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 $30,000.00 for the remainder of FY20 to assure sufficient funding. Revised not-to-exceed expenditure amount for FY20 is $202,800.00. Total revised award amount not-to-exceed $552,760.00.

Funding for this award will be encumbered from account 00111-118101-03109 and executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Previous Awards

BUYER: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC 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

Friday, August 28, 2020

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

FROM: Timothy Crutchfield, Director of Operations

RE: ESC-0474-17 Body Transport Services Master Blanket No. 8A00961:3

The Medical Examiner's Office is requesting as a change order to increase the award for Body Transport Services. We need to increase the above blanket order by $30,000.00 for the period 10/1/2019 thru 9/30/2020. The new grand total of the current blanket order will be $202,800.00 and the new grand total of the contract amount not to exceed $552,760.00. All specifications of the contract will remain the same.

The Center Number is 118101 (MEME011) and the account number is 531090.

This change order is due to an increase in cases that exceeded our initial projections. I have also attached a copy of the last award for the period 10/1/2019 thru 9/30/2020.

Thanks you for your assistance.

/daw

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 5 MEMBERS DISAPPROVING Ø DATE: 7/25/19

1. 2. OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/25/19

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 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:

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 _____

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

OTHER _____

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