City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

DATE: **March 20, 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 **BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE.** 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

January 18, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator DM
LaRoy Covington, EBO/JSEB Business Compliance Officer JC
Jacksonville Small and Emerging Businesses

RE: **ESC-0304-23 Body Transport 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: Ruben Ola
Dinah Mason

District IV Medical Examiner's Office

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Wednesday, January 11, 2023

TO: Dustin Freeman, Chief, Procurement

FROM: Tim Crutchfield, Director of Operations

RE: **Body Transport Services**

The Medical Examiner's Office respectfully requests the Procurement Division to proceed with the issuance of a Request for Proposal (RFP) to procure body transport services thru the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC).

The Office of the Medical Examiner has the statutory responsibility (Florida Statutes Chapter 406) for the investigation and certification of any death within its jurisdiction that is sudden, unexplained, or unattended. Cases are investigated at the location of death by the Forensic Investigation unit working under the direction and authority of the Chief Medical Examiner or Associate Medical Examiner. Statues prohibit the movement of the body, or articles within the proximity of the body that relate to the cause and manner of death, by anyone other than a representative of the Medical Examiner's Office. This contract requires the transportation of the remains of persons who die within Duval County, Florida from the death site to the Medical Examiner's Office in Jacksonville, Florida.

The evaluated bid process is required due to the specialized nature of the scope included in the RFP (i.e. specialized training in blood-borne pathogens, universal precautions, and personal protective equipment). The evaluated bid process ensures that minimum requirements will be met and that an adequate level of service will be provided.

The requested time period of the agreement is for 3 years with an estimated cost of $221,760.00 per year for funding via 00111.118101.531090.000000.00000000.00000.0000000.

Our existing Bid #ESC-0001-21 expires on September 30, 2023.

The subcommittee responsible for evaluating the submitted bids will be the Chief Medical Examiner, the Medical Examiner's Office Operations Manager, and the Medical Examiner's Office Chief Forensics Investigator.

If any additional information is required please do not hesitate to contact me at 255-4012 or tcrutchfield@coj.net.

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Wednesday, February 15, 2023 9:42 AM
To:	RiskReview; Ola, Ruben
Cc:	Crutchfield, Tim; Wellmann, Debra
Subject:	RE: Risk CONCLUDED Review: RFP for BODY TRANSPORT SERVICES
Attachments:	RISK REDLINED -BODY TRANSPORT SERVICES-ESC-0304-23 .docx

Greetings,

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

I consulted the details of the agreement and the following recommendations were made.

Summary: **We made several changes to the insurance requirements in order to make the insurance a better fit for the services being provided for the city.**

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Body Transport Services (MED.EX.)

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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

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From: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Monday, February 06, 2023 11:07 AM
To: Ola, Ruben <RubenO@coj.net>
Cc: Crutchfield, Tim <TCrutchfield@coj.net>; Wellmann, Debra <DWellmann@coj.net>
Subject: RE: Risk Review: RFP for BODY TRANSPORT SERVICES

Greetings,

Risk management has received your review request, and in the queue for review.

Due to the **high volume of review requests** from all COJ departments, there is a firm **5 to 10 business day turnaround for contract and permit reviews.**
We will continue to do our very best to expedite your request.

NOTE: Please label all emails correspondence: Subject: BODY TRANSPORT SERVICES (Med. Exam)

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,