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City of Jacksonville, Florida

Donna Deegan, Mayor

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

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MEMORANDUM

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

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **July 13, 2023**

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 supplier for **CCTV Camera System Solution and Integration for the W. Duval Street Parking Garage**. 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 the 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	

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

June 27, 2023

To: Dustin Freeman, Chief, Procurement Division

From: Robert Carle, Public Parking Officer, Office of Public Parking

Subject: Office of Public Parking Division Closed-Circuit Television (CCTV) Camera System Solution and Integration

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code. The purpose of this request is to seek permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of a Closed-Circuit Television (CCTV) Camera System Solution and Integration at the Duval Street Garage operated by the Office of Public Parking. The evaluated bid process is required due to the complexity of the scope and integration into the current operating environment, the project planning among the vendors' solution and the importance of the qualifications and references of the providers versus a low bidder, open market method. In order to ensure that our minimum requirements are met, the evaluated process would be the fairest way to select the vendor.

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There are currently no bids or contracts out for these services.

The sub-committee responsible for evaluating the submitted proposals will be comprised of representatives from the Office of Public Parking and Information Technologies Division.
The names and telephone numbers of the representatives designated to serve on the committee are:

Robert Carle - 255-5851
William Schaefer - 255-5861
Anthony Granato - 255-5860
Ronald Shuler - 255-5864
Scott Barengo - 255-8138

It is our desire that this job be awarded in the form of a purchase order upon selection of the winning vendor.

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

June 26, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator
Karem Baez, EBO/JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **CCTV Camera System Solution and Integration for the W. Duval Street Parking Garage**

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-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: David Klages
Dinah Mason

Klages, David

From: Collier, Kevin on behalf of RiskReview
Sent: Tuesday, June 27, 2023 7:56 AM
To: Klages, David
Subject: RE: Review of RFP Document: CCTV Camera System Solution and Integration for the W. Duval Street Parking Garage

David,

Please add the following insurance requirement:

Builders Risk/Installation Floater **%100 Completed Value of the Project**

Such insurance shall be on a form acceptable to the CITY's Office of Insurance and Risk Management. The Builder's Risk policy shall include the SPECIAL FORM/ALL RISK COVERAGES. The Builder's Risk and/or Installation policy shall not be subject to a coinsurance clause. A maximum $10,000 deductible for other than windstorm and hail. For windstorm and hail coverage, the maximum deductible applicable shall be 2% of the completed value of the project. Named insured's shall be: CONTRACTOR, the CITY, and respective members, officials, employees and agents, the ENGINEER, and the PROGRAM MANAGEMENT FIRM(S) (when program management services are provided). The City of Jacksonville, its members, officials, officers, employees and agents are to be named as a loss payee.

Thanks,

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

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

From: Klages, David <DKlages@coj.net>
Sent: Monday, June 26, 2023 4:23 PM
To: RiskReview <RiskReview@coj.net>
Subject: Review of RFP Document: CCTV Camera System Solution and Integration for the W. Duval Street Parking Garage

Good afternoon. Would you please review the insurance and indemnification requirements for the attached solicitation? The scope of services is to add CCTV cameras at the W. Duval Street parking garage and can be found beginning on page 27.

The Insurance & Indemnification requirements can be found beginning on page 50. The estimated value of the project is $180,000.00.

Please feel free to call if you have any questions.

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

CITY OF JACKSONVILLE