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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 5, 2022**

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 a supplier for **PRE-QUALIFICATION FOR DEMOLITION AND SITE CLEARANCE OF UNSAFE PROPERTIES**. 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 Qualifications ("RFQ"). 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 RFQ has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFQ has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends the 30% Participation 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	

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

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March 30, 2022

M E M O R A N D U M

TO: Gregory Pease, Division Chief
Procurement Division

FROM: Michael Chao, Division Chief
Municipal Code Compliance Division

RE: Request to Issue CSPEC to Select Contractors for Demolition and Site Clearance Services

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The Municipal Code Compliance Division requests issuance of a Request for Qualifications (RFQ) for the above referenced services in accordance with Chapter 518 of the City Ordinance Code. The purpose of the request is to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process to select the most qualified contractors for these services.

The objective of this service is to contract with no more than four vendors to demolish condemned structures throughout the City of Jacksonville. The demolition of structures is a complicated and esoteric process which requires knowledgeable vendors with a proven track record of success. The selected contractors must have successful project management experience, numerous references, a history of fiscal responsibility, and sufficient personnel and equipment to provide the services. It would not be prudent to solicit contractors through the usual bidding process as price alone is insufficient to determine adequacy for the services requested.

The scope of this contract shall be a one (1) year period, with three (3) one (1) year optional renewals each year thereafter. The estimated cost for the services over that amount of time would be approximately $5,401,142.10, with 11601-174107-534100-000000-00001342-00000-0000000 as the primary funding source. The proposed RFQ would replace the current demolition contract, which will be terminated upon activation of this contract.

The sub-committee who will evaluate the submitted proposals will be senior management from Municipal Code Compliance:

Michael Chao	Chief of Municipal Code Compliance	255-7015
Kristin De Han	Contract Compliance Manager	255-7066

The agency requests that the project be awarded to the selected contractors in the form of four separate blanket orders.

MC/kd

Matus, Bryan

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, April 8, 2022 11:55 AM
To:	Matus, Bryan
Subject:	CONCLUDED Review: RFQ-0085-22 Prequalification for Demolition and Site Clearance of Unsafe Properties
Attachments:	RISK ACCEPT INS. REQ FOR BID Demolition and Clearance of Unsafe Properties.pdf

Greetings,

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

No changes are required to the Indemnification & Insurance Requirements and this will conclude Risk Management's review of Demolition and Clearance of Unsafe Properties RFQ-0085-2 unless further notified.

Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Demolition and Clearance of Unsafe Properties RFQ-0085-2

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
New Cell : 904-489-5495

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From: Matus, Bryan <BMatus@coj.net>
Sent: Friday, April 01, 2022 12:42 PM
To: RiskReview <RiskReview@coj.net>
Subject: Risk Review: RFQ-0085-22 Prequalification for Demolition and Site Clearance of Unsafe Properties

Good afternoon,

Attached you will find a risk review request along with the solicitation.

Please let me know if you need anything else,

Bryan Matus
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8815
Email: bmatus@coj.net

CITY OF JACKSONVILLE

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Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

April 8, 2022

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Pre-Qualification for demolition and Site Clearance of Unsafe Structures**

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
- ☒ **30%** 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) 255-8828.

Cc: Bryan Matus
Dinah Mason