FIRE AND RESCUE DEPARTMENT

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November 13, 2017

TO: Gregory Pease, Chief of Procurement

FROM: Kurtis L. Wilson, Director/ Fire Chief

RE: Certification Letter for P-05-18 Health Screening Physicals for Jacksonville Fire & Rescue Department Personnel/Ancillary Personnel

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study: **Provide comprehensive medical examinations, fitness assessments, and functional movement screening for fire personnel.**

2. The Objective of the study or services: **Provide fire personnel with quality Health, Wellness, and Fitness Programs to assist with early detection of diseases and identify fitness limitations.**

3. The estimated period of time needed for the service or study: **One year contact with three (3) additional one year renewals.**

4. The estimated cost of the service or study: **$490,200**

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: **No, current contract expires in March 2018 and does not meet requirements for using grant monies. Not 2 CFR compliant.**

6. List of current contracts or prior services or studies which are related to the proposed study or service. **None**

FIRE AND RESCUE DEPARTMENT

7. A statement as to why the service/study cannot be done by department or agency staff:
   The department does not have the equipment or staff with the expertise for providing medical examinations and treating high risk individuals.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

   Tracy Hooten - Health & Safety Officer # 718-4878
   Gail Loput - Chief of Training # 997-4947

9. A project funding account number: **FREP1F9-FRE61-18-3109**

10. The **names** and **email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

    See Attached List

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013

    (See: http://inside.coj.net/op/pr/default.aspx)

Tracy Hooten, Health & Safety Officer

Gail Loput, Chief of Training