SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0515-14 **OPEN DATE: 6/18/2014**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with North Florida Removal Service, Inc. by $31,000.00 for the period ending September 30, 2017. Total revised estimated annual expenditure amount is $174,400.00, for a total expenditure amount not to exceed $498,580.00.

FUNDING SOURCE: MEME011-03109 - To be encumbered by purchase order

ATTACHMENTS: Recommendation Memo and Previous Awards

ANALYST: _____ RESPECTFULLY SUBMITTED _____
ANNETTE L. BURNEY GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

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(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

Wednesday, August 02, 2017

TO: Annette Leslie-Burney, Purchasing Analyst

FROM: Timothy C. Crutchfield, Director of Operations

RE: **ESC-0515-14 Body Transport Services Master Blanket no. 407387:5**

The Medical Examiner's Office is requesting an increase in the award for Body Transport Services. We need to increase the master blanket by $31,000.00 to get us thru 9-30-17. The new grand total of the purchase order will be $174,400.00. The initial award for 2017 was $143,400.00 and we have used almost all of these funds. The body transports have increased a lot more than anticipated due to death investigations and the opioid crisis.

I have included a copy of the amended award for the period 10/1/16 thru 9/30/17.

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-0515-14 OPEN DATE: 6/18/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with North Florida Removal Service, Inc. Period of service is from October 1, 2016 through September 30, 2017. Total revised annual expenditure in the amount of $143,400.00, for a not to exceed expenditure in the amount of $467,580.00.

FUNDING SOURCE: MEME011-03109 - To be encumbered by purchase order

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. 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 Awards

ANALYST: ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Timothy 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 5 MEMBERS DISAPPROVING Ø DATE: 8-25-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/25/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: BODY TRANSPORT SERVICES MB 407381

BID #: ESC-0515-14 **OPEN DATE: 6/18/2014**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **MEDICAL EXAMINER**

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with North Florida Removal Service, Inc. in the amount of $12,800.00 for the period of ending September 30, 2016. Total revised annual expenditure in the amount of $159,452.00, for a not to exceed expenditure in the amount of $324,180.00.

FUNDING SOURCE: MEME011-03109 - To be encumbered by purchase order

ATTACHMENTS: Recommendation Memo and Previous Awards

ANALYST: ANNETTE L. 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 4 MEMBERS DISAPPROVING Ø DATE: 8-18-16

Teresa R. Eichen

OTHER:

Sharon Bryant-Davis

ACTION OF AWARDING AUTHORITY DATE 8/18/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0515-14 OPEN DATE: 6/18/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with North Florida Removal Service, Inc. in the amount of $27,700.00 for the period of ending September 30, 2016. Total revised annual expenditure in the amount of $146,620.00, for a not to exceed expenditure in the amount of $311,360.00.

FUNDING SOURCE: MEME011-03109 - To be encumbered by purchase order

ATTACHMENTS: Recommendation Memo and Previous Awards

ANALYST: SB ANNETTE L. 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 4 MEMBERS DISAPPROVING Ø DATE: 7-28-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/28/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0515-14 **OPEN DATE: 6/18/2014**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) NUMBER RECEIVED: (3) 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. Period of service is from October 1, 2015 through September 30, 2016. Total revised annual expenditure in the amount of $118,920.00, for a not to exceed expenditure in the amount of $283,680.00.

FUNDING SOURCE: MEME011-03109 - To be encumbered by purchase order

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. 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 Awards

ANALYST: _____ ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kim Bynum, Operations Manager, Medical Examiner's Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 08/27/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 8/27/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0515-14

OPEN DATE: 6/18/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Thomas Removal Services for being non-responsive in providing required documents as outlined in the specifications.

Recommend approval of award to the highest scoring bidder, North Florida Removal Service, to provide body transport services for the Medical Examiners Office. Period of service is from date of award through September 30, 2015 with two (2) one (1) year renewal options. Total annual expenditure in the amount of $164,760.00.

FUNDING SOURCE: MEME011-03109 - To be encumbered by purchase order

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2014. 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, Rejection Letter, Tabulation, Evaluation Matrix, Specifications

ANALYST: _____
ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED M Burney for Gregory Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kim Bynum, Director of Operations, Medical Examiners Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 7/2/14

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 7/2/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

7/7/2014	$	164,760.00
8/27/2015	$	118,920.00
7/28/2016	$	27,700.00
8/18/2016	$	12,800.00
8/25/2016	$	143,400.00
GGAC	$	31,000.00
NTE	$	498,580.00