FIRE AND RESCUE DEPARTMENT

MEMORANDUM

October 21, 2019

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

FROM: **Keith Powers, Director/ Fire Chief**

SUBJECT: **Certification Letter for P-05-20 Laboratory Service for Jacksonville Fire and Rescue Department Personnel**

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: **JFRD Wellness Program provides comprehensive medical evaluations that include bloodwork and urinalysis to ensure our employees are capable of safely performing the essential job functions.**

2. The Objective of the study or services: **Provide a vendor who is able to perform blood and urine analysis laboratory testing for JFRD personnel.**

3. The estimated period of time needed for the service or study: **One year contract with three (3) additional one year renewals.**

4. The estimated cost of the service or study: **$123,000**

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: **No current contract for these services.**

6. List of current contracts or prior services or studies which are related to the proposed study or service. **None**

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7. A statement as to why the service/study cannot be done by department or agency staff: **The Department does not have the equipment or staff with the expertise for performing laboratory testing.**

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

   Brad Elias, MD - 904-483-0471
   Erica McManus 904-997-4933

9. A project funding account number: FRFT011 -3109

10. The **names** and **email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

    See attached List

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 August, 2013

(See: http://inside.coj.net/op/pr/default.aspx)

Brad Elias M.D. — 10/28/2019

Dr. Brad Elias — JFRD Medical Director

Erica McManus — 10/28/2019

Erica McManus — Captain, Wellness Program Coordinator