SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 **OPEN DATE: 05/10/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with North Florida Removal Service, Inc. to continue providing body transport services for the Medical Examiner's Office. Period of service is from October 1, 2018 through September 30, 2019. Total revised estimated annual expenditure amount is $171,120.00, for an expenditure amount not to exceed $339,960.00.

Funding for this award to be encumbered by account MEME011-03109 - To be executed by purchase order

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. 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 the work herein. A written notification will be provided in the event that funds are appropriated.

ATTACHMENTS: Recommendation Memo, Vendor Letter and Previous Award

BUYER: _____
Annette Burney

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Timothy C. Crutchfield, Director of Operations, Medical Examiner's Office**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC 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 Counties

Monday, September 10, 2018

09/24/18 14:32:25
Procurement Division

TO: Greg Pease, Chief of Procurement thru Annette Leslie-Burney, Purchasing Analyst

FROM: Timothy C. Crutchfield, Director of Operations

RE: **ESC-0474-17 Body Transport Services Master Blanket no. 8A00961**

The Medical Examiner's Office is requesting the first renewal of the award for Body Transport Services. We need to increase the master blanket by $171,120.00 for the period 10-1-18 thru 9-30-19. The new estimated grand total of the purchase order will be $339,960.00. All specifications of the contract will remain the same.

The index code is MEME011 and the subobject is 03109.

I have also attached a copy of the initial award for the period 10/1/17 thru 9/30/18, along with the renewal letter from North Florida Removal Service, Inc.

Thank you for your assistance.

/jll

2100 Jefferson Street
Jacksonville FL 32206

904.255.4000 (main office)
904.630.0964 (facsimile)

www.coj.net
MEORecords@coj.net

Jacksonville
Where Florida Begins.

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 **OPEN DATE: 05/10/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring bidder, North Florida Removal Service, to provide body transport services for the Medical Examiner's Office. Period of service is from October 1, 2017 through September 30, 2018 with two (2) one (1) year renewal options. Total annual expenditure in the amount of $168,840.00.

Funding for this award to be encumbered by account MEME011-03109 to be executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scope of Services

BUYER: STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Valerie Rao, MD, Chief Medical Examiner, Medical Examiner's Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 6/01/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/01/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

NORTH FLORIDA REMOVAL SERVICE, INC.
Post Office Box 62293
Jacksonville, Florida 32208
904-813-2670

September 4, 2018

Mr. Tim Crutchfield
Medical Examiner's Office
2100 Jefferson Street
Jacksonville, Florida 32206-3534

RE: Contract Renewal

This letter is to certify that North Florida Removal Service, Inc., agrees enter into the annual renewal period for the Body Transport Contract under the current contract terms and conditions.

Sincerely,

David W. Johnson, Sr.
David W. Johnson, Sr.
President