PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

January 9, 2017

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

FROM: **Richard Smith, Mosquito Control Superintendent**
Neighborhoods Department

Subject: **Certification Letter for RFP for P-20-17 Buyers Agent for MD500 Helicopter** P-20-17

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: Engage the services of a qualified representative to assist City of Jacksonville in locating, evaluating and procuring a used MD500-series helicopter.

3. The estimated period of time needed for the service or study: Fiscal Year 2017.

4. The estimated cost of the service or study: Less than $15,000

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: Study or service would NOT duplicate a prior or existing service.

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

7. A statement as to why the service/study cannot be done by department or agency staff: Division staff is not experienced in operating or evaluating the condition of the proposed aircraft. A buyer's agent who is knowledgeable about the particular make of aircraft sought by the City of Jacksonville reduces risk of errors during the selection process by providing insightful, thorough review of aircraft; impartial value appraisal; and

assurance the aircraft title is free and clear of liens and encumbrances. Acquisition of aircraft is time-sensitive due to budget considerations. A buyer's agent can travel at will to conduct physical inspection. Buyer's agent may be cognizant of suitable aircraft for sale that would otherwise be unknown to COJ. This inside knowledge may generate a wider choice of aircraft for consideration by the COJ.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members.
   Contact Kenneth Pearson, Aviation Supervisor, and Cailean McElheny, MC Pilot, at 696-4374, ext 229.

9. A project funding account number:
   ERMC011-6402

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.
    - Ken Thrasher, President, Heli-Tech, Inc.,
      3621 Frankford Ave
      Panama City, FL 32405
      Phone: (850) 763-9000
    - Scott Yackel, Pilot
      Chatham County Mosquito Control
      65 Billy Hair Dr.
      Savannah, Ga. 31408
    - National Aircraft Appraisers Association
      7 West Square Lake Road
      Bloomfield Hills, MI 48302
      (248) 758 2333 (248) 769-6084 (Fax)
      naaa@plane-values.com
    - Mark Campolong- 717-309-3100 – Airecell
    - Trinity Aviation - 512-868-5858
    - David Fischer – Western Aviation - 800-913-5387

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

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