



MEMORANDUM

**TO: Members of the School Board
Dr. Todd Bowden, Superintendent
Mitsi Corcoran, Assistant Superintendent Chief Financial Officer**

FROM: Carol A. Lichon, CPPO, Director of Materials Management

**TITLE: APPROVAL TO AWARD BID #18-0121 FOR GLASS PRODUCTS,
INSTALLATION, AND RELATED SERVICES**

A bid to provide ‘Glass Products, Installation, and Related Services’ was received from one vendor on February 6, 2018. The bid of Key Glass, LLC, was the best low bid meeting the advertised specifications. This bid is for a period of three years with an option to renew for two additional one-year periods. Funds for these purchases are contained in the 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: 2/27/2018

Financial Impact:
Not to exceed
\$155,000.00
For a three-year period

Recommended Motion: That the bid of Key Glass, LLC to provide ‘Glass Products, Installation, and Related Services’ in an amount not to exceed \$155,000.00 for a three-year period, be approved as presented.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for Glass Products, Installation, & Related Services - Bid #18-0121

Opened on February 6, 2018 at 1:00 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. All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).		Key Glass, LLC	
A.	NORTH COUNTY: Locations at any point North of Bay Street in Osprey, Florida (including, but not limited to the attached list of locations).	One Man Crew	Two Man Crew
LABOR		Price Per Hour	Price Per Hour
1	Hourly rate for standard working hours (Monday through Friday from 7:00 A.M. to 5:00 P.M.).	\$160.00	add \$75.00 hour per man
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).	\$210.00	add \$95.00 hour per man
B.	SOUTH COUNTY: Locations at any point South of Bay Street in Osprey, Florida (including, but not limited to the attached list of locations).	One Man Crew	Two Man Crew
LABOR		Price Per Hour	Price Per Hour
3	Hourly rate for standard working hours (Monday through Friday from 7:00 A.M. to 5:00 P.M.).	\$160.00	add \$75.00 hour per man
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).	\$210.00	add \$75.00 hour per man
MATERIALS		% Mark-up	
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. All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).		(Maximum 10%)	
5	Percentage markup of materials cost for installed purchases.	10%	
6	Percentage markup of materials cost for purchases not requiring delivery or installation.	10%	
RENTAL EQUIPMENT		% Mark-up	
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. All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).	10%	
SUBCONTRACTED SERVICES		% Mark-up	
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. All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).	10%	

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for Glass Products, Installation, & Related Services - Bid #18-0121

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The bidder shall mark any categories for which their shop is capable of providing glass products and services.	Yes / No	
24-hour Emergency Service	No - If required can create a program with a minimum monthly fee	
Same-day service on all calls		
Multiple story capability	Yes	
Display case repair and parts capability	Yes	
Boarding up of openings for security purposes	Yes	
Service on store-front door systems (not including automatic systems)	Yes	
Parts readily available for pickup by SBSC employees or for repair and replacement on store-front door systems (not including automatic systems)	Yes	
	Can you provide the following products?	Are the following products available no more than 30 days after notification to proceed with work (upon receipt of purchase order)?
	Yes / No	Yes / No
Laminated glass - 1/8", 1/4", 7/16" and 1/2", red or tinted	Yes	Yes
Plate glass - 1/8", 3/16", 1/4", 3/8" and 1/2", tempered, non-tempered, or tinted	Yes	Yes
Insulating glass - 1/2", 7/8" and 1", tempered or tinted tempered	Yes	Yes
Specialty glass - Obscure, Spandral, Contraflam and wire	Yes	Yes
Mirrors and one-way glass	Yes	Yes
Automotive glass	No	No
Window film	Yes	Yes
Lexan - plastics - 1/8", 3/16", 1/4", 3/8" and 1/2", clear or tinted	Yes	Yes
Contact	Greg Burkhart	
Address	2312 58th Avenue East	
	Bradenton, FL 34203	
Phone	941-755-3414	
Fax	941-751-0074	
Federal I.D.	59-3826337	
Email	gregburkhart@keyglass.com	
Recorded by Elsa Beal		
Witnessed by Joyce Haney		