SUBJECT: Transitional Housing for Ex-Offenders

BID #: SC-0251-19 **OPEN DATE:** 11/14/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: From Date of Award through September 30, 2020 with Four (4) One (1) Year Renewal Options.

AGENCY: Jacksonville Sheriff's Office

BASIS OF AWARD: Award to Responsive, Responsible Bidder Based on the Qualification Requirements set on the Criteria.

NUMBER OF BIDS INVITED: (15) **NUMBER RECEIVED:** (5) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the following vendors below, to provide transitional housing for Ex-Offenders. Period of service will be from the date of award through September 30, 2020, with four (4) one (1) year renewal options. Total estimated amount expenditure not to exceed $200,000.00 for the initial period.

Southeast NewStart	$18.34/day
Ferguson Investment	$18.33/day
DL's Recovery	$22.00/day
DOD Manor	$20.00/day
Clara White Mission	$45.79/day

Funding source to be encumbered by SHCO011JREC-03410. Payment to vendors will be via check request.

Attachments: Recommendation Memo; Bid Tabulation Sheet, Terms and Conditions

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tammy Morris, Director, Department of Corrections

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Tammy Morris
Director of Department of Corrections

Subject: SC-0251-19 Transitional Housing for Ex-Offenders

Date: December 4, 2018

After reviewing the bid submissions on SC-0251-19 Transitional Housing for Ex-Offenders the following vendors are being recommended for award as their proposals and facilities meet the minimum qualifications specified in Sections 1.2. and 1.3. of the bid specifications:

1. Southeast New Start
2. Ferguson Investment
3. DL's Recovery
4. DOD Manor
5. Clara White Mission

The initial period is from date of award through September 30, 2020, with four (4) additional one (1) year renewal options. The total not exceed estimated expenditure amount for the initial period is $ 200,000.00 from index code SHCO011JREC – 03410. Payment to vendors will be via check requests.

Please let me know if you require any additional information. Thank you for your assistance.

BID TABULATION SHEET

TITLE: TRANSITIONAL HOUSING FOR EX-OFFENDERS

BID NO.: SC-0251-19

OPEN DATE: NOVEMBER 14, 2018 @ 2:00 P.M.

BUYER: MARLEEN DORAN, ANALYST

No. Invited: (15) **No. Received** (5) **No Bids:** (1)

Recorded By: R. Barnett

ITEM	DESCRIPTION	Clara White Mission	Southeast NewStart	Ferguson Investments	DL's Recovery	DOD Manor
		UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	DAILY RATE FOR TRANSITIONAL HOUSING	$45.79	$18.34	$18.33	$22.00	$20.00
		Net 30	Net 30	5%-Net 30	Net 30	Net 30
		N/A	N/A	N/A	N/A	N/A
		X	X	X	X	X
		X	X	X	X	X

TERMS AND CONDITIONS

Transitional Housing for Ex-Offenders

1. SCOPE

The Jacksonville Sheriff's Office of the City of Jacksonville, Florida, is currently accepting bids to obtain source(s) of supply for the item(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide the item(s) and to obtain pricing commitments to establish vendors for providing Transitional Housing on behalf of the Office of Sheriff, Jacksonville, FL.

2. AWARD

The award will be to the Bidder(s) meeting the minimum qualifications specified in Sections 1.2. and 1.3. No Award will be made until all necessary inquiries have been made in reference to the proposals submitted. The City reserves the right to add additional qualified vendors at any time during the award to meet housing demands. All awards are subject to the availability of funds.

3. TERM OF AGREEMENT

Award will be from date of award through September 30, 2020, with four (4) additional one (1) year renewal options.

4. PRE-BID CONFERENCE

Pre-bid conference will be held on October 31, 2018, at 10:30 a.m. @ 214 N. Hogan Street, Floor 8-Suite 800 Jacksonville, FL 32202-Ed Ball Building.

5. REQUIREMENTS

Vendor **MUST** meet or exceed the criteria contained in the bid package in order to be awarded.

6. STATE CONTRACTS

Not applicable

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary.

8. PRICES

The daily submitted price shall include all items listed in the bid package.

9. ESCALATION/DE-ESCALATION

Not Applicable

10. DELIVERY

N/A

11. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

12. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlines in the specifications supersede this section.

13. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. INVOICING

On or before the third (3rd) day of each month, the Contractor will be required to prepare and submit invoices for all clients housed under the terms of this contract for the previous month. Preparation of the invoice is the sole responsibility of the Contractor. Each client's resident of occupancy must be identified on each invoice.

Billing will be for the period starting with the first day of the month and ending with the last day of the month, inclusive. The Contractor will mail or hand-deliver all billing requests to the Jacksonville Sheriff's Budget Office, 501 E. Bay Street, Jacksonville, FL 32202.

15. INSURANCE / INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. A copy of the insurance certificate must be submitted within ten (10) days of award notice. Bid number should be listed on the insurance certificate.

Description of Services and Deliverables
Transitional Housing for Ex-Offenders

1.1. AWARD CRITERIA

The selection of Bidder(s) for the contract will be made using the following process:

(a) The facility the Bidder intends to utilize in satisfaction of the bid must meet the minimum facility qualifications as specified in Section 1.2. Facility Minimum Requirements.

(b) The Bidder's housing proposal must meet the requirements contained in section 1.3. Housing Minimum Qualifications.

(c) The Bidder will indicate if any programs are offered at the facility such as ; Life Skills Training, Financial Literacy, Celebrate Recovery, AA/NA, Anger Management, etc. Submit all qualified facilitators, times, schedules, and course work offered.

(d) The Bidder must possess proper licensure, in good standing, at the time of the bid opening.

(e) The Bidder must demonstrate the ability to begin full operation on the date of award.

(f) Final award, if award is made, will be made to the Bidder(s) who meet all the stated selection criteria.

(h) The City Reserves the right to perform a site visit prior to and during award.

1.2. FACILITY MINIMUM REQUIREMENTS

The facility the Contractor wishes to utilize in performance of this proposal must meet all the following minimum requirements:

(a) The facility must be located in Duval County.

(b) The facility must have electricity, central heat and air conditioning, hot and cold water, and access to on-site local telephone service in case of an emergency.

(c) At a minimum, the facility must have one (1) operable toilet, sink, and shower for every six (6) residents.

(d) At a minimum, the facility must have one (1) operable washer and dryer for every six (6) residents. This must be provided at no additional cost to the resident.

(e) The facility must be maintained and operated in accordance with all applicable zoning ordinances, laws and codes regarding buildings, sanitation, health, fire and safety.

Housing contractors shall follow the City of Jacksonville and State of Florida guidelines:

- Residential property (one to two family dwelling) 1- 4 occupants;
  City Ordinance, Chapter 518, Section 518.421
- Lodging and rooming house (5 or more occupants);
  Florida Fire Protection Code (FFPC)

(f) At a minimum, the facility must have one (1) complete first aid kit for every six (6) residents.

1.3. HOUSING MINIMUM QUALIFICATIONS

The City is seeking multiple Contractor(s) to provide housing for ex-offenders in Duval County. The Contractors must provide, at a minimum, the following:

(a) The Contractor must furnish one (1) bed per resident to include a mattress, pillow, and bed linens. A secure room or space shall be provided for clothing and personal items.

(b) At a minimum, the Contractor must provide seventy (70) square feet of sleeping space per resident. This sleeping space must have adequate lighting, proper ventilation and egress. **NOTE: This will be outlined in each stature (City/State)**

(c) A clean, dry, secured ventilated space for each resident to store dry food supplies.

(d) The Contractor must provide access to a fully equipped kitchen and dining area in which food may be prepared, served, and consumed. If the facility is not equipped with a kitchen, the Contractor must provide each resident with two (2) hot meals on a daily basis, at no cost to the resident.

(e) Under no circumstances shall a resident be required to submit food stamps or mandated to purchase or contribute towards the purchase of incidental goods for/from the Contractor. A resident shall **NOT BE REQUIRED** to pay any additional rental fees unless the resident has utilized all program fees through Jacksonville Re-Entry Center, Emergency Housing, etc...

(f) Contractor must have a property manager available locally 24 hours a day to address the Contractor obligations outlined in Section 1.8.3.

1.4 Special Housing

Special Housing is defined as housing offered for a period one (1) to three (3) days but not to exceed seven (7) days for individuals under special conditions:

(a) Released on weekend or holiday; JREC closed

(b) Released and waiting for program to start