City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

A NEW DAY.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **December 18, 2023**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for Vehicle Equipment Parts Management and Supply Services. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

November 8, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Gregory Grant, EBO/JSEB Administrator GG
LaRoy Covington, EBO/JSEB Business Compliance Analyst JC
Jacksonville Small and Emerging Businesses

RE: **Vehicle Equipment Parts Management and Supply Services**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Corey Sidlo
Gregory Grant

Sidlo, Corey

From: Collier, Kevin on behalf of RiskReview
Sent: Monday, December 18, 2023 12:10 PM
To: Sidlo, Corey
Subject: RE: Review of Bid Document: ESC-0277-24 VEHICLE EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES

Corey,

The only thing that I'd add would be the following:

Professional Liability *$1,000,000 per Claim and Aggregate (Including Medical Malpractice when applicable)*

Any entity hired to perform professional services as a part of this contract shall maintain professional liability coverage on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Contract and with a three-year reporting option beyond the annual expiration date of the policy.

Please let me know if you have any questions.

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Monday, December 18, 2023 11:55 AM
To: RiskReview <RiskReview@coj.net>
Subject: Review of Bid Document: ESC-0277-24 VEHICLE EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES

Good morning. Would you please review the insurance and indemnification requirements for the attached solicitation? The scope of services is for Vehicle Equipment Parts Management and Supply Services and can be found beginning on page 2 & 24.