ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **March 17, 2020**

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 procure a contractor to provide **Body Transport Services for the Medical Examiner's Office.** 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 Plan.

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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

District IV Medical Examiner's Office

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Wednesday, January 08, 2020

TO: Greg Pease, Chief, Procurement

THRU: Dr. B. Robert Pietak, Chief Medical Examiner

FROM: Tim Crutchfield, Director of Operations

RE: **Body Transport Services**

The Medical Examiner's Office respectfully requests the Procurement Division to proceed with the issuance of a Request for Proposal (RFP) to procure body transport services thru the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC).

The Office of the Medical Examiner has the statutory responsibility (Florida Statutes Chapter 406) for the investigation and certification of any death within its jurisdiction that is sudden, unexplained, or unattended. Cases are investigated at the location of death by the Forensic Investigation unit working under the direction and authority of the Chief Medical Examiner or Associate Medical Examiner. Statues prohibit the movement of the body, or articles within the proximity of the body that relate to the cause and manner of death, by anyone other than a representative of the Medical Examiner's Office. This contract requires the transportation of the remains of persons who die within Duval County, Florida from the death site to the Medical Examiner's Office in Jacksonville, Florida.

The evaluated bid process is required due to the specialized nature of the scope included in the RFP (i.e. specialized training in blood-borne pathogens, universal precautions, and personal protective equipment). The evaluated bid process ensures that minimum requirements will be met and that an adequate level of service will be provided.

The requested time period of the agreement is for 3 years with an estimated cost of $173,000.00 per year for funding via Index Code MEME011-03109. Our existing Bid ~~#ESC-0515-17~~ ESC-0474-17 DK expires on September 30, 2020.

The subcommittee responsible for evaluating the submitted bids will be the Chief Medical Examiner, the Medical Examiner's Office Operations Manager, and the Medical Examiner's Office Chief Forensics Investigator

If any additional information is required please do not hesitate to contact me at 255-4012 or tcrutchfield@coj.net.

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

February 5, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

RE: **Body Transport Services Medical Examiner's Office**

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) 255-8833.

cc: Dave Klages
Rose Nettles

Klages, David

From:	Verdejo Magras, Wanda
Sent:	Tuesday, February 04, 2020 1:11 PM
To:	Klages, David; Crutchfield, Tim; Wellmann, Debra
Subject:	RE: Risk concluded Review for Body Transport Services
Attachments:	UPDATED ESC-XXXX-21 Body Transport Services - Draft 01 (risk approved).doc

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management has concluded the review for Body Transport Services and attached is the final version of the RFP specifications.

Summary:

- Attachment G –Indemnification
- Attachment H – Insurance Requirements

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**
Email : *wverdejo@coj.net*

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Where Florida Begins.

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From: Klages, David
Sent: Monday, February 03, 2020 4:30 PM
To: RiskReview
Cc: Willis, Ann; Crutchfield, Tim; Wellmann, Debra
Subject: Risk Review for Body Transport Services

Good afternoon. Would you please review the insurance and indemnification requirements for the attached RFP and revise as needed?

If you have any questions, please feel free to call.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

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