Agenda Item Details

Meeting	Apr 13, 2021 - REGULAR SCHOOL BOARD MEETING
Category	Q. Finance - Consent
Subject	13. Request for Renewal of Bid #2020-20, Greenhouse Upgrades and Repairs
Access	Public
Type	Action (Consent)
Recommended Action	Renewal of Bid #2020-20, Greenhouse Upgrades and Repairs
Goals	GF-4 Maximize Resources

Public Content

Background Information:
This bid was originally awarded by the Board to CP Enterprises in June 2020. The bid is for upgrades and repairs on a time and material basis for greenhouses on an as needed basis. The originally awarded vendor has agreed to renew the bid for one additional year at the same pricing, terms and conditions of the original bid.

Educational Impact:
This bid helps 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 schools and the District maintenance department.

Recommendation:
Renewal of Bid #2020-20, Greenhouse Upgrades and Repairs, to CP Enterprises, for the period of June 9, 2021 through June 8, 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 #2020-20 Greenhouse Upgrades and Repairs April 2021.pdf (830 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	Mar 12, 2021 11:07 AM :: Submitted by Wendy Wilson. Routed to Wendy Wilson for approval. Mar 12, 2021 11:07 AM :: Approved by Wendy Wilson. Routed to Patrick Snodgrass for approval. Mar 12, 2021 5:05 PM :: Approved by Patrick Snodgrass. Routed to Carolyn Johnson for approval. Mar 16, 2021 8:43 AM :: Approved by Carolyn Johnson. Routed to Gretchen Saunders for approval. Mar 16, 2021 8:52 AM :: Approved by Gretchen Saunders. Routed to Mike Degutis for approval. Mar 16, 2021 10:47 AM :: Approved by Mike Degutis. Routed to Gina Fallica for approval. Mar 30, 2021 1:42 PM :: Approved by Gina Fallica. Routed to Tim Forson for approval. Apr 7, 2021 3:08 PM :: Final approval by Tim Forson

Last Modified by Tim Forson on April 7, 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 13, 2021

TO: David Lee, Director for Maintenance Services
Maintenance Department

FROM: Laura Bowden, Buyer
Purchasing Department

RE: Bid #2020-20 Greenhouse Upgrades and Repairs

Bid #2020-20 Greenhouse Upgrades and Repairs is set to expire on June 8, 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, June 9, 2021 through June 8, 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.

Signature

1-14-21
Date

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Patrick Snodgrass, CPSM
Director of Purchasing

February 3, 2021

CP Enterprises, Inc.
PO Box 1149
Zellwood, FL 32798

Dear Vendor:

Bid #2020-20 Greenhouse Upgrades and Repairs will expire June 8, 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 February 24, 2021.

__X__ Please renew Bid #2020-20 Greenhouse Upgrades and Repairs for the period June 9, 2021 through June 8, 2022 with the same pricing, terms and conditions as originally awarded.

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

Signature _____ Date 2/24/2021

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	Jun 09, 2020 - REGULAR SCHOOL BOARD MEETING
Category	Q. Finance - Consent
Subject	17. Request for Approval of Bid #2020-20, Greenhouse Upgrades and Repairs
Access	Public
Type	Action (Consent)
Recommended Action	Approval of Bid #2020-20, Greenhouse Upgrades and Repairs
Goals	GF-4 Maximize Resources

Public Content

Background Information:
Bids were requested to establish bid pricing for upgrades and repairs on a time and material basis for greenhouses on an as needed basis. One response was received.

Educational Impact:
This bid helps 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 schools and facilities.

Recommendation:
Approval of Bid #2020-20, Greenhouse Upgrades and Repairs, to CP Enterprises, for the period of June 9, 2020 through June 8, 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 #2020-20 Greenhouse Upgrades and Repairs June 2020.pdf (209 KB)

Administrative Content

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Workflow

Workflow	May 22, 2020 3:58 PM :: Submitted by Wendy Wilson. Routed to Wendy Wilson for approval. May 22, 2020 3:58 PM :: Approved by Wendy Wilson. Routed to Patrick Snodgrass for approval. May 26, 2020 9:37 AM :: Approved by Patrick Snodgrass. Routed to Carolyn Johnson for approval. May 27, 2020 9:36 AM :: Approved by Carolyn Johnson. Routed to Mike Degutis for approval. May 28, 2020 2:52 PM :: Approved by Mike Degutis. Routed to Gina Fallica for approval. May 29, 2020 11:20 AM :: Approved by Gina Fallica. Routed to Tim Forson for approval. Jun 2, 2020 2:56 PM :: Final approval by Tim Forson

Last Modified by Tim Forson on June 2, 2020

ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Unit 5
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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: May 26, 2020

SUBJECT: Bid #2020-20, Greenhouse Upgrades and Repairs

In January 2020, the District released a bid for a greenhouse project at First Coast Technical College. The project included electrical work which required specific licensure when the greenhouse is located on land not recognized as agricultural. The vendor with the lowest price did not have the required licensure and all responses were rejected.

Subsequently, the District released Bid #2020-20 Greenhouse Upgrades and Repairs on an as needed basis, proving a firm fixed price for labor and materials. The District received one response from CP Enterprises. This firm has provided service to First Coast Technical College (prior to July 1, 2016).

After speaking with a reference from the University of Florida, and discussing previous work completed by this vendor with an instructor from First Coast Technical College, it is my recommendation that this bid be awarded to CP Enterprises, the sole respondent.

Bid #2020-20 Greenhouse Upgrades and Repairs
Released: May 6, 2020
Opened: May 22, 2020 @ 2:00 PM Tabulation Sheet

	CP Enterprises
Hourly labor rate for upgrades and repairs to greenhouses	$180.00 for 3 Person Crew
Percentage (%) Markup Over Cost for materials and supplies	15%

One (1) response received. Recommend award to CP Enterprises.