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: **Gregory Pease, Chief of Procurement**

DATE: **August 1, 2017**

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 purchase a **Used Helicopter.** 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	

ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Mosquito Control Division
1321 Eastport Road
Jacksonville, FL 32218
(904) 696-4374
www.coj.net

MEMORANDUM

DATE: July 31, 2017

TO: Gregory W. Pease, Chief
Procurement Division

THRU: Stephanie Burch, Esq., Director SB
Neighborhoods Department

FROM: Randy Wishard, Chief
Mosquito Control Division RW

SUBJECT: **RFP Solicitation – BID #ESC-0566-17**

Jacksonville Mosquito Control Division is requesting approval from the Competitive Sealed Proposal Evaluation Committee (CSPEC) to solicit proposals for the City's purchase of a used Helicopter.

Mosquito Control Division is purchasing a used MD500 series helicopter in pursuant of its mission of controlling mosquito's to minimize arbovirus transmission and improve the quality of life of the citizens of the City of Jacksonville.

Thank you for your attention concerning this matter.

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 31, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer KC
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Purchase of Helicopter**

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-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

cc: Annette Leslie-Burney

MR/kc

APPROVED
By Ann Willis at 1:33 pm, Jul 28, 2017

BID # EXF-0XXX-17

SUBMIT AN *ORIGINAL* AND FOUR (4) COPIES

Competitive Sealed Proposal Evaluation Committee

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BID SPECIFICATIONS

FOR

HELICOPTER PURCHASE

FOR

MOSQUITO CONTROL DIVISION

BID NO: TBD

OPEN DATE: TBD

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110 JACKSONVILLE, FL

PRE-BID CONFERENCE:
DATE: TBD
TIME: TBD
PLACE: TBD

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division