SINGLE SOURCE AWARD **BID # SS-0368-20**

Subject: ISO Consulting Services

Department: Jacksonville Fire Rescue Department (JFRD)

Description of Purchase: Recommend approval of single source award to National Fire Services Office for consulting services throughout the ISO PPC ratings process. Total expenditure amount not to exceed $79,000.00.

Funding Source: FRFO011FO-03109 – To be encumbered by Purchase Order

Single Source Award To: National Fire Services Office

Price Justification: See attachment

Total Award: $79,000.00 **Requisition #:** 267635

Attachments: Recommendation Memo, Single Source Form, Vendor Quote

Certification as to Single Source: Steven Riska, Division Chief of Fire Operations

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Taryn Manser

for Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

OFFICE OF THE CHIEF OF OPERATIONS

MEMORANDUM

December 3, 2019

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

From: **Steven Riska, Interim Division Chief of Fire Operations**

RE: **Single Source Recommendation**

The Jacksonville Fire and Rescue Department (JFRD) has used the National Fire Services Office throughout our ISO PPC ratings. No other vendor would have the knowledge of our fire stations, equipment, records and other pertinent information. If another vendor were to bid, they would have to duplicate the work of the previous vendor and the cost would be substantially higher.

Therefore, we are recommending that the Procurement Department proceed with the single source purchase of consultation services with National Fire Services Office for $79,000.

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515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.630.7871 | Fax: 904.630.0521 kpowers@coj.net

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Firer and Rescue Department

FUNDING SOURCE: FRFO0111FO-3109

BRIEF DESCRIPTION OF GOODS/SERVICES:

ISO consultant to assist with 2020 re-rate

AMOUNT OF PROJECT (attach quote): $79,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Consulting meetings with JFRD to explain new rule requirements and regulations. Develop strategic plans to ensure JFRD maintains a PPC rating of Class -1.
Review and document needed alternate water sources and verify that they still meet requirements. Provide a list of needed replacement sites. This is required annually By ISO.
Review basic fire department records for ISO compliance. Provide consultation services for 2019-2020. Evaluate Duval county for future fire station placement to expand and enhance ISO coverage

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Currently we are working with National Fire Service Office to conduct a review of how JFRD is meeting the ISO requirements.
The Alternate Water site study is critical component to maintain the current ISO class-1 PPC rating. The vendor has knowledge of our fire stations, equipment, records and other pertinent information. If another vendor were to bid, they would have to duplicate the work of the previous vendor and the cost would be substantially higher.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The cost of duplicated service which will be required by another consultant would greatly increase the cost to the COJ

Submitted by: Steven Riska — Interim Division Chief of Operations Chief

(Name) **(Title)**

Date: 12-3-2019

Requesting Agency's Director's Signature:

Procurement Division ____

March, 2017

FRFO011FO-3109

National Fire Services Office

Quote

Your Guide To Success!

1622 Airport Road
Sylvania, GA 30467
Phone 912-857-6700 Fax 912-857-6710

DATE: 12-02-2019

Quote #
16539

Bill To:
City of Jacksonville
Fire and Rescue Dept.
515 Julia Street
Jacksonville, Fl 32202

For:
Fire Consulting Services

NFSO Project Number: FL7528AW

DESCRIPTION	AMOUNT
ISO Consultation - verify that the alternater water sites are still certafiable and inspected annually as required by ISO. These water sites are needed to maintain a single class rating.	
"In Jacksonville 1,000's of property owners qualify for the ISO Class-1 rating by usage of alternate water through COJ's water shuttle. Water locations certified in the past must be re-evaluated annually to verify their usability.	
Tasks Needed:	
1.) Meet with fire management to explain any new requirements, rules, and regulations that impact the current ISO rating.	-
2.) Review and document "Alternate Water" sites to verify they still meet compliancy requirements. This step is critical to still hold a countywide Alternate Water ISO rating.	-
The cost of 2019-2020 Services would be divided into multiple phases.	
a. Inspect Alternate Water sites and provide COJ a list of re-qualifiable sites.	28,000.00
b. Provide the Fire Department a list of needed replacement sites.	Included
c. Review basic fire department records for ISO compliancy.	Included
d. Provide ISO consultation services for 2019 to 2020.	14,000.00
COJ Project Coordinator: Chief Keith Powers	
F.S. 837.06 Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.	
Total Cost of Services	$ 42,000.00

Please make check payable to: **National Fire Services Office**
If you have any questions concerning this invoice contact Harold Starling 912-656-6703 or email skip@nfso.us

THANK YOU FOR YOUR BUSINESS!

National Fire Services Office

Quote

Your Guide To Success!

1622 Airport Road
Sylvania, GA 30467
Phone 912-656-6703 Fax 912-857-6700

DATE: 12-2-2019

Quote #
16540

Bill To:
City of Jacksonville
Fire and Rescue Dept.
515 Julia Street
Jacksonville, Fl 32202

For:
ISO Consulting Services

NFSO Project Number: FL7529SP

DESCRIPTION	AMOUNT
ISO Consultation - Evaluate Duval County for future fire station placement to expand and enhance ISO coverage and to review current fire station placement for equitable distribution. The study will require extensive GIS mapping to develop the deployment analysis. Each current fire station will be assessed to identify areas of overlapping service. It's understood that the operational functionality will also have to be considered when designing proper fire station placement. The results from this survey will be compiled into a prioritized list of needed fire stations for the effectiveness within the population served by each fire station.	$ 37,000.00
COJ Project Coordinator: Chief Keith Powers	
F.S. 837.06 Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.	
Total Cost of Services	$ 37,000.00

Please make check payable to: **National Fire Services Office**
If you have any questions concerning this invoice contact Harold Starling 912-656-6703 or email skip@nfso.us

THANK YOU FOR YOUR BUSINESS!

Informal Quote Tabulation - Requisition REQ267295

of Items per page: 25 Sort by: Print Sequence Ascending Go
# of Vendors per page: 5 Sort by: Vendor Name Ascending

Total Item Count: 2 **Informal Quote Bidder Count:** 1

Req Item Info	00001951 - Thermo Environm...
	☐
Item # : 1 Print Sequence: 1.0 (938 - 76) Fixed price repair of Model 42i ambient air monitoring equipment. Quantity(UOM) : 1.00(EA) Unit Cost: $3,050.00	☑ ** $3,050.00 1.0 (EA) 0.0 (Tax) 100.0 (Freight) Subtotal: $3,150.00
Item # : 2 Print Sequence: 2.0 (938 - 76) Service and calibration of Model 48i ambient air monitoring equipment. Quantity(UOM) : 1.00(EA) Unit Cost: $2,730.00	☑ ** $2,730.00 1.0 (EA) 0.0 (Tax) 100.0 (Freight) Subtotal: $2,830.00
Quote Total	$5,980.00

Apply All Quote Item Pricing to Req Items — Apply Pricing

Apply Selected Pricing to Req Items | Select and Apply Attachments | Print

Close Window

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Manser, Taryn

From: Pease, Gregory
Sent: Thursday, December 19, 2019 11:22 AM
To: Manser, Taryn
Subject: RE: Single Source Request for National Fire Services Office

Ok, please include this e-mail thread in the bid file. Please proceed with posting. Thanks.

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838
CITY OF JACKSONVILLE

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

From: Manser, Taryn
Sent: Thursday, December 19, 2019 11:15 AM
To: Pease, Gregory
Subject: RE: Single Source Request for National Fire Services Office

This was originally bid as PSEC P-21-13 and attached is the mailing list from this bid. NFSO was the only bidder on this project (see attached). Cindy and Chief Riska do not know who else does this service now, as they have been using this company ever since the PSEC award.

Taryn Manser
Purchasing Analyst
CITY OF JACKSONVILLE

From: Pease, Gregory
Sent: Thursday, December 19, 2019 10:30 AM
To: Manser, Taryn
Subject: RE: Single Source Request for National Fire Services Office

How was this vendor secured initially? I didn't see an answer for who else performs this service? Thanks.

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division

City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

CITY OF JACKSONVILLE

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From: Manser, Taryn
Sent: Thursday, December 19, 2019 10:23 AM
To: Pease, Gregory
Subject: FW: Single Source Request for National Fire Services Office

Greg,

Below is the response from Chief Riska. Let me know if you need more information.

Taryn Manser
Purchasing Analyst

CITY OF JACKSONVILLE

From: Riska, Steven
Sent: Thursday, December 19, 2019 10:06 AM
To: Manser, Taryn
Subject: RE: Single Source Request for National Fire Services Office

They have provided annual alternate water source verifications. This is required by ISO in order to maintain the alternate water supply rating that we fall under. If we were to use a different vendor, they would have to re-evaluate all of the alternate water sources and acquire new signed agreements for access to the individual properties. This is an extensive process and would result in a higher cost for the service. Please feel free to contact me with any specific questions.

Respectfully,

Steven Riska
Deputy Division Chief of Operations
Jacksonville Fire Rescue Department
515 North Julia Street
Jacksonville ,Florida 32202
sriska@coj.net
work (904)630-5210
cell (904)576-8938
cell (904)588-3278

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From: Manser, Taryn
Sent: Thursday, December 19, 2019 8:36 AM
To: Riska, Steven
Subject: FW: Single Source Request for National Fire Services Office

Hi Chief Riska,

Please see the below questions from Greg regarding the single source request for ISO Consulting Services. Can you provide the answers to these two questions?

Thank you,

Taryn Manser
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan St., Suite 800
Jacksonville, FL 32202
904-255-8806
tmanser@coj.net

CITY OF JACKSONVILLE

From: Pease, Gregory
Sent: Thursday, December 19, 2019 8:33 AM
To: Manser, Taryn
Subject: RE: Single Source Request for National Fire Services Office

What work are they performing for us now? Who else does this type of work?

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St

Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

CITY OF JACKSONVILLE

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From: Manser, Taryn
Sent: Thursday, December 19, 2019 7:36 AM
To: Pease, Gregory
Subject: Single Source Request for National Fire Services Office

Hi Greg,

Do you approve of the attached Single Source Award request for consultation services with National Fire Services Office?

Thank you,

Taryn Manser
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan St., Suite 800
Jacksonville, FL 32202
904-255-8806
tmanser@coj.net

CITY OF JACKSONVILLE

QWS3270X 12/19/2019 2:11 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 12/19/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:11 PM

FISCAL MO/YEAR : 03 2020 CURRENCY CODE :
INDEX CODE : FRFO011FO FIRE OPERATIONS
SUBOBJECT : 03109 PROFESSIONAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	59,000.00	233,125.10	233,125.10
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	15,000.00	19,125.10	19,125.10
PRE-ENCUMBRANCES	64,000.00	79,000.00	79,000.00
REMAINING BALANCE	-20,000.00	135,000.00	135,000.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND