PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **April 11, 2017**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204 approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **Body Transport Services.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: **Encouragement Program**

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

DISTRICT IV MEDICAL EXAMINER'S OFFICE

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Wednesday, March 22, 2017

TO: Greg Pease, Chief, Procurement

THRU: Dr. Valerie Rao, Chief Medical Examiner Valerie Rao M.D.

FROM: Tim Crutchfield, Director of Operations

RE: **Body Transport Services**

The Medical Examiner's Office respectfully requests the Procurement Division to proceed with the issuance of a Request for Proposal (RFP) to procure body transport services through the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC).

The Office of the Medical Examiner has the statutory responsibility (Florida Statutes Chapter 406) for the investigation and certification of any death within its jurisdiction that is sudden, unexplained, or unattended. Cases are investigated at the location of death by the Forensic Investigation unit working under the direction and authority of the Chief Medical Examiner or Associate Medical Examiner. Statutes prohibit the movement of the body, or articles within 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. This contract requires the transportation of the remains of persons who die within Duval County, Florida from the death site to the Medical Examiner's Office in Jacksonville, Florida.

The evaluated bid process is required due to the specialized nature of the scope included in the RFP (i.e. specialized training in blood-borne pathogens, universal precautions, and personal protective equipment). The evaluated bid process ensures that minimum requirements will be met and that an adequate level of service will be provided.

The requested time period of the agreement is for 3 years with an estimated cost of $168,840.00 per year for funding via Index Code MEME011-03109. Our existing Bid #ESC-0515-14 expires on September 30, 2017.

The subcommittee responsible for evaluating the submitted bids is comprised of:
Dr. Valerie Rao, Chief Medical Examiner – 904-255-4006
Tim Crutchfield, MEO Director of Operations – 904-255-4012
Jeffrey Brokaw, Chief Forensics Investigator – 904-255-4019

If any additional information is required please do not hesitate to contact me.

Tim Crutchfield
904-255-4012
tcrutchfield@coj.net

Director of Operations
District IV Medical Examiner's Office
2100 Jefferson Street
Jacksonville, Florida 32207

Accredited By

904.255.4000 (office)
904.630.0964 (facsimile)
904.255.4012 (direct line)

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Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Friday, March 03, 2017 4:07 PM
To: Crutchfield, Tim; RiskReview
Cc: Lyons, Janice; Leslie-Burney, Annette
Subject: RE: Attn: Ann - MEO Body Transport Specifications
Attachments: BODY TRANSPORT SPECS - AGENCY_update_2_21_17RM Redline 3.3.17.doc

Attached please find Risk Management's redline of the MEO Body Transport Specs.
At this time Risk Management has concluded our review unless further assistance is required.

Please forward the final RFP for review before releasing.

Thanks!

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Crutchfield, Tim
Sent: Friday, March 03, 2017 9:28 AM
To: RiskReview
Cc: Lyons, Janice; Leslie-Burney, Annette
Subject: Attn: Ann - MEO Body Transport Specifications

Good Morning Ann!

Per our conversation, I am sending you the specification document pertaining to our upcoming need for an RFP for Body transport Services. Our current contract is due to expire on 30 Sept 2017.

The procurement documents will not be attached, as they are in que to be generated. However, my intent is to get ahead of the as much as possible.

Regards,

Tim Crutchfield

Department of Finance and Administration
Procurement Division

March 23, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: Body Transport

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

☒ Encouragement

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

cc: Annette Lesly-Burney

MR/kc

214 North Hogan Street, Suite 800 □ Jacksonville, FL 32202 □ 904-255-8840 □ Fax 904-255-8842 □ www.jseb.coj.net

SUBMIT AN *ORIGINAL* AND FIVE (5) COPIES

Competitive Sealed Proposal Evaluation Committee

BID SPECIFICATIONS

FOR

BODY TRANSPORT SERVICES

MEDICAL EXAMINER'S OFFICE

BID NO: TBD

OPEN DATE: TBD

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110
JACKSONVILLE, FL

PRE-BID CONFERENCE: TBA

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division