SUBJECT: SENIOR SERVICES HOMEMAKING SERVICES

BID #: SC-0477-18 **OPEN DATE:** 06/06/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) –ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SENIOR SERVICES DIVISION

BASIS OF AWARD: ALL OR NONE - LOWEST, RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 24 **NUMBERS RECEIVED:** 2 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the contract period for the third (3) renewal options to June 6, 2021 to date of award. Recommend approval to utilize the third and final renewal option with PRAC Holdings, Inc. d/b/a Arcadia Home Care and Staffing and CDH Home Care, Inc. for the home making services.

Recommend approval to increase the award with PRAC Holdings, Inc. d/b/a Arcadia Home Care and Staffing in the amount of $142,675.00 ($21.95/hr.@6,500 hours) in order to attract and retain homemakers to service the contract. Recommend approval of award with CDH Home Care, Inc. in the amount of $149,500.00 ($23.00/hr.@6,500 hours) with the contract rates remain the same.
Total estimated annual expenditure not to exceed $292,175.00, with revised total contract expenditure not-to-exceed $1,061,450.00. Period of service will be from date of award through June 5, 2022.

Funding to be encumbered by account 11406.162107.534100.010194.00000000.00000.0000000, to be executed by purchase order(s)

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Gloria Crawford, Chief, Senior Services Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

June 21, 2021

MEMORANDUM

TO: Gregory Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

THRU: Daryl Joseph, Director

RE: **SC-0477-18 Senior Services Homemaking Services- Annual Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully request approval to utilize the final renewal option for the period June 6, 2021, through June 5, 2022, to continue receiving homemaking services as needed. PRAC Holdings has requested a rate increase of $1.60 to support increased program costs.

PRAC Holdings, Arcadia Home Care	6,500 hours @ $21.95/hr	not to exceed $142,675.00
CDH Home Care, Inc.	6,500 hours @ $23.00/hr	not to exceed $149,500.00

The annual estimated expenditure is not to exceed $292,175.00, funding source:
11406.162107.534100.010194.00000000.00000 (RPAH1F6AS/03410/RCA029/21)

The funds will be encumbered by individual purchase orders under the following master blankets:

PRAC Holdings, Arcadia Home Care	9A06796
CDH Home Care, Inc.	8A08999

Your assistance in concurring with this recommendation for the respective award would be greatly appreciated. If you have any questions or need additional information regarding this request, please contact Gloria Crawford at 255-5401.

Attachments: (1) PRAC Holdings, Arcadia Home Care letter
(2) CDH Home Care, Inc. letter
(3) SC-0477-18 Award

GC/jp

cc: Rene'e Harriman, Parks, Recreation and Community Services Finance Manager

ARCADIA
Home Care & Staffing
AN ADDUS HOMECARE COMPANY

PRAC Holdings, Inc.
2300 Warrenville Rd., Suite 100
Downers Grove, IL 60515

April 27, 2021

Chris Jones, Program Manager
City of Jacksonville
Parks, Recreation and Community Services
150 E. 1st Street
Jacksonville, FL 32206

RE: 2021 Agreement to Extend Contract - Senior Services Homemaking Services

Dear Mr. Jones,

Please accept this Letter of Intent from PRAC Holdings, Inc. dba Arcadia Home Care & Staffing as our commitment to provide continued services under the 2018 Senior Services Homemaking Services Contract Bid # SC-0477-18 for the period of service of June 6, 2021 through June 5, 2022. All Homemaker Services will continue to be provided through **Arcadia Home Care & Staffing** office located at 4244 University Blvd. S., Suite 3, Jacksonville, FL 32216. The City's contact for Client services is Ms. Ellen Bissett-Kemper at 904-731-1183.

We are agreeable to continue (extend) the current contract for Homemaker Services at the increased rate of $21.95/hour. All other contractual terms and conditions would remain in place.

This rate increase directly supports increased program costs already incurred, and that will knowingly increase for the Homemaker Services Program through June 2022. More specifically,

- State Minimum Wage in Florida increased on January 1, 2021.
- Legislation has passed for a second minimum wage increase on September 30, 2021.
- Increases in tax, fringe and health insurance associated with higher wage for administrative and direct service staff

Additionally, per your request, please find enclosed our company's COVID-19 policy. The policy and processes outlined help ensure the safety of our homemaker service staff and our service recipients.

If you have any questions or concerns, please do not hesitate to contact me at (630) 296-3591 or email me at Lcizek@addus.com. Arcadia looks forward to continue to provide high quality and reliable homemaker services to eligible residents of the City of Jacksonville.

Sincerely,

Lea Cizek
Director, National Contracts

Enc. COVID-19 policy and Caregiver Screening Questionnaire

April 20, 2021

Mr. Christopher Jones
Program Manager
City of Jacksonville/Senior Services Division
150 East 1st Street
Jacksonville, Florida 32206

RE: SC-0477-18

Dear Mr. Jones,

CDH Home Care Inc., is requesting a renewal extension to continue services as outlined in Contract BID NO: SC0477-18, from 06/06/2021 through 06/05/2022. If approved, we are requesting a stayed rate of $23.00 per unit hour. Should you have additional questions, contact me at (904)924-9200 or via email rhaywood@cdhmedplus.com.

Kind regards

Raymond D. Haywood

Raymond D. Haywood
Business Administrator

cc: File Copy

4738 Norwood Avenue, Jacksonville, Florida 32206-6152
904-924-9200 (Office)/904-924-9203 (Fax)

Economic News Release

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U. S. city average, by expenditure category

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, May 2021
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Apr. 2021	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		May 2020	Apr. 2021	May 2021	May 2020-May 2021	Apr. 2021-May 2021	Feb. 2021-Mar. 2021	Mar. 2021-Apr. 2021	Apr. 2021-May 2021
All items	100.000	256.394	267.054	269.195	5.0	0.8	0.6	0.8	0.6
Food	13.928	268.439	273.090	274.212	2.2	0.4	0.1	0.4	0.4
Food at home	7.686	253.827	254.760	255.516	0.7	0.3	0.1	0.4	0.4
Cereals and bakery products	0.982	284.937	285.377	286.649	0.6	0.4	-0.1	0.4	0.5
Meats, poultry, fish, and eggs	1.738	275.405	271.459	275.776	0.1	1.6	0.1	0.5	1.3
Dairy and related products	0.767	230.166	230.170	230.380	0.1	0.1	-0.5	0.6	0.4
Fruits and vegetables	1.344	306.798	314.973	315.748	2.9	0.2	1.0	0.8	0.0
Nonalcoholic beverages and beverage materials	0.918	178.234	179.570	177.814	-0.2	-1.0	-0.2	0.3	-0.5
Other food at home	1.937	218.988	220.143	219.664	0.3	-0.2	0.0	0.1	0.0
Food away from home(1)	6.242	291.709	301.819	303.481	4.0	0.6	0.1	0.3	0.6
Energy	6.941	183.076	229.116	235.339	28.5	2.7	5.0	-0.1	0.0
Energy commodities	3.809	173.138	257.289	267.532	54.5	4.0	8.9	-1.4	-0.6
Fuel oil(1)	0.095	180.999	267.262	272.990	50.8	2.1	3.2	-3.2	2.1
Motor fuel	3.648	169.882	253.648	264.135	55.5	4.1	9.1	-1.3	-0.7
Gasoline (all types)	3.570	168.528	252.603	263.170	56.2	4.2	9.1	-1.4	-0.7
Energy services	3.133	201.752	211.838	214.335	6.2	1.2	0.6	1.5	0.7
Electricity	2.412	211.988	218.627	220.948	4.2	1.1	0.0	1.2	0.3
Utility (piped) gas service	0.721	168.316	188.129	191.083	13.5	1.6	2.5	2.4	1.7
All items less food and energy	79.131	265.799	273.968	275.893	3.8	0.7	0.3	0.9	0.7
Commodities less food and energy commodities	20.325	142.964	149.915	152.217	6.5	1.5	0.1	2.0	1.8
Apparel	2.739	114.582	120.656	120.951	5.6	0.2	-0.3	0.3	1.2
New vehicles	3.684	147.222	149.892	152.143	3.3	1.5	0.0	0.5	1.6
Used cars and trucks	2.998	138.383	168.647	179.532	29.7	6.5	0.5	10.0	7.3
Medical care commodities(1)	1.539	384.304	377.284	377.191	-1.9	0.0	0.1	0.6	0.0
Alcoholic beverages	1.019	257.713	261.265	261.711	1.6	0.2	0.3	0.2	0.4
Tobacco and smoking products(1)	0.612	1,156.179	1,238.348	1,240.082	7.3	0.1	0.6	0.2	0.1
Services less energy services	58.806	342.801	351.265	352.721	2.9	0.4	0.4	0.5	0.4
Shelter	32.857	325.265	331.354	332.454	2.2	0.3	0.3	0.4	0.3
Rent of primary residence	7.709	340.811	346.267	347.016	1.8	0.2	0.2	0.2	0.2
Owners' equivalent rent of residences(2)	23.838	334.052	340.162	341.095	2.1	0.3	0.2	0.2	0.3
Medical care services	7.209	562.701	572.108	571.255	1.5	-0.1	0.1	0.0	-0.1
Physicians' services(1)	1.836	389.329	405.869	405.744	4.2	0.0	0.3	-0.3	0.0
Hospital services(3)	2.205	352.287	361.585	361.285	2.6	-0.1	0.6	0.2	0.2
Transportation services	5.200	297.882	324.519	331.188	11.2	2.1	1.8	2.9	1.5
Motor vehicle maintenance and repair(1)	1.090	305.574	315.177	314.164	2.8	-0.3	1.0	0.2	-0.3
Motor vehicle insurance	1.622	486.761	567.509	569.010	16.9	0.3	3.3	2.5	0.7
Airline fares	0.668	201.649	222.953	250.209	24.1	12.2	0.4	10.2	7.0

Footnotes
(1) Not seasonally adjusted.
(2) Indexes on a December 1982=100 base.
(3) Indexes on a December 1996=100 base.

Table of Contents

Last Modified Date: June 10, 2021

U.S. BUREAU OF LABOR STATISTICS Division of Consumer Prices and Price Indexes Suite 3130 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-7000_ www.bls.gov/CPI Contact CPI

SUBJECT: SENIOR SERVICES HOMEMAKING SERVICES

BID #: SC-0477-18

OPEN DATE: 06/06/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) –ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SENIOR SERVICES DIVISION

BASIS OF AWARD: ALL OR NONE - LOWEST, RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 24 **NUMBERS RECEIVED:** 2 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from June 6, 2020 to date of award.
Recommend approval to utilize the second of three (3), one (1) year renewal options with PRAC Holdings, Inc. d/b/a Arcadia Home Care and Staffing and CDH Home Care, Inc. for the home making services.

Recommend approval to increase the award with PRAC Holdings, Inc. d/b/a Arcadia Home Care and Staffing in the amount of $132,275.00 ($20.35/hr.@6,500 hours) in order to attract and retain homemakers to service the contract.
Recommend approval to increase the award with CDH Home Care, Inc. in the amount of $149,500.00 ($23.00/hr.@6,500 hours) in order to attract and retain homemakers to service the contract.

Total estimated annual expenditure in the amount of $281,775.00, with revised total contract expenditure not-to-exceed $769,275.00. Period of service will be from date of award through June 5, 2021.

Funding to be encumbered by 11406.162107.534100.009140, to be executed by purchase order(s)

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Gloria Crawford, Chief, Senior Services Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE
MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 7/30/20

_____ OTHER: _____
_____
_____

ACTION OF AWARDING AUTHORITY DATE 8/3/20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
~~Under Authority of:~~
Executive Order No: 2019-02

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

June 22, 2020

MEMORANDUM

TO: Gregory Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

THRU: Daryl Joseph, Director

RE: **SC-0477-18 Senior Services Homemaking Services- Annual Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully request approval to utilize the second renewal option for the period June 6, 2020 through June 5, 2021 to continue receiving homemaking services as needed. Both vendors have requested a rate increase of $1.85 (PRAC Holdings) and $2.00 (CDH Home Care) in order to attract and retain homemakers to service the contract.

PRAC Holdings, Arcadia Home Care	6,500 hours @ $20.35/hr	not to exceed $132,275.00
CDH Home Care, Inc.	6,500 hours @ $23.00/hr	not to exceed $149,500.00

The annual estimated expenditure is not to exceed $281,775, funding source:
11406.162107.534100.009140.00000000.00000 (RPAH1F6AS/03410/RCA029/20)

The funds will be encumbered by individual purchase orders under the following master blankets:

PRAC Holdings, Arcadia Home Care	9A06796
CDH Home Care, Inc.	8A08999

Your assistance in concurring with this recommendation for the respective award would be greatly appreciated. If you have any questions or need additional information regarding this request, please contact Gloria Crawford at 255-5401.

Attachments: (1) PRAC Holdings, Arcadia Home Care letter dated June 22, 2020
(2) CDH Home Care, Inc. letter dated June 22, 2020
(3) SC-0477-18 Award dated June 6, 2018

GC/jp

cc: Rene'e Harriman, Parks, Recreation and Community Services Finance Manager