PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **July 14, 2017**

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 services for **Asbestos Abatement Consulting Services.** 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 Program**

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

City of Jacksonville, Florida

Lenny Curry, Mayor

Municipal Code Compliance Division
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202

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July 13, 2017

M E M O R A N D U M

TO: Gregory Pease, Division Chief
Procurement Division

FROM: Bryan Mosier, Division Chief
Municipal Code Compliance Division

RE: **Request permission to utilize the Completive Sealed Proposal Process**

MCCD is requesting to utilize the CSPEC per Procurement manual 126.204 to perform evaluated bids for asbestos survey contractors.

BM/ds

Finance and Administration
Jacksonville Small & Emerging Business
CITY OF JACKSONVILLE

July 7, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Nick Zelaya, JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Asbestos Abatement Consulting Services**

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

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: Marilyn Laidler

MR/nz

214 North Hogan Street, Suite 800 □ Jacksonville, FL 32202 □ 904-255-8840 □ Fax 904-255-8842 □ www.jseb.coj.net

Laidler, Marilyn

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, July 06, 2017 10:21 AM
To: Steele, Dennis
Cc: Chao, Michael; Mosier, Bryan; Laidler, Marilyn
Subject: RE: Asbestos Scope of Work for MCCD
Attachments: CSPEC RFP DRAFT-2.18 (Revised 1) RM Redline 7.6.17.doc; CSPEC RFP DRAFT-2.18 (Revised 1) RM Redline 7.6.17.pdf

Please find attached Risk Management's redline of the above RFP. Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Steele, Dennis
Sent: Friday, June 23, 2017 10:17 AM
To: Willis, Ann
Cc: Chao, Michael; Mosier, Bryan
Subject: FW: Asbestos Scope of Work for MCCD

Ann,

Good morning. Please see the attached document for the highlighted areas, which pertain to Risk Management's requirements for insurance and indemnification.

The is an expedited request from the Mayor's Office so if you could please assist , it would be greatly appreciated.

Let me know if you need anything else.

Regards,

Dennis Steele

Contract Compliance Manager
City of Jacksonville | Municipal Code Compliance Division
214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Phone (904) 255-7041
Fax (904) 255-8920
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Please note that under Florida's very broad public records law, communications to and from City of Jacksonville officials are subject to public disclosure.

Please note: The information contained in this e-mail does not constitute a title search nor should it be construed as such.

From: Steele, Dennis
Sent: Thursday, June 22, 2017 12:41 PM
To: Laidler, Marilyn
Cc: Chao, Michael; Mosier, Bryan
Subject: RE: Asbestos Scope of Work for MCCD

Marilyn,

Please see the attached draft for MCCD's additions to the document, as requested;

- Scope of Services (1.2)
- Term of Agreement (1.3)
- Minimum Requirements for Contractors (1.4)
- Section 4
- Federal Funding (1.7)
- Pre-bid meeting (1.8)
- Pricing/Rate – Survey will be per unit cost (per survey)
- Attachment "D" #7 (my name & address)
-

I need a little guidance on the following;

- How many responses
- Number of CD's
- Attachment "B" (do you need this information?)

Regards,