

**PUBLIC NOTICE  
AGENDA  
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, January 28, 2021, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

**HYBRID MEETING**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/82589525551?pwd=UzhWU3MxUk9Gd0hismNZV2Z2ck9SQ0T09>  
**Meeting ID: 825 8952 5551**  
**Passcode: 673292**

**Committee Members:** Gregory Pease, Chairman  
 Randall Barnes, Treasury  
 David Migut, OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE &amp; ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Mary DiPerna Carolina Teran-Oceguera	P-04-18	Contract Amendment No. 3 ACA Administrative Services Employee Services Department	That Contract No. 10062-01 between the City of Jacksonville and Worktime, LLC, for the provision of ACA Administrative Services be amended to: (i) exercise the third renewal option extending the period of service from May 1, 2021 through April 30, 2022 with one (1) renewal option remaining; and (ii) increase the maximum indebtedness by \$80,000.00 for the services, to a new not-to-exceed maximum of \$320,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances. Procurement policies and procedures and procedures and applicable federal and state laws.		
Larry Schmitt Deidra Baines	P-05-18	Contract Amendment No.3 Health Screening Physicals for JFRD Personnel/Ancillary Personnel Jacksonville Sheriff's Office	That Contract No. 8158-09 between the City of Jacksonville and Life Extension Clinic, Inc., dba Life Scan Wellness Centers for Health Screening Physicals for all Police and Corrections Officers, is amended to: (i) exercise the third and final option extending the period of service from March 1, 2021 through February 28, 2022; and (ii) increase the maximum indebtedness by \$549,807.36 for the services to a new not-to-exceed total maximum of \$2,155,422.08. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances. Procurement policies and procedures and applicable federal and state laws.		

Laurie Santana Lurise Bannister	P-02-21	<p><b>Introduce &amp; Review Scope</b>  <b>On-Call Transportation Planning Services</b>          Planning and Development Department</p>	<p>That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.</p>		
<b>MEETING ADJOURNED</b>					

cc Council Auditor  
 Subcommittee





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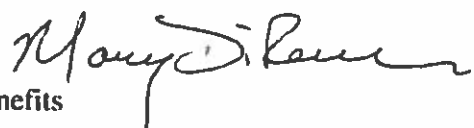
# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services Department  
City Hall, 117 West Duval St., Suite 150  
Jacksonville, Florida 32202

## MEMORANDUM

**TO:** Greg Pease, Chairperson  
Professional Services Evaluation Committee

**FROM:** Mary DiPerna, Division Chief, Compensation and Benefits  
Carolina Teran-Oceguera, Manager, Compensation and Benefits 

**SUBJECT:** P04-18 ACA Administrative Services  
Amendment #3

**DATE:** January 21, 2021

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This is to recommend that the City approve the third amendment to the contract with Worxtime. The contract shall be for a one-year period effective May 1, 2021 through April 30, 2022; rates will remain the same and the total indebtedness for CY 2020 shall not exceed \$80,000; the maximum indebtedness shall not exceed \$320,000.

All other terms and conditions shall remain the same. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Thanks.

Attachment: Letter of Renewal 2021

Worxtime  
11432 Lackland Road  
St. Louis, MO 63146



Phone: (800) 374-8787 | clientservices@worxtime.com

January 19, 2021

Mary DiPerna  
Manager, Employee Benefits Human Resources Division  
City of Jacksonville  
117 West Duval Street, Suite 150  
Jacksonville, Florida 32202

RE: Renewal of Worxtime, LLC (Equifax) ACA Administrative Services Contract February 28, 2018 through April 30, 2019

Dear Mary,


Worxtime LLC is pleased to offer for renewal, our ACA Administrative Services contract with the City of Jacksonville as proposed through RFP P-04-18.

With the exception of terms and conditions agreed to by the parties and contained in an Amendment, specifically the additional of the Limitation of Liability and data transfer terms, all of the terms and conditions of the contract will remain the same as presented in our initial RFP proposal. The financial arrangements for this year's renewal are as follows:

Per Employee Per Month	.33 cents
Per 1095C form mailed	\$1.50

We are pleased to provide our professional services to the City of Jacksonville and look forward to continuing our relationship.

Sincerely,

DocuSigned by:  
  
 By: E3B2BF749C3C4D4  
 Name: Craig Beck  
 Title: VP, Strategy and Execution  
 Date: 1/19/2021 | 09:24:00 PST







# Jacksonville Sheriff's Office

MIKE WILLIAMS, SHERIFF

Serve • Protect • Community

To: Gregory Pease, Chairman  
Professional Services Evaluation Committee

Thru: Bill Clement, CPA  
Chief of Budget 

From: Larry Schmitt   
Director of Personnel & Professional Services

Subject: P-05-18 Annual Physical and Medical Examinations for All Police and Corrections  
Officers (Contract 8158-09)

Date: January 11, 2021

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We are requesting to utilize the third and final renewal option with Life Extension Clinic, Inc., dba Life Scan Wellness Centers (P-05-18) for Annual Physical and Medical Examinations for All Police and Corrections Officers. The renewal period is from March 1, 2021, through February 28, 2022, in the not to exceed expenditure amount of \$549,807.36. The total not to exceed expenditure amount is \$2,155,422.08. The charge account is 00111.541201.531090.000000.00000000.000000.000000. Attached is a letter from Life Scan Wellness Centers for your review. A contract amendment will be processed through the Office of General Counsel.

Please let me know if you require any additional information. Thank you for your assistance.

**LIFE SCAN**  
**Wellness Centers**

January 14, 2021

Jacksonville Sheriff's Office

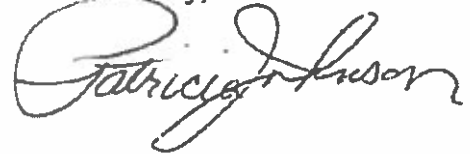
Life Extension Clinics  
DBA Life Scan Wellness Centers  
AGREEMENT FOR FY 2021  
Contract 8158-08 (P-05-18)

Life Scan requests and agrees that the current contract be extended for the third of three (3) one (1) year renewal options for the period from March 1, 2021, through February 28, 2022 with the same terms and conditions within the current contract.

In addition to the Scope of Services, Life Scan will be able to accommodate any additional testing or medical services on an as needed basis, as requested by JSO, at pricing that is fair and reasonable.

We would like to thank you the Jacksonville Sheriff's Office for the ability to provide you with the JSO~ Life Scan Wellness Center. It is our on-going mission to bring the highest quality of medical care to your police officers and to continue as your "Partner in Prevention."

Sincerely,



Patricia Johnson  
CEO/President

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1011 North Macdill Avenue  
Tampa, FL 33607  
(813) 876-0625





# 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.

January 23, 2020

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4<sup>th</sup> Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-05-18 Health Screening Physicals for JFRD Personnel/Ancillary Personnel (Amendment No. 2)  
Jacksonville Sheriff's Office (JSO)

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted:

That Contract No. 8158-09 between the City of Jacksonville and Life Extension Clinic, Inc., dba Life Scan Wellness Centers for Health Screening Physicals for all Police and Corrections Officers, is amended to: (i) exercise the second renewal option extending the period of service from March 1, 2020 through February 28, 2021, with one renewal remaining; and (ii) increase the maximum indebtedness by \$549,807.36 for the services to a new not-to-exceed total maximum of \$1,605,614.72. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

*Gregory Pease*  
Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

*Lenny Curry*  
Lenny Curry, Mayor

This 23 day of January, 2020

GP: cb

cc Council Auditor Brian Hughes  
James McCain, Jr., OGC Chief Administrative Officer  
Melba Gray, GAO For: Mayor Lenny Curry  
Subcommittee Member Under Authority of:  
Executive Order No: 2019-02



# 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

January 24, 2019

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4<sup>th</sup> Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-05-18 Health Screening Physicals for JFRD Personnel/Ancillary Personnel (Amendment No. 1)  
Jacksonville Fire and Rescue Department/Jacksonville Sheriff's Office (JSO)


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted.

That Contract No. 8158-09 between the City of Jacksonville and Life Extension Clinic, Inc., dba Life Scan Wellness Center for Health Screening Physicals for JFRD Personnel/Ancillary Personnel is amended to: (1) exercise the first of three one-year renewals extending the period of service from March 1, 2019 through February 29, 2020, with two (2) renewals remaining; and (2) increase the maximum indebtedness by \$549,807.36 for the services to a new not-to-exceed total maximum of \$1,055,807.36. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregory Pappas, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
Lenny Curry, Mayor

This 24<sup>th</sup> day of January 2019

GP:cc

cc: Council Auditor  
Jeff Close, OGC  
Melba Gray, GAO  
Subcommittee Member

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



# 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

March 29, 2018

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4th Floor, 51 James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

Re: P-05-18 Health Screening Physicals for JFRD Personnel/Ancillary Personnel  
Jacksonville Fire and Rescue Department/Jacksonville Sheriff's Office

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding agreement terms and conditions for piggybacking the Jacksonville Fire & Rescue Department's contract for the above captioned project.

The following motion/recommendation was adopted:

That the City of Jacksonville on behalf of Jacksonville Sheriff's Office enter into an agreement with Life Extension Clinic, Inc., d/b/a Life Scan Wellness Center to provide health screening physicals for JSO per Purchasing Code 126.309 by: (i) incorporating the attached contract identified as Exhibit "A"; (ii) providing an initial period of service from April 1, 2018 through February 28, 2019, with three (3) one-year renewal options available; and (iii) providing a not-to-exceed total maximum indebtedness of \$500,000.00 for the services. All other terms and conditions are per the RFP and the city's standard contract language.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

Lenny Curry, Mayor

This 29th day of March 2018

GP:es

cc: Council Auditor  
James McCain OGC  
Melba Gray, GAD  
Subcommittee Member

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





**ONE CITY. ONE JACKSONVILLE.**

**MEMORANDUM**

January 21, 2021

**TO:** Gregory Pease, Chairman  
Professional Services Evaluation Committee

**FROM:** Laurie Santana, Chief  
Planning and Development Department

**Subject:** Certification Letter for P-02-21 On-Call Transportation Planning Services

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study: See attached RFP
2. The Objective of the study or services: is to make available professional serves as stated in the RFP.
3. The estimated period of time needed for the service or study: Is three years, plus two, one-year options for extension, for a maximum possible of five years
4. The estimated cost of the service or study: \$225,000
5. Whether the proposed study or service will not duplicate a prior or existing work.
6. List of current contracts or prior services or studies which are related to the proposed study or service: P-27-16 On-Call transportation Planning Services.

7. A statement as to why the service/study cannot be done by department or agency staff: Neither the Office of Economic Development nor the Department of Public Works have the in-house capabilities to provide these services.
  
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:
 

Laurie Santana  
 Planning and Development Department  
 (904) 255-7857

Lurise Bannister  
 Planning and Development Department  
 (904) 255-7839
  
9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services
  
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process: All firms who have expressed an interest in furnishing Professional Services for Management and Maintenance/Caretaker Support Services for Cecil Commerce Center as detailed in the RFP should be notified of this RFP.
  
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018



Chief of Transportation Planning  
 TITLE



Transportation Planning Services Manager  
 TITLE