SUBJECT: BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BID #: ESC-0001-21

OPEN DATE: 5/13/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject RFP was awarded on 5/21/20 to North Florida Removal Service, Inc. in the not-to-exceed amount of $205,920.00.

Recommend approval to utilize the first contract renewal option with North Florida Removal Service, Inc. in the annual not-to-exceed expenditure amount of $205,920.00. Total revised award amount not-to-exceed $411,840.00. Period of service will be October 1, 2021 through September 30, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-118101-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Term of Agreement, Previous Award

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

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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 _____

DISTRICT IV MEDICAL EXAMINER'S OFFICE

Serving Duval, Clay, Nassau, Hamilton, & Columbia

Thursday, May 27, 2021

TO: Greg Pease, Chief, Procurement

THRU: Dr. B. Robert Pietak, Chief Medical Examiner

FROM: Tim Crutchfield, Director of Operations

RE: **ESC-0001-21 Body Transport Services Master Blanket No. 610318-21**

The Medical Examiner's Office is requesting the first renewal of the award for Body Transport Services. We need to increase the master blanket by $205,920.00 for the period 10-1-21 thru 9-30-22. The new estimated grand total of the purchase order will be $411,840.00. All specifications of the contract will remain the same.

The center is 118101 and the account is 531090.

I have also attached a copy of the initial award for the period 10/1/20 thru 9/30/21, along with the renewal letter from North Florida Removal Service, Inc.

Thank you for your assistance.

/daw

North Florida Removal & Cleaning Service, Inc.
Post Office Box 62293
Jacksonville, Florida 32208

May 25, 2021

Mr. Tim Crutchfield
Office Manager
Medical Examiner's Office
2100 Jefferson Street
Jacksonville, Florida 32206

RE: Contract Renewal FY22

Dear Mr. Crutchfield:

This letter is to certify that North Florida Removal Service wishes to renew the Agreement with the City of Jacksonville, Florida by and for District 4 Medical Examiner's office for body transport services at the current price of $130.00 per transport for the period of October 1, 2021 thru September 30, 2022.

Sincerely,

David W. Johnson, Sr.
President

1.3 **Term of Agreement.**

The term of this agreement is from October 1, 2020 through September 30, 2021, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on vendor performance and adherence to the terms and conditions set forth in the bid documents. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 **Minimum Requirements for Contractors.**

Contractor must satisfy the following mandatory minimum requirements in order to have their Response evaluated. By submitting, a Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements may result in the Response not being evaluated and being rejected as non-responsive:

- Contractor must maintain a license as a removal service with the Florida Department of Financial Services and maintain a City of Jacksonville occupational license.
- Contractor must provide a minimum of three (3) verifiable references of body transport contracts held in the last three (3) years (Form 4 – Business References).
- Contractor and all drivers must have and maintain a valid State of Florida driver's license issued by Department of Motor Vehicles (DMV).
- Contractor must be licensed as a body transport service in the State of Florida.
- All employees must be bonded.
- Contractor must provide proof of insurance for all vehicles and business.
- Contract must provide proof that it employs more than six (6) employees.
- Contractor must provide proof of ownership for a minimum of two (2) qualified vehicles.
- Contractor must provide proof that all employees have been properly trained on the current and up-to-date methods for handling bio-hazardous conditions including blood borne pathogens and body fluids.
- The Contractor must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the RFP (Form 3 – Insurance Agent Acknowledgement).

1.5 **Equal Business Opportunity Program.**

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 **Documents Available for Inspection.**

N/A.

1.7 **Federal Funds.**

Federal funds will **not** be used as part of this solicitation.

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OPEN DATE: 5/13/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing Addendum 1 from North Florida Removal Service, Inc. that has since been acknowledged and received.

Recommend approval of award to the only responding firm, North Florida Removal Service, Inc., for body transport services. Estimated initial award amount not-to-exceed $205,920.00. Period of service shall be October 1, 2020 through September 30, 2021 with two (2) one (1) year renewal options.

Funding for this award shall be encumbered from account 0011-118101-531090-00000-00000-00000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Agreement Terms, Addendum 1

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/21/20

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/20

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____