



**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
MATERIALS MANAGEMENT DEPARTMENT  
101 OLD VENICE ROAD • OSPREY, FLORIDA 34229  
TELEPHONE (941) 486-2183 • FAX (941) 486-2188

**MEMORANDUM**

**TO: Members of the School Board**  
**Lori White, Superintendent**  
**Mitsi Corcoran, Chief Financial Officer**

**FROM: Carol Lichon, CPPO, Director of Materials Management**

**TITLE: APPROVAL TO AWARD BID #15-0121 FOR GLASS PRODUCTS,**  
**INSTALLATION, AND RELATED SERVICES**

A bid to provide 'Glass Products, Installation, and Related Services' was received from one vendor on February 10, 2015. The bid of Key Glass, LLC was the best low bid meeting the advertised specifications. This bid is for a period of one year with an option to renew for two additional one-year periods. The funds for these purchases are contained in the transfer from capital budget allocated to the Facilities Services Department.

**Requested by:**  
Jody Dumas

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Posting Date: 02/24/2015

**Fiscal Impact:**

Not to exceed  
\$100,000.00

**Recommended Motion:** That the bid of Key Glass, LLC to provide 'Glass Products, Installation, and Related Services' in an amount not to exceed \$100,000.00, be approved as presented.

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Tabulation for Glass Products, Installation, and Related Services - Bid #15-0121

Opened on February 10, 2015 at 2:00 p.m.

The bidder shall provide all materials, labor, supervision, travel, fuel, equipment, and tools necessary to perform the work required in accordance with the bid documents for the following price:		<b>Key Glass, LLC</b>	
A.	NORTH COUNTY: Locations at any point North of Bay Road in Osprey, Florida (including, but not limited to the attached list of locations).	<b>One Man Crew</b>	<b>Two Man Crew</b>
LABOR		<b>Price Per Hour</b>	<b>Price Per Hour</b>
1	Hourly rate for standard working hours (Monday through Friday from 7:00 A.M. to 5:00 P.M.).	<b>\$160.00</b>	<b>add \$75/hour per man</b>
2	Hourly rate for non-standard working hours (Monday through Friday prior to 7:00 A.M. and after 5:00 P.M., and Saturday and Sunday).	<b>\$210.00</b>	<b>add \$95/hour per man</b>
B.	SOUTH COUNTY: Locations at any point South of Bay Road in Osprey, Florida (including, but not limited to the attached list of locations).	<b>One Man Crew</b>	<b>Two Man Crew</b>
LABOR		<b>Price Per Hour</b>	<b>Price Per Hour</b>
3	Hourly rate for standard working hours (Monday through Friday from 7:00 A.M. to 5:00 P.M.).	<b>\$160.00</b>	<b>add \$75/hour per man</b>
4	Hourly rate for non-standard working hours (Monday through Friday prior to 7:00 A.M. and after 5:00 P.M., and Saturday and Sunday).	<b>\$210.00</b>	<b>add \$95/hour per man</b>
MATERIALS		<b>% Mark-up</b>	
Materials are to be billed at net cost plus a percentage allowed for overhead and profit. MAXIMUM OF 10%. A markup of sales tax is not allowed. A copy of the itemized materials invoice from the supplier must be included with all billings to the SBSC.		<b>(Maximum 10%)</b>	
5	Percentage markup of materials cost for installed purchases.	<b>10%</b>	
6	Percentage markup of materials cost for purchases not requiring delivery or installation.	<b>10%</b>	
RENTAL EQUIPMENT		<b>% Mark-up</b>	
7	Rental for service trucks or any equipment that is not used in the regular course of glass product services, with prior written approval from the authorized Facilities representative. A MAXIMUM OF 10% MARK-UP of cost of rental equipment will be allowed. No mark-up of sales tax allowed.	<b>10%</b>	
SUBCONTRACTED SERVICES		<b>% Mark-up</b>	
8	Subcontracted services not in the normal day-to-day operations of glass product services, with prior written approval from the authorized representative of the Facilities Services Department. A MAXIMUM OF 10% MARK-UP of cost will be allowed. No mark-up of sales tax allowed.	<b>10%</b>	

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The bidder shall provide all materials, labor, supervision, travel, fuel, equipment, and tools necessary to perform the work required in accordance with the bid documents for the following price:	<b>Key Glass, LLC</b>	
The bidder shall mark any categories for which their shop is capable of providing glass products and services.	<b>Yes / No</b>	
24-hour Emergency Service	<b>If required can create a program with a minimum monthly fee</b>	
Same-day service on all calls	<b>Yes</b>	
Multiple story capability	<b>Yes</b>	
Display case repair and parts capability	<b>Yes</b>	
Boarding up of openings for security purposes	<b>Yes</b>	
Service on store-front door systems (not including automatic systems)	<b>Yes</b>	
Parts readily available for pickup by SBSC employees or for repair and replacement on store-front door systems (not including automatic systems)	<b>Yes</b>	
	<b>Can you provide the following products?</b>	<b>Are the following products available no more than 30 days after notification to proceed with work (upon receipt of purchase order)?</b>
	<b>Yes / No</b>	<b>Yes / No</b>
Laminated glass - 1/8", 1/4", 7/16" and 1/2", red or tinted	<b>Yes</b>	<b>Yes</b>
Plate glass - 1/8", 3/16", 1/4", 3/8" and 1/2", tempered, non-tempered, or tinted	<b>Yes</b>	<b>Yes</b>
Insulating glass - 1/2", 7/8" and 1", tempered or tinted tempered	<b>Yes</b>	<b>Yes</b>
Specialty glass - Obscure, Spandral, Contraflam and wire	<b>Yes</b>	<b>Yes</b>
Mirrors and one-way glass	<b>Yes</b>	<b>Yes</b>
Automotive glass	<b>No</b>	<b>No</b>
Window film	<b>Yes</b>	<b>Yes</b>
Lexan - plastics - 1/8", 3/16", 1/4", 3/8" and 1/2", clear or tinted	<b>Yes</b>	<b>Yes</b>
Contact	<b>Greg Burkhart</b>	
Address	<b>2312 58th Avenue East</b>	
	<b>Bradenton, FL 34203</b>	
Phone	<b>941-755-3414</b>	
Fax	<b>941-751-0074</b>	
Federal I.D.	<b>593826337</b>	
Email	<b>gregburkhart@keyglass.com</b>	
Recorded by Sydney Manas	Witnessed by Joyce Haney	