PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **March 28, 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 for Citywide Emergency Debris Management Services for Public Works Department. 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	

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

March 28, 2017

TO: GREG PEASE
CHIEF OF PROCUREMENT

FROM: BILL JOYCE, P.E.
OPERATIONS DIRECTOR

RE: CITYWIDE EMERGENCY DEBRIS MANAGEMENT SERVICES

Please take appropriate action to issue a Request for Qualifications (RFQ) for Citywide Emergency Debris Management Services.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of City services from a contractor to remove debris in the event debris is generated from a natural or man-made disaster within the boundaries of Duval County. The City anticipates the selected contractor will furnish all necessary personnel, materials, equipment, labor, supervision, facilities and shall otherwise provide all services necessary for or incidental to the performance of f all work as defined in the City's Emergency Debris Management Services

The objective is to ensure the City of Jacksonville is prepared to manage high levels of debris created that are man-made by a man-made or natural disaster.

Attached please find the scope of work, minimum specifications and intended evaluation criteria.

Thank you for your consideration in this matter.

WJJ/ac
cc: John Pappas, Director
Dan Pearson, Procurement
Dinah Mason, Manager

214 N. Hogan St, 10th floor | Jacksonville, FL 32202 | Phone: 904.255.8786 | Fax: 904.255.8929

Laidler, Marilyn

From: Pearson, Daniel
Sent: Tuesday, March 28, 2017 11:42 AM
To: Laidler, Marilyn
Subject: FW: REQUEST FOR RISK MANAGEMENT SERVICES (ed. 05.22.16).docx
Attachments: Final (v) Draft RFP Debris Management Mar 2017 (2)RM Redline 3.6.17.doc

I am working on the RFP that we'll have distributed by Thursday.

From: Mason, Dinah
Sent: Tuesday, March 28, 2017 10:51 AM
To: Pearson, Daniel
Cc: Joyce, William; Pappas, John; Pease, Gregory
Subject: FW: REQUEST FOR RISK MANAGEMENT SERVICES (ed. 05.22.16).docx

Dan per our conversation please see attached, I am working on the CSPEC Memo will have to you today after John reviews and signs.

Thanks,

Dinah

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Monday, March 6, 2017 9:29 AM
To: Mason, Dinah; RiskReview
Cc: Pappas, John; Joyce, William
Subject: RE: REQUEST FOR RISK MANAGEMENT SERVICES (ed. 05.22.16).docx

Thank you!

Attached please find Risk Management's redline of the Emergency Debris Management RFP.
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: Mason, Dinah
Sent: Monday, March 06, 2017 8:07 AM
To: RiskReview
Cc: Pappas, John; Joyce, William
Subject: REQUEST FOR RISK MANAGEMENT SERVICES (ed. 05.22.16).docx

Risk Management Division:

Per your request please see the attached "Request for Risk Management Services" for review of the insurance and bonding requirements for the Citywide Emergency Debris Management RFP.

Please call if you have any questions.

Sincerely,

Dinah L. Coleman-Mason
Department of Public Works
Manager/Special Projects
214 N. Hogan Street
Jacksonville, Florida 32202
904-255-8728 (tel)
904-255-8948 (fax)

Laidler, Marilyn

From: Cruz, Aileen
Sent: Wednesday, March 29, 2017 4:24 PM
To: Laidler, Marilyn
Subject: Citywide Emergency Debris Management Services

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, JSEB Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Citywide Emergency Debris Management 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) 255-8840.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax