ONE CITY, ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

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

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

DATE: **May 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 contractor for Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement for Public Works Department. 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 Plan

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	

Hulitt, Nekole

From:	VanSickle, Daniel
Sent:	Friday, May 14, 2021 10:44 AM
To:	Hulitt, Nekole
Subject:	FW: Jax Public Library 2nd Fl. & Convention Center Carpet Replacement
Attachments:	RM REVIEWED AND REDLINED INS. REQ FOR Jax Public Library 2nd Fl. & Convention Center Carpet Replacement.docx; scope-Jax Public Library 2nd Fl. & Convention Center Carpet Replacement.pdf

From: Verdejo Magras, Wanda <WVerdejo@coj.net> **On Behalf Of** RiskReview
Sent: Thursday, May 13, 2021 3:11 PM
To: VanSickle, Daniel <VanSickle@coj.net>
Subject: RE: Jax Public Library 2nd Fl. & Convention Center Carpet Replacement

Greetings,

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for Jax Public Library 2nd Fl. & Convention Center Carpet Replacement

Summary:

- Page 126 Indemnification is approved
- Page 127 Workers Compensation correction on limit
- Page 128 To my understanding of the scope is installing Carpet therefore I do not feel the following coverages are not required. … Design Prof., Builders Risk/ Installation Floater, Pollution Lia.

If I misunderstood the scope please advise.

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

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

May 6, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator
Sandy Simpson, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **JPL-Main Library 2nd Floor and Conference Center-Carpet Replacement**

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) 255-8167.

Cc: Nekole Hulitt
Dinah Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY ONE JACKSONVILLE

May 25, 2021

MEMORANDUM

TO: **Competitive Sealed Proposals Evaluation Committee (CSPEC)**

ATTN: **Gregory W. Pease**
Chief of Procurement

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

FROM: **Robin Smith, P. E., Chief**
Engineering and Construction Management Division

Thomas Daly, Chief
Housing & Community Development

SUBJECT: **Request to Advertise Jacksonville Public Library 2nd Floor and Convention Center Carpet Replacement**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Construction Services for the subject project. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner is using Community Development Block Grant (CDBG) program funds to complete this project. The use of these funds requires evaluation and scoring of proposals based on federally defined criteria.

The work for this project consists of furnishing all labor, materials and equipment; and performing all operations necessary for the construction of Carpet Replacement in the Jacksonville Main Library at locations specifically described in the construction documents.

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The agency representative will be Nikita Reed of Public Works. The subject matter expert responsible for evaluating the CDBG Federal Requirements will be Davetta Williams of Housing and Community Development Department.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Robin Smith at 904-255-8710.

NLR/

Steve Schlessinger, Public Works Contracts and Finance Manager
Nekole Hulitt, Procurement Analyst