SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 **OPEN DATE:** 05/10/2017

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) **NUMBER RECEIVED:** (2) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 6/1/17 to North Florida Removal Service in the amount of $168,840.00. First renewal option approved on 9/27/18 in the amount of $171,120.00; increase approved on 7/11/19 in the amount of $10,000.00.

Recommend approval to utilize the second and final renewal option with North Florida Removal Service in the annual expenditure amount of $172,800.00. Total revised award amount not-to-exceed $522,760.00. Period of service shall be October 1, 2019 through September 30, 2020.

This award shall be funded by account MEME011-03109 and processed via individual Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. 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, Contractor's Letter, Basis of Award, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: TIMOTHY C. CRUTCHFIELD, DIRECTOR OF OPERATIONS, MEDICAL EXAMINER'S OFFICE

(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 Counties

Thursday, July 18, 2019

TO: Greg Pease, Chief of Procurement thru Annette Leslie-Burney, Purchasing Analyst

FROM: Timothy C. Crutchfield, Director of Operations

RE: **ESC-0474-17 Body Transport Services Master Blanket no. 8A00961**

The Medical Examiner's Office is requesting the second renewal of the award for Body Transport Services. We need to increase the master blanket by $172,800.00 for the period 10-1-19 thru 9-30-20. The new estimated grand total of the purchase order will be $522,760.00. All specifications of the contract will remain the same.

The index code is MEME011 and the subobject is 03109.

I have also attached a copy of the lastest award for the period 10/1/18 thru 9/30/19, along with the renewal letter from North Florida Removal Service, Inc.

Thank you for your assistance.

/jll

2100 Jefferson Street
Jacksonville FL 32206

904.255.4000 (main office)
904.630.0964 (facsimile)

www.coj.net
MEORecords@coj.net

Jacksonville
Where Florida Begins.

NORTH FLORIDA REMOVAL SERVICE, INC.
Post Office Box 62293
Jacksonville, Florida 32208
904-813-2670

July 17, 2019

Mr. Tim Crutchfield
Medical Examiner's Office
2100 Jefferson Street
Jacksonville, Florida 32206-3534

RE: Contract Renewal

This letter is to certify that North Florida Removal Service, Inc., does wish to renew the service contract for the Body Transport Services at the current price of $120.00 per body for the period of October 1, 2019 thru September 30, 2020.

Sincerely,

David W. Johnson, Sr.
David W. Johnson, Sr.
President

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 OPEN DATE: 05/10/2017

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to North Florida Removal Service by $10,000.00 for additional service through the period ending September 30, 2019. Total revised estimated annual expenditure amount is $181,120.00, for an expenditure amount not to exceed $349,960.00.

Funding for this award to be encumbered by account MEME011-03109 to be executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scope of Services

BUYER: Annette Burney RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Timothy Crutchfield, Director of Operation, Medical Examiner's Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 7/11/19

OTHER:

Teresa R. Eilbury

ACTION OF AWARDING AUTHORITY DATE 7/11/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 **OPEN DATE: 05/10/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with North Florida Removal Service, Inc. to continue providing body transport services for the Medical Examiner's Office. Period of service is from October 1, 2018 through September 30, 2019. Total revised estimated annual expenditure amount is $171,120.00, for an expenditure amount not to exceed $339,960.00.

Funding for this award to be encumbered by account MEME011-03109 - To be executed by purchase order

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. 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 the work herein. A written notification will be provided in the event that funds are appropriated.

ATTACHMENTS: Recommendation Memo, Vendor Letter and Previous Award

BUYER: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Timothy C. Crutchfield, Director of Operations, Medical Examiner's Office**

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

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 9/27/18

_____ OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 9/27/18

APPROVED _____ DISAPPROVED _____

OTHER _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION _____

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 **OPEN DATE: 05/10/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring bidder, North Florida Removal Service, to provide body transport services for the Medical Examiner's Office. Period of service is from October 1, 2017 through September 30, 2018 with two (2) one (1) year renewal options. Total annual expenditure in the amount of $168,840.00.

Funding for this award to be encumbered by account MEME011-03109 to be executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scope of Services

BUYER: STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Valerie Rao, MD, Chief Medical Examiner, Medical Examiner's Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 6/01/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/01/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

QWS3270X 7/19/2019 9:08 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/19/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 9:08 AM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : MEME011 MEDICAL EXAMINER
SUBOBJECT : 03109 PROFESSIONAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,296,171.44	1,296,171.44
EXPENDITURES	51,560.00	883,284.52	883,284.52
ENCUMBRANCES	-51,560.00	402,582.20	402,582.20
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	10,304.72	10,304.72

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND