**SUBJECT:** BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

**BID #:** ESC-0001-21 **OPEN DATE:** 5/13/2020

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**

Recommend approval to increase the award to North Florida Removal Service, Inc. in the amount of $20,000.00 for FY22 due to increase cases that exceeded the initial projections.

Recommend approval to utilize the second and final renewal option with North Florida Removal Service, Inc. for Body Transport Services for the Duval County Medical Examiner's Office. The requested annual expenditure not-to-exceed $205,920.00. Total revised award expenditure not-to-exceed $652,760.00. Period of service will be October 1, 2022 through September 30, 2023.

Funding Source: 00111-118101-531090-000000-00000000-00000-0000000, to be executed by Purchase Order(s).

The award for FY 23 is subject to appropriation by the City beginning October 1, 2022. 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, Supplier's Letter, Previous Awards

**ANALYST:** _____ RUBEN OLA

**RESPECTFULLY SUBMITTED:** _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**

ACTION OF GGAC 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*

Wednesday, July 13, 2022

TO: Greg Pease, Chief, Procurement

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

FROM: Tim Crutchfield, Director of Operations

RE: **ESC-0001-21 Body Transport Services Master Blanket No. 610318-21**

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The Medical Examiner's Office is requesting the following:

1. Approval to increase the award to North Florida Removal Service, Inc.in the amount of $20,000 for FY22 due to increase cases that exceeded the initial projections; and

2. Second renewal of the award for Body Transport Services. We need to increase the master blanket by $205,920.00 for the period 10-1-22 thru 9-30-23. The new estimated grand total of the purchase order will be $652,760.00. All specifications of the contract will remain the same.

The funding source is: 00111.118101.531090.000000.00000000.00000.0000000

I have also attached a copy of the renewal letter from North Florida Removal Service, Inc.

Thank you for your assistance.

/daw

North Florida Removal Service, Inc.
Post Office Box 62293
Jacksonville, Florida 32208

June 18, 2022

Mr. Tim Crutchfield
Office Manager
Medical Examiner's Office
2100 Jefferson Street
Jacksonville, Florida 32206

RE: Contract Renewal FY23

Dear Mr. Crutchfield:

This letter is to certify that North Florida Removal Service wishes to renew the Agreement with the City of Jacksonville, Florida by and for District 4 Medical Examiner's office for body transport services at the current price of $130.00 per transport for the period of October 1, 2022 thru September 30, 2023

Sincerely,

David W. Johnson, Sr.
President

**SUBJECT:** BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

**BID #:** ESC-0001-21

**OPEN DATE:** 5/13/2020

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject RFP was awarded on 5/21/20 to North Florida Removal Service, Inc. in the not-to-exceed amount of $205,920.00. First renewal option approved on 6/4/21 in the amount of $205,920.00.

Recommend approval to increase the award to North Florida Removal Service, Inc. for the remainder of FY 21 (initial award) in the not-to-exceed amount of $15,000.00 due to a higher than expected number of cases. Revised award amount for the initial award not-to-exceed $220,920.00. Total revised award amount not-to-exceed $426,840.00. Period of service for the increase will be date of award through September 30, 2021.

Funding for this award will be encumbered from account 00111-118101-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

**ATTACHMENTS:** Recommendation Memo, Previous Awards

**ANALYST:** DAVID KLAGES

**RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Tim Crutchfield, Director of Operations, Duval County 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: 8/5/21

OTHER:

**ACTION OF AWARDING AUTHORITY** DATE 8-6-21

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 FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

**BID #:** ESC-0001-21

**OPEN DATE:** 5/13/2020

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject RFP was awarded on 5/21/20 to North Florida Removal Service, Inc. in the not-to-exceed amount of $205,920.00.

Recommend approval to utilize the first contract renewal option with North Florida Removal Service, Inc. in the annual not-to-exceed expenditure amount of $205,920.00. Total revised award amount not-to-exceed $411,840.00. Period of service will be October 1, 2021 through September 30, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-118101-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. 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, Supplier's Letter, Term of Agreement, Previous Award

**ANALYST:** DAVID KLAGES

**RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 6/3/2021

OTHER:

**ACTION OF AWARDING AUTHORITY** DATE 6/4/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2010-02

SUBJECT: BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BID #: ESC-0001-21

OPEN DATE: 5/13/2020

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) NUMBER RECEIVED: (1) OTHER: (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**

Recommend approval to waive as a minor irregularity missing Addendum 1 from North Florida Removal Service, Inc. that has since been acknowledged and received.

Recommend approval of award to the only responding firm, North Florida Removal Service, Inc., for body transport services. Estimated initial award amount not-to-exceed $205,920.00. Period of service shall be October 1, 2020 through September 30, 2021 with two (2) one (1) year renewal options.

Funding for this award shall be encumbered from account 0011-118101-531090-00000-00000-00000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Agreement Terms, Addendum 1

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/21/20

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/20

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

# Requisition MEME-500689-22



| | | | |
|---|---|---|---|
| **Requisitioning BU** | MEME: Medical Examiners | **Requisition Amount** | 20,000 USD |
| **Entered By** | Debra Wellmann | **Justification** | |
| **Status** | Approved | **Funds Status** | Reserved |
| **Description** | Increase of $20,000 for body transport services in accordance with Bid# ESC-0001-21 | | |
| **Emergency Requisition** | No | | |

**Attachments**

| Title | File Name or URL | Description |
|---|---|---|
| FY22 Signed CSPEC memo to incr | FY22 Signed CSPEC memo to increase award.pdf | |

**Lines**

| Line | Item | Description | Category Name | Quantity | UOM | Price | Amount (USD) | Status | Funds Status |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | Increase of $20,000 for body transport services in accordance with Bid# ESC-0001-21 | 962.70 Removal and Pickup of Dead Bodies | | | USD | 20,000 | Approved | Reserved |

| | | | |
|---|---|---|---|
| **Requester** | Debra Wellmann | **Supplier** | North Florida Removal & Cleaning Service, Inc. |
| **Urgent** | No | **Supplier Site** | Order/Remit |
| **Requested Delivery Date** | 7/7/22 | **Supplier Contact** | David W Johnson Sr |
| **Deliver-to Location** | Medical Examiners Office Charge | **Contact Phone** | +1 (904) 813-2670 |
| **Deliver-to Address** | 2100 Jefferson Street, Jacksonville, FL 32206, Duval, United States | **Charge Account** | 00111.118101.531090.000000.00000000.00000.0000000 |
| **Note to Buyer** | | | |

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.

# Requisition MEME-500690-22



**Requisitioning BU** MEME: Medical Examiners
**Entered By** Debra Wellmann
**Status** Approved
**Description** 2nd Renewal for Body Transport Services in accordance with Bid# ESC-0001-21 awarded to North Florida Removal Service Inc. for period of 10/1/2022 thru 9/30/2023
**Emergency Requisition** No

**Requisition Amount** 0.01 USD
**Justification** Monies not immediately needed. This is a 2ns renewal to an existing contract for FY23
**Funds Status** Reserved

**Attachments**

| Title | File Name or URL | Description |
|---|---|---|
| Signed Procurement Ltr & Renew | Signed Procurement Ltr & Renewal Ltr. pdf | |

**Lines**

| Line | Item | Description | Category Name | Quantity | UOM | Price | Amount (USD) | Status | Funds Status |
|---|---|---|---|---|---|---|---|---|---|
| | | 2nd Renewal for Body Transport Services in accordance with Bid# ESC-0001-21 awarded to North Florida Removal Service Inc. for period of 10/1/2022 thru 9/30/2023 | 962.70 Removal and Pickup of Dead Bodies | | | USD | 0.01 | Approved | Reserved |

**Requester** Debra Wellmann
**Urgent** No
**Requested Delivery Date** 7/8/22
**Deliver-to Location** Medical Examiners Office Charge
**Deliver-to Address** 2100 Jefferson Street, Jacksonville, FL 32206, Duval, United States
**Note to Buyer**

**Supplier** North Florida Removal & Cleaning Service, Inc.
**Supplier Site** Order/Remit
**Supplier Contact** David W Johnson Sr
**Contact Phone** +1 (904) 813-2670
**Charge Account** 00111.118101.531090.000000.00000000.00000.0000000

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.