Docusign Envelope ID: 849E1EF7-4CAD-4CC0-8643-C7BE28924A1E

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Body Transport Services

Requested Action and Justification:

Recommend approval to enter into contract with the sole bidder, North Florida Removal Services, to provide body transport services for the Medical Examiner's Office. Period of service will be from October 1, 2026 through September 30, 2027, with two (2) one-year renewal options. Total expenditure not to exceed $469,000.00.

The award will be executed through a formal contract by the Office of General Counsel

Supplier:	North Florida Removal Services	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	04/29/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17727 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	2, 1-yr	**Options Used:**	

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	118101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 469,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 469,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ N/A

Using Agency/BU:	MEME:MEDICAL EXAMINER		
Concurrence:	Signed by: Crutchfield, Tim B0EF89E641184D3...	**Title:**	Director of Operations 5/20/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Simpson, Sandy 309A0368E9B74A5...	**Chief of Procurement:**	Signed by: B19F1D517352456... 5/26/2026
Name:	Simpson, Sandy	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: 849E1EF7-4CAD-4CC0-8643-C7BE28924A1E

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 849E1EF7-4CA2-4CC2-8643-C7BE28826A1E

Award Solicitation: Medical Examiner's Office Body Removal Services

Solicitation **RFP - Non-Construction 1772**	Responses Received **1**	Invited Suppliers **215**
Procurement BU **CGI BU**	Active Responses **1**	Will Participate **3**
Close Date **5/4/2026 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Please insert $1.00			North Florida Remov-al & Clean	Spend Authorized			0.00	Yes		1	350.00	100.00	350.00	Order/Rank	46197		962.70 Remov-al and Pickup of	Dollars

Last Downloaded **5/20/2026 13:23**

Docusign Envelope ID: 849E1EF7-4CAD-4CC0-8643-C7BE28924A1E

Award Solicitation: Medical Examiner's Office Body Removal Services

Solicitation **RFP - Non-Construction 1772** Procurement BU **COJ BU** Close Date **5/4/2026 16:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **215** Will Participate **3** Responded **1**

Overview

	North Florida Removal & Cleaning Service, Inc.
Business Relationship	Spend Authorized
Supplier Site	Order/Remit
Supplier Contact	Johnson Sr, David W
Response Status	Active
Shortlist Status	Included
Response Amount	350.00
Overall Rank	1
Total Award Amount	**350.00**
Time of Response	5/4/2026 8:42
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	No

Requirements (View Scoring Criteria)

Requirement	Target Value	North Florida Removal & Cleaning Service, Inc.
Total Score		**94.50**
1. Affirmation		
1. Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge
Comments		David W. Johnson, Sr. President
2. Type name of company in the comments box		a. Acknowledge
Comments		North Florida Removal and Cleaning Service,
3. No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge
4. Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge
5. Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge
Comments		The company has attached proof of meeting the requirements to conduct business in
6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
7. Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of		a. Acknowledge
8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge
2. Submittal Statement		
1. Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and saveharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge
3. General Requirements		
1. Scope of Services: The City of Jacksonville's Medical Examiner's Office is seeking a qualified contractor to provide body removal and transport services as outlined in the specifications. The Medical Examiner has statutory responsibility (Florida Statutes, Chapter 406) for investigation and certification of any death occuring within the county that is sudden, unexplained, or unattended. Cases are investigated at the location of the death by Forensic Investigators working at the direction of the Chief Medical Examiner or Associate Medical Examiners. Statutes prohibit movement of the body or articles in the proximity of the body that relate to the cause and manner of death by anyone other than a representative of the Medical Examiner's Office. The Medical Examiner, or his/her representative, will conduct an external examination at the scene and make arrangements for the body to be transported to the Medical Examiner's Office for an autopsy. The Office of the Medical Examiner has statutory responsibility (Florida Statutes, Chapter 406) for investigation and certification of any death occurring within the county that is sudden, unexplained, or unattended. Cases are investigated at the location of the death by Forensic Investigators working at the direction of the Chief Medical Examiner or Associate Medical Examiners. Statutes prohibit movement of the body or articles in the proximity of the body that relate to the cause and manner of death by anyone other than a representative of the Medical Examiner's Office. The Medical Examiner, or his/her representative, will conduct an external examination at the scene and make arrangements for the body to be transported to the Medical Examiner's Office for an examination. Cases investigated by the Medical Examiner involve homicide, suicide, accidents, and all those cases where the cause of death is obscure. Bodies may be in various stages of mutilation or decomposition, and may carry infectious diseases. All cases selected for further investigation will be treated as though they carried infectious disease. This contract requires transportation of the remains of persons who die in Duval County, Florida from the death site to the Medical Examiner's Office in Jacksonville, Florida. In some instances, remains will be picked up from area hospitals. On these occasions, records and admission specimens may be requested and should also be transported with the body at no additional cost. On occasion, due to unforeseen circumstances, the Medical Examiner can request transport to a		a. Acknowledge
2. Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. The term of this agreement is from date of award through October 1, 2026-September 30, 2027, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on vendor performance and adherence to the terms and conditions set forth in the bid documents. The Contract is subject to early termination as set forth elsewhere in this RFP. Transportation of the remains of the persons who die in Duval County, Florida from the death site to the Medical Examiner's Office, **4368 North Davis Street Jacksonville, FL 32209.** On occasion, due to unforeseen circumstances, the Medical Examiner can request transport to a location other than the Medical Examiner's Office. Contractor shall transport as required in such instances at no additional cost. Arrival time will be a factor of the bid. The City of Jacksonville reserves the right to reject those whose time frame exceeds sixty (60) minutes after receipt of order. Arrival at the scene/hospital shall be within forty-five (45) minutes after time of the request. For delays in arrival of greater than 45 minutes from time of dispatch to sixty (60) minutes from time of dispatch, payment shall be at the discretion of the Medical Examiner's Office. The City of Jacksonville, Florida and/or the Medical Examiner's Office reserves the rights to rescind the award and make award to the next lowest conforming bidder, re-bid the contract or impose penalties if this occurs more than three times a year. PICK UP AND RETURNS see Response Time After attempting to contact the Contractor for a removal service, by telephone or pager with no success, the Contractor has fifteen (15) minutes to return our call or page. Failure to do so necessitates our office in contacting another body transport service. The City of Jacksonville, Florida and/or the Medical Examiner's Office reserves the rights to rescind the award and make award to the next lowest conforming bidder, re-bid the contract or impose penalties if this occurs more than three times a year. The penalty imposed will be a credit issued by the Contractor in the amount of the fee for one body transport per case the City of Jacksonville, Florida had to seek outside assistance. CONTRACTOR'S ACCESSIBILITY see Response Time The City or its representative must be able to contact the contractor on a 24-hour, seven (7) days a week, 365 days a year basis. The awarded Contractor must possess and maintain a license as a removal service with the Florida Department of Financial Services and possess and maintain a City of Jacksonville occupational license. The Contractor and all drivers must possess and maintain a valid State of Florida Driver's License issued by the Department of Motor Vehicles. These licenses shall be readily available for review by the Medical Examiner's Office and/or City of Jacksonville or his/her designee. Each vehicle is subject to the inspection and approval of the Medical Examiner's Office and/or the City of Jacksonville. **– The Contractor shall maintain a minimum of two (2) vehicles, ready at all times, capable of carrying at least two (2) deceased persons at one time to include the required equipment as listed and described herein. – The Contractor must have proof of ownership, VIN Numbers, Florida Registration, or a signed lease for the duration of the contract for equipment suitable for meeting the requirements of this contract. If new vehicles are to be purchased, the contractor must provide a signed quotation from a vehicle dealer, with a guaranteed delivery date, to ensure that work can begin on time. – The Contractor shall provide proof of business automobile liability coverage for all vehicles. These policies must be readily available for review by the Medical Examiner's Office and or the City of Jacksonville upon request.** The Contractor shall maintain at least two (2) fully staffed vehicles ready for response to any death scene in Duval County. Each vehicle shall be manned by a minimum of two (2) attendants, including the driver. The Contractor must be capable of loading or unloading at the pick-up point and at the Medical Examiner's Office without assistance. Contractor's second vehicle must be readily available in the event that: **– The primary vehicle breaks down; – A second unit is required due to a priority type of scene; – Multiple bodies must be transported from a single death scene/hospital; or – Any other circumstance, not specifically described, wherein a second unit is deemed necessary.** Vehicles furnished for this service must be capable of transporting at least two (2) deceased persons at one time. Preferably, vans should have cargo area with the following dimensions: length (inches): 147.8, width between arches (inches): 52.7, height (inches): 51.9 and loading floor height (inches): 27.3, when possible. Vehicles should have double-hinged rear doors and a passenger side sliding door. Cargo area must be lighted. If the cargo area has windows, it should have dark tinting that eliminates the possibility of viewing by the public. A bio-hazardous waste receptacle should be accessible in the cargo area for disposing of gloves, etc. Floor covering should be plastic or rubber so that cross-contamination can be easily eliminated. Vehicles must be capable of operating safely during inclement weather. The vehicles must have a dignified appearance and both the appearance and mechanical condition of the vehicles must be well maintained. The vehicles must be free of bumper stickers or other writing that could be embarrassing or insensitive to families. The portion of the vehicles which contains the cadavers must be air-conditioned. Each vehicle must contain the following equipment for each call. **– Two (2) one-man cots and/or auxiliary stretchers; – Hospital grade body bags, and heavy duty body bags with handles provided by the Medical Examiner's Office, will be provided at the scene by the Forensic Investigator. – Two clean white cloth sheets, per stretcher, provided by the Medical Examiner's Office, for homicide cases will be provided at the scene by the Forensic Investigator. – A communication system for the Contractor to contact his/her employees and for the Medical Examiner's Office to be in reliable contact with the Contractor and the transporters. Primary vehicle should possess a cell phone and a text pager. In cases of emergencies cell phone towers may be down and communication must continue. – Personal protective clothing and equipment as shall be required by local, state, or federal regulations are the responsibility of the contractor. – Foul weather gear, including boots provided by contractor. – Gloves; and Disinfectants provided by contractor.** Permanent or temporary signs may be affixed to each vehicle furnished for this service. Said sign, if any, shall identify the Contractor's company name and be located on the front doors of the vehicles. The signs must receive the prior approval of the Medical Examiner and shall not contain the words "Coroner" or "Medical Examiner". Other than the Contractor's vehicle, there will be no advertisement of any kind associated with any equipment or supplies used to transport the decedent. Vehicles shall be operated in compliance with all applicable traffic laws and rules. Each vehicle shall be manned by a minimum of two (2)		a. Acknowledge

Downloaded from http://rsfs.royalsocietypublishing.org/ on December 31, 2015

Downloaded from http://rsfs.royalsocietypublishing.org/ on December 31, 2015	
	Downloaded

	(DMV) – Contractor must be licensed as a body transport service in the State of Florida. – Contractor must provide proof of insurance for all vehicles and business – Contractor must provide proof that it employs more than six (6) employees – Contractor must provide proof of ownership and proof of insurance for a minimum of three (3) qualified vehicles. – Contractor must provide proof and maintain a license as a removal service with the Florida Department of Financial Services and maintain a City of Jacksonville occupational license. – All employees must be bonded – Contractor must provide proof that all employees have been properly trained on the current and up-to-date methods for handling bio-hazardous conditions including blood borne pathogens and body fluids. – The Contractor must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the		
4.	**Response Forms?** To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. The RFP shall contain no more than thirty (30) single-sided, 1.5-spaced, 8½" by 11" pages, excluding appendices. The font style shall be A rial with a minimum font size of 11 points. The title page and a single- page cover letter will not be counted as part of the 30-page limit. A cover letter in excess of one page and any other information submitted beyond that noted in the requirements will be counted as part of the 30- page limit. Any RFP exceeding these format guidelines will be rejected without being considered by the City. Provide proof of insurance, bonding capacity, and lice nsing. Copies of these documents may be included as appendices and will not be counted against the 30-page limit. **1) Title Page:** Include only RFP Title, RFP Number, Contractor's full name, address, phone number. **2) Cover Letter:** Include only the following: RFP Title and Number Contractor's full name, address and phone number. Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** Attach all forms identified in RFP, each signed by an authorized representative. Examples of the forms that may be required: Local Business Tax Certificate (if applicable) Business References (include bank reference letters, financial reports/audits, insurance certificates, etc.). If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf". Certificate of Insurance Resumes of Proposed Project Team **4) Proof of Minimum Requirements.** (Not included as part of Thirty-page limitation) Responses will ONLY be accepted from companies meeting the minimum requirements in Section 3 of this solicitation. Contractor must address and provide clear documentation that they meet all minimum requirements. **5) Statement of Qualifications. (Maximum of 30** written pages for this section) This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Section 2.3 – Evaluation Criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into ten subsections (one subsection for each of the listed criteria).		a. Acknowledge
5.	Federal Funding does not apply to this bid.		a. Acknowledge
6.	**Microsoft Teams meeting** **Join:** https://teams.microsoft.com/meet/22453449544710?p =lFi4iF5gDcMEeKiCY2 Meeting ID: 224 534 495 447 10		a. Acknowledge
4.	**RFP Requirements**		
1.	**1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Coud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP. The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect. Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. Buyer reserves the right to request or obtain additional information about any and all Statement of Qualifications submitted in response to RFP. They may also issue addenda to this RFP which will be sent to each Supplier who received this RFP. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Analyst if you are uncertain of the website address or if you experience problems accessing it). Contractor is responsible for monitoring this website for new or changing information. **3. Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract. If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law. **4. Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Jacksonville Procurement Awards Committee or Technical Review Committee) shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Analyst if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Analyst identified in the Overview Section at least forty-eight (48) hours prior to the meeting. **5. Cost of Developing RFP Response.** All costs related to the preparation of RFP Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process. **6. Response Ownership.** All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use any and all ideas or adaptation of ideas presented in any Response. Acceptance or rejection of a Response shall not affect this right. **7. Public Records Law; Process For Protecting Trade Secrets and Other Information.** Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public records. As such, all responses to the RFP are public records unless exempt by law. If Contractor considers any portion of its Response to be exempt from disclosure under Florida law, Contractor must provide Buyer with a separate redacted copy of the Response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation. Contractor shall be responsible for defending its determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify Buyer for any and all claims arising from or relating to Contractor's determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. If Contractor fails to submit a Redacted Copy with its Response, Buyer is authorized to produce the entire Response in answer to a public records request. In accordance with Section 119.0701, Florida Statutes, the Contractor shall: (a) Keep and maintain public records required by Buyer to perform the services; and (b) Upon request from Buyer's custodian of public records, provide Buyer with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to Buyer; and (d) Upon completion of this Contract, transfer to Buyer at no cost all public records in possession of Contractor or keep and maintain public records required by Buyer to perform the service. If Contractor transfers all public records to Buyer upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Buyer upon request from Buyer's custodian of public records in a format that is compatible with Buyer's information technology systems. The above requirements apply to a "Contractor" as defined in Section, 119.0701, Florida Statutes. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE BUYER'S CUSTODIAN OF PUBLIC RECORDS AT (904) 255-7674, REQUEST@COJ.NET, BUYER OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202. **8. Multiple Responses from Same Contractor; No Collusion.** More than one Response from an individual firm, partnership, corporation or association under the same or different names is not permitted. Reasonable grounds for believing that a Contractor is involved in more than one Response for the same work will be cause for rejection of all Responses in which such Contractor is believed to be involved. Any or all Responses will be rejected if there is reason to believe that collusion exists between Contractors. Responses in which the prices obviously are unbalanced will be grounds for rejection. **9. Convicted Vendor List.** A person or affiliate placed on the State of Florida convicted vendor list pursuant to Section 287.133, Florida Statutes, following a conviction for a public entity crime may not do any of the following for a period of 36 months from the date of being placed on the convicted vendor list: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and transact business with any public entity in excess of the Category Two threshold amount provided in Section 287.017, Florida Statutes. **10. Discriminatory Vendor List.** An entity or affiliate placed on the State of Florida discriminatory vendor list pursuant to Section 287.134, Florida Statutes, may not: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity. **11. Contractor Representations.** In submitting a Response, Contractor understands, represents, and acknowledges the following (if Contractor cannot so certify to any of following, Contractor shall submit with its Response a written explanation of why it cannot do so). Contractor currently has no delinquent obligations to the Buyer of Jacksonville or any of its independent agencies. The Response is submitted in good faith and without any prior or future consultation or agreement with any other respondent or potential respondent; To the best of the knowledge of the person signing the Response, neither the Contractor, its affiliates, subsidiaries, owners, partners, principals or officers: is currently under investigation by any governmental authority for conspiracy or collusion with respect to bidding on any public contract; is currently under suspension or debarment by any governmental authority in the United States; has within the preceding three years been convicted of or had a civil judgment rendered against it, or is presently indicted for or otherwise criminally or civilly charged, in connection with (i) obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or has within the preceding three-year period had one or more federal, state, or local government contracts terminated for cause or default. Contractor is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. [This certification applies to contracts of $1,000,000 or more. A list of the companies can be found as a link to "PFIA Quarterly Reports" at www.sbafla.com/fsb/.] Contractor has read and understands the RFP terms and conditions, and the Response is submitted in conformance with those terms and conditions. All representations made by Contractor to Buyer in connection with the RFP have been made after a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Response. Contractor shall indemnify, defend, and hold harmless Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the Response.		a. Acknowledge

Docusign Envelope ID: 849E1EF7-4CAD-4CC0-8643-C7BE28924A1E

5.	**Insurance Requirements**		
1.	RFP Indemnification and Insurance Requirements.		a. Acknowledge
6.	**Price Sheet**		
1.	Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated.		a. Acknowledge
7.	**Sample Services Contrct**		
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge
8.	**Evaluation Criteria**		
	Score		**94.50**
1.	**EVALUATION COMMITTEE:** The evaluation committee will consist of three-five (3-5) City employees. Through the Procurement Division, the evaluation committee will have the counsel and advice of Subject Matter Experts (SMEs) for this RFP. These SMEs will consist of internal city representatives from the City. In coordination with the Procurement Division, the evaluation committee reserves the right to include additional, non-voting technical advisors during its review of the responses. In assessing the strengths and weaknesses of each submission, the SMEs may, at their own discretion, request clarification, through the Procurement Division, from the committee.		a. Acknowledge
2.	The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.		a. Acknowledge
3.	**COMPETENCE:** Describe professional and/or technical education and training (including but not limited to, biohazard training programs); experience in the kind of projects to be undertaken; availability of adequate personnel, quality of equipment (including vehicles maintenance, stretchers/carts and biohazard supplies/PPE) and Contractor's facilities. Provide names and resumes of all individuals to be assigned to this project. (**35 points maximum score**)		a. Acknowledge
	Score		34.50
4.	**FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(5 points maximum score)**		a. Acknowledge
	Score		5.00
5.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS:** Provide a minimum of three (3) completed projects that are similar in nature and scope to the project under consideration with references to include client's contact person and telephone number. Projects must have been held within the last three (3) years. Describe any outstanding accomplishments that relate to specific services being sought. **(5 points maximum score)**		a. Acknowledge
	Score		5.00
6.	**CURRENT WORKLOAD:** Provide a list of all local commercial or government contracts the Contractor currently holds whether the Contractor is the Prime Contractor or subcontractor. Such list shall include all work for the City of Jacksonville or its various agencies. (**10 points maximum score)**		a. Acknowledge
	Score		10.00
7.	**COST**: Price submission shall be total unit price per transpiration transported to the Office of the Medical Examiner. (40 points maximum score) The following is an example of the above methodology if the maximum amount of points for cost is 1000. The following City receives three proposals: Firm #1 with a price of $600.00; Firm #2 with a price of $800.00; Firm #3 with a price of $1,200.00. – Firm #1 would receive the maximum of points for cost, 1000. **(40 awarded points)** – Firm #2 would receive 75% of max points ($600.00 divided by $800.00) multiplied by the maximum amount of points. **(30 awarded points)** – Firm #3 would receive 50% of the max points ($600.00 divided by $1,200.00) multiplied by the maximum amount of points. **(20 awarded points)**		a. Acknowledge
	Score		40.00
8.	**VETERAN AND/OR JACKSONVILLE SMALL EMERGING BUSINESS OWNER.** Preference will be given to Contractors who are military veterans and/or JSEB vendors. Provide proof of status as a U.S. Military Veteran (i.e., DD-214) or JSEB certification with the Office of Equal Business Opportunity. **(5 points maximum score)**		a. Acknowledge
	Score		0.00
9.	**Response Attachments**		
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".		a. Acknowledge
	Attachments		Yes

Last Downloaded **5/20/2026 13:23**

Docusign Envelope ID: 849E1EF7-4CAD-4CC0-8643-C7BE28924A1E

Award Solicitation: Medical Examiner's Office Body Removal Services

Solicitation	**RFP - Non-Construction 177**	Responses Received	**1**	Invited Suppliers	**215**
Procurement BU	**COJ BU**	Active Responses	**1**	Will Participate	**3**
Close Date	**5/4/2026 16:00**	Shortlisted Responses	**1**	Responded	**1**
Solicitation Currency	**USD**				

Lines

Number of Awarded Lines	**1**		
Number of Awarded Suppliers	**1**	Total Award Amount	**350.00**

1 Please insert $1.00

Line Type	**Dollars**	Start Price		Award Amount	**350.00**
Category Name	**962.70 Removal and Pickup of Dead Bodie**	Current Price		Savings	
		Estimated Total Amount	**0.01**	Savings	

	Target Value	**Service, Inc. Response: 461972**
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		350.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		Yes
Award Amount		**350.00**
Note to Buyer		
Attachments		No

Last Downloaded **5/20/2026 13:23**

Award Solicitation: Medical Examiner's Office Body Removal Services

Solicitation **RFP - Non-Construction 177**	Responses Received **1**	Invited Suppliers **215**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **3**
Close Date **5/4/2026 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement		Acceptable Values	Score	Maximum Score
8.	**Evaluation Criteria**			**100**
3.	**COMPETENCE:** Describe professional and/or technical education and training (including but not limited to, biohazard training programs); experience in the kind of projects to be undertaken; availability of adequate personnel, quality of equipment (including vehicles maintenance, stretchers/carts and biohazard supplies/PPE) and Contractor's facilities. Provide names and resumes of all individuals to be assigned to this project. (**35 points maximum score**)	a. Acknowledge		35
4.	**FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(5 points maximum score)**	a. Acknowledge		5
5.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS:** Provide a minimum of three (3) completed projects that are similar in nature and scope to the project under consideration with references to include client's contact person and telephone number. Projects must have been held within the last three (3) years. Describe any outstanding accomplishments that relate to specific services being sought. **(5 points maximum score)**	a. Acknowledge		5
6.	**CURRENT WORKLOAD:** Provide a list of all local commercial or government contracts the Contractor currently holds whether the Contractor is the Prime Contractor or subcontractor. Such list shall include all work for the City of Jacksonville or its various agencies. (**10 points maximum score)**	a. Acknowledge		10
7.	**COST**: Price submission shall be total unit price per transpiration transported to the Office of the Medical Examiner. (40 points maximum score) The following is an example of the above methodology if the maximum amount of points for cost is 1000. The following City receives three proposals: Firm #1 with a price of $600.00; Firm #2 with a price of $800.00; Firm #3 with a price of $1,200.00. -- Firm #1 would receive the maximum of points for cost, 1000. **(40 awarded points)** -- Firm #2 would receive 75% of max points ($600.00 divided by $800.00) multiplied by the maximum amount of points. **(30 awarded points)** -- Firm #3 would receive 50% of the max points ($600.00 divided by $1,200.00) multiplied by the maximum amount of points. **(20 awarded points)**	a. Acknowledge		40
8.	**VETERAN AND/OR JACKSONVILLE SMALL EMERGING BUSINESS OWNER.** Preference will be given to Contractors who are military veterans and/or JSEB vendors. Provide proof of status as a U.S. Military Veteran (i.e., DD-214) or JSEB certification with the Office of Equal Business Opportunity. **(5 points maximum score)**	a. Acknowledge		5

Last Downloaded **5/20/2026 13:23**

Docusign Envelope ID: 849E1EF7-4CAD-4CC0-8643-C7BE28924A1E

District IV Medical Examiner's Office

Serving Duval, Clay, Nassau, Hamilton, & Columbia

Wednesday, May 13, 2026

TO: Dustin Freeman, Chief, Procurement

THRU: Dr. B. Robert Pietak, Chief Medical Examiner B. Robert Pietak

FROM: Tim Crutchfield, Director of Operations Mr. Timothy C. Crutchfield Digitally signed by Mr. Timothy C. Crutchfield Date: 2026.05.13 18:23:11 -04'00'

RE: **Request for Award - Body Transport Services**

In response to the City of Jacksonville's issuance of a Request for Proposal 17727-26,3 to procure body transport services, one (1) proposal for evaluation was received.

Based upon the criteria, the below listed business is found to be duly qualified.

1. North Florida Removal Services

Accordingly, it is recommended that the City move forward to award the contract from the date of October 1, 2026 through September 30, 2029 for the first period, and with two (2) one (1) year renewal options. The estimated amount of $469,000.00 is for the initial period and the two (2) renewal periods for a total of $1,407,000.00. The award should be encumbered as follows:

Fund-Center-Account-Project-Interfund-Future	Amount
0011-118101-531090-00000-00000-00000	$1,407,000.00

If any additional information is required please do not hesitate to contact me at 904-255-4012.

CSPEC Memo for award

Final Audit Report 2026-05-14

Created:	2026-05-13
By:	Tim Crutchfield (TCrutchfield@coj.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAx0Z_WZuSFV3-voBcdh5VNvLjOcc77zFZ

"CSPEC Memo for award" History

Document digitally presigned by Mr. Timothy C. Crutchfield (tcrutchfield@coj.net)
2026-05-13 - 10:23:11 PM GMT

Document created by Tim Crutchfield (TCrutchfield@coj.net)
2026-05-13 - 10:23:44 PM GMT

Document emailed to Boguslaw Pietak (BPietak@coj.net) for signature
2026-05-13 - 10:25:10 PM GMT

Email viewed by Boguslaw Pietak (BPietak@coj.net)
2026-05-14 - 2:01:13 PM GMT

Document e-signed by Boguslaw Pietak (BPietak@coj.net)
Signature Date: 2026-05-14 - 2:01:47 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Agreement completed.
2026-05-14 - 2:01:47 PM GMT