PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **June 28, 2021**

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 select the most qualified firm for Janitorial Services for the Duval County Courthouse Complex for Public Works Department/ Public Building Division . 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: Participation Plan -30%

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 Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

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June 22, 2021

MEMORANDUM

TO: Competitive Sealed Proposals Evaluation Committee (CSPEC)

ATTN: Gregory W. Pease, Chief, Procurement Division

THRU: John P. Pappas, P.E., Director

FROM: Roy Birbal, Chief

SUBJECT: Certification Letter for Procurement of Janitorial Services for the Duval County Courthouse Complex

The Public Buildings Division is requesting the Procurement Division proceed with the issuance of a Professional Services Bid for janitorial services. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The Public Buildings Division is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of janitorial services for the Duval County Courthouse Complex, "Courthouse Complex" consisting of the Duval County Unified Courthouse at 501 West Adams Street and the Ed Austin Building, (commonly referred to as the State Attorney's Office) at 311 West Monroe Street.

The current bid/agreement (ESC-0354-18) is scheduled to expire September 30, 2021 with no renewal options remaining.

The requested time period of the new bid/agreement is for an initial one (1) year period (October 1, 2021 through September 30, 2022) with four (4) one (1) year renewal options.

Funding will be encumbered by individual releases against a master blanket, dependent on funding, the appropriate account and fiscal year.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Buildings and Courthouse Administration: Gene Trevail, Reginald Exum, Jim Lange, Eve Janocko and Kimberly Pomar.

The evaluated bid process is required to meet the extensive scope of work and unique requirements that are requisite to meet daily operations, specialized scheduling and security requirements at the Courthouse Complex. In order to ensure that the minimum requirements are being met, that an adequate level of service is being provided and that an appropriate cost structure is implemented, the evaluated process would be the fairest way to select the contractor.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Jim Lange at 904-255-4340.

cc: Steve Schlessinger, Public Works Contracts and Finance Manager
Marilyn Laidler, Assistant Manager Purchasing Services
Jim Lange, Contract Administration Coordinator

RR

Hulitt, Nekole

From: Verdejo Magras, Wanda
Sent: Friday, May 14, 2021 11:05 AM
To: Lange, Jim
Subject: ins. req for new bid Janitorial Services for the Courthouse Complex
Attachments: RM UPDATED INS. REQ FOR New Janitorial Services for the Duval Courthouse....docx

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed the Indemnification & Insurance Requirements for Janitorial Services for the Courthouse Complex

Summary: attach are the insurance requirements

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

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Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

May 21, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator
Aileen Cruz, EBO/JSEB Business Analyst AC
Jacksonville Small and Emerging Businesses

RE: **Janitorial Services for Duval County Courthouse**

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 30%
- ☐ 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) 255-8828

Cc: Nekole Hulitt
Dinah Coleman Mason