 4 in. thick.

Trash cans secured by using a cable to be **installed at no charge.** **JTA will furnish all materials, needed for trash can installation except labor, tools and concrete.**

**Group II**

**GRASS MOWING – BUS STOP SHELTER SITES ONLY –PER BELOW SCHEDULE**

The grass in the surrounding area of the bus stop shelter must be mowed to a height of 3 inches according to the following schedule.

January – February	Once a month (Mid Month)
March:	Once every two weeks (14 day interval)
April – September:	Once a week (7 day intervals)
October - December	Once a month (Mid Month)

The area to be mowed must be cleaned of all trash & debris prior to mowing. The area to be cleaned will be from the front of the shelter to the curb and a minimum of 25 ft in all other directions of the bus shelter, plus an area a minimum of 25ft in all directions of the JTA trash drums that may be located at the bus stop site.

EXCEPTION: The Successful bidder will not trespass on private property adjacent to the bus stop shelter site.

The area to be mowed will be defined as follows:

From the front of the bus shelter to the curb and an area a minimum of twenty five (25) feet wide around the remaining three (3) sides.

EXCEPTION: The successful bidder will not trespass on private property adjacent to the bus stop shelter site.

All trash and debris removed prior to mowing and all grass clipping resulting from the mowing will be removed from the site and disposed of in a manner which complies with all codes and regulations as set forth by the City of Jacksonville, Florida.

The trash, debris and grass clipping will not be deposited in the JTA trash containers that may be located at the bus shelter site. All four (4) sides of the Bus Stop shelter will be trimmed with a string trimmer such as a weed eater.

**Group II**

**BUS STOP MAINTENANCE CLEANING OF BUS STOP SHELTERS - QUARTERLY**

The surrounding area of the Bus Stop Shelter shall be cleaned of any debris and/or any loose material that may exist. The surrounding area to be cleaned shall be from the front of the shelter to the curb and a minimum of 25 ft around the other three sides of the shelter plus an area a minimum of 25 ft around any JTA trash container that may be located at the bus stop shelter site.

EXCEPTION; The successful bidder will not trespass on private property adjacent to the bus stop shelter site.

Any obscene material, graffiti and advertisement other than JTA printed material shall be considered unauthorized and must be removed immediately. Any paint damage to be repaired by successful bidder with matching touch up paint.

After manually cleaning the shelter, the shelter will be thoroughly cleaned by using a pressure washer on the entire structure.

Any trash and debris removed from the Bus Stop Shelter area may be deposited in the JTA trash container if one is located at the site.

#### DAMAGED SHELTERS

Any shelter found to have missing components or broken glass must be reported to the Jacksonville Transportation Authority immediately upon discovery in writing no later than the next working day. Any broken glass must be removed by the successful bidder at the time of discovery. This includes any broken glass that may still be part of the bus shelter. This includes but not limited to any glass that may still be in the glass frame attached to the bus stop shelter.

All broken glass and perforated metal screens to be replaced within 5 working days.

#### ADDITIONAL REQUIREMENTS OF ALL VENDORS

Successful bidders are cautioned not to:

1. Trespass on private property adjacent to the bus stop area.
2. Mow any portion of any private property adjacent to the bus stop area.
3. Dispose of or accidentally deposit any trash or grass clipping on private property adjacent to the bus stop area.

The successful bidder will be held responsible for any and all damage to private property adjacent to the bus stop area.

The JTA will also maintain a record of any and all complaints received from private property owners. Vendors will be made aware of the complaints affording them the opportunity to correct the problem. Continued complaints or an excessive number of complaints over a period of time or excessive frequency will be reason for cancellation of service contract. The decision of the JTA as to what constitutes excessive complaints or excessive frequency will be final. The JTA reserves the right to cancel this award without prior notification of this action. Effective date of cancellation may be immediate if in the opinion of the JTA that the situation so warrants. Decision of the JTA concerning the cancellation date will be final.

In the event of immediate award cancellation, the notifications of such cancellation may be verbal by way of a telephone call. At which time all work under this contract shall cease.

Indemnification. For the sum of one (\$1.00) dollar and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the Contractor shall hold harmless, indemnify and defend the JTA the members of its Board, its officers, employees and agents, against any claim, action, loss, damage, injury, liability, cost and expense of whatsoever kind of nature (including, but not by way of limitation, attorney's fees and court cost) for any personal injury, including death, or property or business damage arising out of any defect in materials or workmanship.

**TERM OF CONTRACT:**

Term of this contract will be from July 1, 2005 through June 30, 2006. By mutual consent of both parties this award may be extended on a year to year basis for four (4) additional one (1) year periods. Total contract period including renewal shall not exceed five (5) years.

The successful bidder must be available 24 hours per to day to respond to emergency Bus stop maintenance service as needed. All Bidders must furnish the following information:

Telephone number (\_\_\_\_\_)\_\_\_\_\_

Cell telephone number: (\_\_\_\_\_)\_\_\_\_\_

FAX number (\_\_\_\_\_)\_\_\_\_\_

E-mail address \_\_\_\_\_

The maximum response time allowed for any emergency bus stop maintenance shall not exceed four (4) hours.

Emergency bus stop maintenance request may be billed to the JTA at the rates quoted in the bid proposal.

The successful bidder will furnish all supplies including but not limited to:

1. Plastic can liners
2. Mowing equipment
3. Pressure washer
4. All other miscellaneous cleaning supplies and equipment.

The Weekly Quadrant Inspection Report contained on the next page must be completed and submitted with the invoice for services completed.

The weekly inspection report and the invoice to be submitted to

Van Dyke Walker or Howard Metcalf  
Maintenance Building  
Jacksonville Transportation Authority  
100 N. Myrtle Avenue  
Jacksonville, FL 32204

