Agenda Item Details

Meeting	Mar 09, 2021 - REGULAR SCHOOL BOARD MEETING
Category	Q. Finance - Consent
Subject	14. Request for Renewal of Bid #2020-06, Aluminum Walkway Covers
Access	Public
Type	Action (Consent)

Recommended Action Request for Renewal of Bid #2020-06, Aluminum Walkway Covers

Public Content

Background Information:
This bid was originally award by the Board to Citory Solutions LLC in April 2020. The District maintenance department is responsible for the maintenance and upkeep of District facilities through various projects. Many of these projects require the installation and repair of extruded and laminated aluminum walkway covers. The bid allows a price increase that does not exceed the lesser of 3% or the rate of inflation determined by a specific Consumer Price Index. The originally awarded vendor has agreed to renew the bid for one additional year at a price increase of 1.3%, with the same terms and conditions of the original bid.

Educational Impact:
This bid helps to provide an appropriate environment which is essential to the educational process.

Strategic Plan Impact:
Supports the District's mission statement by providing appropriate facilities to help students master all academic standards.

Fiscal Impact:
Funding for work performed under this bid is included in the budget of the maintenance department.

Recommendation:
Renewal of Bid #2020-06, Aluminum Walkway Covers, to Citory Solutions LLC for the period of May 14, 2021 through May 13, 2022.

Action Required:
Approval of the Superintendent's recommendation.

Drafted, reviewed and submitted by:
Patrick Snodgrass, CPSM, Director of Purchasing
Gretchen Saunders, Chief Financial Officer
Michael Degutis, Chief of Staff

Sincerely,
Tim Forson
Superintendent of Schools

Bid #2020-06 Aluminum Walkway Covers March 2021.pdf (871 KB)

Administrative Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Workflow

Workflow	Feb 16, 2021 3:41 PM :: Submitted by Wendy Wilson. Routed to Wendy Wilson for approval. Feb 16, 2021 3:42 PM :: Approved by Wendy Wilson. Routed to Patrick Snodgrass for approval. Feb 19, 2021 10:29 AM :: Approved by Patrick Snodgrass. Routed to Carolyn Johnson for approval. Feb 19, 2021 12:18 PM :: Approved by Carolyn Johnson. Routed to Gretchen Saunders for approval. Feb 19, 2021 4:19 PM :: Approved by Gretchen Saunders. Routed to Mike Degutis for approval. Feb 24, 2021 4:34 PM :: Approved by Mike Degutis. Routed to Gina Fallica for approval. Feb 25, 2021 3:50 PM :: Approved by Gina Fallica. Routed to Tim Forson for approval. Mar 3, 2021 9:17 AM :: Final approval by Tim Forson

Last Modified by Tim Forson on March 3, 2021

ST. JOHNS COUNTY SCHOOL DISTRICT
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, Florida 32084
Telephone (904) 547-8941 FAX (904) 547-8945

Patrick Snodgrass, CPSM
Director of Purchasing

January 6, 2021

TO: David Lee, Director for Maintenance Services
Maintenance Department

FROM: Laura Bowden, Buyer LBowden
Purchasing Department

RE: Bid #2020-06 Aluminum Walkway Covers

Bid #2020-06 Aluminum Walkway Covers is set to expire on May 13, 2021. Please choose one of the following options:

✓ Maintenance Department wishes to exercise the option to renew the contract for an additional one (1) year period, May 14, 2021 through May 13, 2022 with the same terms and conditions.

_____ Our department wishes to re-bid the existing contract. (It is necessary for your department to review current specifications and forward any suggested changes to the Purchasing Department).

_____ Our department does not wish to re-bid this contract. (Written justification may be required if this option is selected).

Please complete this document and return to the Purchasing Department within ten (10) business days.

Pat Lu
Signature

1-6-2021
Date

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Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, Florida 32084
Telephone (904) 547-8941 FAX (904) 547-8945
Patrick Snodgrass, CPSM
Director of Purchasing

February 18, 2021

Citory Solutions LLC
11954 Narcoossee Rd, Ste 2-130
Orlando, FL 32832

Dear Vendor:

Bid #2020-06 Aluminum Walkway Covers will expire May 13, 2021. The bid states there is an option for renewal of three (3) additional one (1) year periods if agreed upon by both parties. Please initial your choice, sign and date at the bottom. Return the original letter (please do not fax) to this office no later than January 27, 2021.

✓ Please renew Bid #2020-06 Aluminum Walkway Covers for the period May 14, 2021 through May 13, 2022 with a price increase of 1.3%, and the same terms and conditions as originally awarded.

_____ We do not wish to renew the above bid beyond the current expiration date.

Signature _____ Date 2-18-2021

Renewal must be signed by an officer or employee having the authority to legally bind the vendor.

Sincerely,

Patrick Snodgrass
Director for Purchasing

Agenda Item Details

Meeting	Apr 14, 2020 - REGULAR SCHOOL BOARD MEETING
Category	Q. Finance - Consent
Subject	16. Request for Approval of Bid #2020-06, Aluminum Walkway Covers
Access	Public
Type	Action (Consent)
Recommended Action	Approval of Bid #2020-06, Aluminum Walkway Covers
Goals	GF-4 Maximize Resources

Public Content

Background Information:
The District maintenance department is responsible for the maintenance and upkeep of District facilities through various projects. Many of these projects require the installation and repair of extruded and laminated aluminum walkway covers. One valid response was received. David Lee, Director for Maintenance, has reviewed the responses and concurs with the recommendation.

Educational Impact:
This bid helps to provide an appropriate environment which is essential to the educational process.

Strategic Plan Impact:
Supports the District's Mission Statement by providing appropriate facilities to help students master all academic standards.

Fiscal Impact:
Funding for work performed under this bid is included in the budget of the District maintenance department.

Recommendation:
Approve the award of Bid #2020-06, Aluminum Walkway Covers to Citory Solutions LLC for the period of May 14, 2020 through May 13, 2021.

Action Required:
Approval of the Superintendent's recommendation.

Drafted, reviewed and submitted by:
Patrick Snodgrass, CPSM, Director of Purchasing
Michael Degutis, Chief Financial Officer

Sincerely,
Tim Forson
Superintendent of Schools

Bid #2020-06 Aluminum Walkway Covers April 2020.pdf (2,130 KB)

Administrative Content

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Workflow

Workflow	Mar 24, 2020 8:13 AM :: Submitted by Wendy Wilson. Routed to Wendy Wilson for approval. Mar 24, 2020 8:13 AM :: Approved by Wendy Wilson. Routed to Patrick Snodgrass for approval. Mar 24, 2020 8:36 AM :: Approved by Patrick Snodgrass. Routed to Carolyn Johnson for approval. Mar 26, 2020 1:24 PM :: Approved by Carolyn Johnson. Routed to Mike Degutis for approval. Apr 2, 2020 1:15 PM :: Approved by Mike Degutis. Routed to Vicki Davenport for approval. Apr 2, 2020 2:10 PM :: Approved by Vicki Davenport. Routed to Cathy Mittelstadt for approval. Apr 2, 2020 2:24 PM :: Approved by Cathy Mittelstadt. Routed to Gina Fallica for approval. Apr 3, 2020 9:10 AM :: Approved by Gina Fallica. Routed to Tim Forson for approval. Apr 7, 2020 11:10 AM :: Final approval by Tim Forson

Last Modified by Tim Forson on April 7, 2020

Tim Forson
Superintendent of Schools

40 Orange Street
St. Augustine, Florida 32084
(904) 547-7500
www.stjohns.k12.fl.us

SCHOOL BOARD

Beverly Slough
District 1

Tommy Allen
District 2

Bill Mignon
District 3

Kelly Barrera
District 4

Patrick Canan
District 5

MEMORANDUM

TO: Patrick Snodgrass, Director of Purchasing

FROM: David Lee, Director for Maintenance Services

DATE: March 23, 2020

SUBJECT: Recommendation re: Bid #2020-06 Aluminum Walkway Covers

I have reviewed the bid submittal and recommend that the bid be awarded to Citory Solutions, LLC, in the amounts listed on the bid tabulation sheet for all items. This company has been providing services to the District for several years. They have always provided the District with excellent quality workmanship and service.

/ah

ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Unit 5
St. Augustine, Florida 32084
Telephone (904) 547-8941 FAX (904) 547-8945

Patrick Snodgrass, CPSM
Director of Purchasing

MEMORANDUM

TO: Michael Degutis, Chief Financial Officer

FROM: Patrick Snodgrass, Director of Purchasing

DATE: March 23, 2020

SUBJECT: Bid #2020-06, Aluminum Walkway Covers

In 2016 the District released a bid for Aluminum Walkway Covers and received multiple responses. The bid included both extruded walkway covers and laminated walkway covers and was awarded to Citory Solutions LLC, the lowest responsive and responsible bidder. Pricing remained firm for the initial term and three subsequent renewals.

In 2020 the District released a new bid for Aluminum Walkway Covers and received one response from Citory Solutions LLC. The District will incur a price increase for both items, with a larger increase for extruded walkway covers. Extruded walkway covers are custom fit for each job and used sparingly by the District. In most instances the district utilizes laminated walkway covers, which are insulated panels cut in standard sizes. Below is a snapshot comparison between pricing in 2016 and again in 2020. After reviewing previous and current pricing, and conferring with the Maintenance department, I recommend the bid be awarded to Citory Solutions LLC.

2016	Citory Solutions LLC	KBT Contracting Corp	Commercial Res. Aluminum
Extruded Walkway Covers, Single Column, up to 1,000 sf, up to 12'	$25.74	$78.00	$30.45
Extruded Walkway Covers, Double Column, up to 1,000 sf, up to 12'	$25.87	$80.00	$36.53
Laminated Walkway Covers, Single Column, up to 12'	$17.62	$95.00	$27.75
Laminated Walkway Covers, Double Column, up to 12'	$17.84	$97.00	$27.13
2020	Citory Solutions LLC		
Extruded Walkway Covers, Single Column, up to 1,000 sf, up to 12'	$31.74		
Extruded Walkway Covers, Double Column, up to 1,000 sf, up to 12'	$31.87		
Laminated Walkway Covers, Single Column, up to 12'	$18.50		
Laminated Walkway Covers, Double Column, up to 12'	$18.73		

Cc: David Lee, Director of Maintenance

Bid #2020-06 Aluminum Walkway Covers
Released: January 29, 2020
Opened: February 27, 2020 @ 2:00 PM

Tabulation Sheet

	Citory Solutions LLC			
Up to 1,000 Square Feet	**Single Column**	**Double Column**	**Single Column over 12 Feet**	**Double Column over 12 Feet**
Provide and Install Extruded Walkway Covers (price per square foot)	$31.74	$31.87	$32.30	$32.85
Provide and Install Laminated Walkway Covers (price per square foot)	$18.50	$18.73	$19.09	$19.90
From 1,001 to 5,000 Square Feet	**Single Column**	**Double Column**	**Single Column over 12 Feet**	**Double Column over 12 Feet**
Provide and Install Extruded Walkway Covers (price per square foot)	$29.76	$29.88	$30.29	$30.82
Provide and Install Laminated Walkway Covers (price per square foot)	$17.45	$17.60	$18.01	$18.71
Over 5,000 Square Feet	**Single Column**	**Double Column**	**Single Column over 12 Feet**	**Double Column over 12 Feet**
Provide and Install Extruded Walkway Covers (price per square foot)	$27.78	$27.89	$28.30	$28.82
Provide and Install Laminated Walkway Covers (price per square foot)	$16.98	$17.04	$17.52	$18.13
Other Work As Needed				
Hourly Labor Rate	$40.00			
Percentage (%) Markup Over Cost for Materials	10.00%			

Received one valid (1) response. Recommend award to Citory Solutions LLC