SUBJECT: SENIOR SERVICES HOMEMAKING SERVICES

BID #: SC-0477-18 **OPEN DATE:** 06/06/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) –ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SENIOR SERVICES

BASIS OF AWARD: ALL OR NONE - LOWEST, RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 24 **NUMBERS RECEIVED:** 2 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the two (2) lowest responsive, responsible bidders, PRAC Holdings, Inc. d/b/a Arcadia Home Care and Staffing in the amount of $113,750.00 ($17.50 per hour) and CDH Home Care, Inc. in the amount of $117,000.00 ($18.00 per hour). Period of service is for one (1) year from date of award with three (3) One (1) year renewal options. Total estimated annual expenditure in the amount of $230,750.00.

Funding Source: RPAH1F6AS-03410-RCA029-18 to be executed by Purchase Order.

Attachments: Recommendation Memo, Tabulation, Terms and Conditions.

ANALYST: Marleen Doran
MARLEEN DORAN

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Gloria Crawford, Chief, Senior Services Division

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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 _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

ONE CITY. ONE JACKSONVILLE.

June 14, 2018

MEMORANDUM

06/14/18 14:42:30
Procurement Division

TO: Greg Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

RE: **SC-0477-18 Senior Services Homemaking Services Recommendation**

In response to the solicitation for bids to provide Homemaking Services, Procurement Division received responses from two (2) bidders, and forwarded the results to the Parks, Recreation and Community Services Department to review for a recommendation of award.

After reviewing the bid, the Parks, Recreation and Community Services Department respectfully recommends an award for one year with three (3) one-year renewal options be awarded as follows:

CDH Home Care, Inc	$18.00/hr x 6500 hours	$117,000.00
PRAC Holdings Inc d/b/a Arcadia Home Care & Staffing	$17.50/hr x 6500 hours	$113,750.00

The award will be encumbered by master blanket.

The funding source will be RPAH1F6AS 03410 RCA029 18 in the amount of $117,000.00 (CDH Home Care) and $113,750.00 (PRAC Holdings).

Your assistance in concurring with this recommendation for the respective award would be appreciated.

If you have any questions or if further information is required, please contact Gloria Crawford (630-3410).

GC/rlh

cc: Claire Stine, Parks, Recreation and Community Services Finance Manager

Title: SENIOR SERVICES HOMEMAKING SERVICES

Bid No. SC-0477-18

Open Date: 6/6/18

Analyst: Marleen Doran

No. Invited (24) No. Received (2) No Bids (0)

Recorded By: R. Barnett

ITEM	PRODUCT DESCRIPTION	Qty./Unit	CDH Home Care, Inc. UNIT PRICE (per hour)	CDH Home Care, Inc. ANNUAL TOTAL	PRAC Holdings, Inc. dba Arcadia Home Care & Staffing UNIT PRICE	PRAC Holdings, Inc. dba Arcadia Home Care & Staffing EXTENDED TOTAL
1	Homemaking Services: Provide light housekeeping services for functionally impaired elderly persons 60 years of age and over to remain in their homes to prevent or delay instituaionalization and lessen the burden of impairment or chronic illness. 6500 Hours	6500	$18.00	$117,000.00	$17.50	$113,750.00
	TOTAL:			$117,000.00		$113,750.00
	TERMS:		Net 30		Net 30	
	CONFLICT OF INTEREST:		Yes		Yes	
	ACKNOWLEDGEMENT OF ADDENDUMS(1):		Yes		Yes	
	NOTES:					

TERMS AND CONDITONS
SENIOR SERVICES HOMEMAKING SERVICES
SC-0477-18

1. **SCOPE**
The Senior Services Division of the City of Jacksonville is currently accepting bids to obtain sources of supply for the services as outlined in the bid document provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these service(s) and to obtain pricing commitments for the **Senior Services Homemaking Services** as listed in the bid document.

2. **AWARD**
Award will be **ALL OR NONE** to the two (2) lowest responsive, responsible bidders, who will be responsible for providing an annual total of 13,000 hours (units) of homemaking services. Each Contractor will be assigned 6,500 hours (units) each of homemaking services.

3. **TERMS OF AGREEMENT**
The term of this agreement is for one (1) year from date of award with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City, including but not limited to, supplier performance and adherence to the terms and condition set forth in the bid document. **Annual homemaker service hours are as stated above.**

4. **PRE BID CONFERENCS**
Not Applicable

5. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for service(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such service(s).

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the Contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it is so deems necessary during the contract period.

8. **PRICES**

All unit prices shall include all supplies, equipment, gas for vehicle, and labor charges to provide services to various Duval County locations as required in the bid documents.

9. **ESCLATION/DE-ESCALATION**

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Price Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. **DELIVERY**

Homemaking services will be delivered in accordance with each specific Client Service Plan Authorization. Homemakers will be required to use their own personal vehicle to travel to each client's home.

11. **PICK UP AND RETURNS**

Not Applicable

12. **SUPPLIER ACCESSIBILITY**

The City or its representative must be able to contact, during normal business hours, by telephone or email any suppliers providing goods or services to the City or its agencies. Any supplier accessibility requirement outlined in the specifications, supersede this section.

13. **REPORTING**

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. **INVOICING**

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days.

All original invoices shall be submitted to: Senior Services Homemaking, 150 East 1st Street, Jacksonville, Florida 32206 for reconciliation with individual Homemaker Logs. After reconciliation, the original invoice will then be submitted to the City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

15. **INSURANCE/INDEMNIFICATION**

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. **The bidders are required to submit their insurance certificate within ten (10) days after notice of award.**

QWS3270X 6/14/2018 8:11 AM
FAML6450 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/14/2018
LINK TO: ORGANIZATION SUMMARY INQUIRY 8:10 AM

BALANCE (Y,M,Q,A) : A CURRENCY CODE :
FISCAL MO/YEAR : 09 2018 JUNE 2018 FUNDING PERIOD:
INDEX CODE : RPAH1F6AS ADULT SERVICES GRANTS
ORGANIZATION :
CHAR / OBJECT :
FDTP FUND SFND :
PROJECT PROJ DTL :
GRANT GRANT DTL : RCA029 18 SOCIAL SVC.3B/NUTRITION 3C
USER CODE :

S	SUBOBJ	DESCRIPTION	BUDGET	ACTUAL	ENCUMBERED	BALANCE
	03109	PROFESSIONAL SERVI	1			1
	03410	CONTRACTUAL SERVIC	908,229	2,929	818,199	87,101
	04002	TRAVEL EXPENSE	3,000			3,000
	04021	LOCAL MILEAGE	2,000	500		1,500
	04101	POSTAGE	850			850
	04205	ISA-OGC LEGAL	1,506	48		1,458
	04209	ISA-RADIO	11,411	2,445		8,966

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F7-PRIOR PG F8-NEXT PG F9-LINK
G010 - PRIOR PAGE DISPLAYED