SUBJECT: BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BID #: ESC-0001-21 **OPEN DATE:** 5/13/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing Addendum 1 from North Florida Removal Service, Inc. that has since been acknowledged and received.

Recommend approval of award to the only responding firm, North Florida Removal Service, Inc., for body transport services. Estimated initial award amount not-to-exceed $205,920.00. Period of service shall be October 1, 2020 through September 30, 2021 with two (2) one (1) year renewal options.

Funding for this award shall be encumbered from account 0011-118101-531090-00000-00000-00000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Agreement Terms, Addendum 1

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

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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 _____

District IV Medical Examiner's Office

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

Friday, May 15, 2020

TO: Greg Pease, Chief, Procurement

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

FROM: Tim Crutchfield, Director of Operations

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

In response to the City of Jacksonville's issuance of a Request for Proposal (RFP), ESC-0001-21, 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, 2020 through September 30, 2021 for the first period, and with two (2) one (1) year renewal options. The estimated amount of 205,920.00 is for the initial period and the two (2) renewal periods for a total of $617,760.00. The award should be encumbered as follows:

Fund-Center-Account-Project-Interfund-Future	Amount
0011-118101-531090-00000-00000-00000	$617,760.00

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

1.3 Term of Agreement.

The term of this agreement is from October 1, 2020 through September 30, 2021, 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.

1.4 Minimum Requirements for Contractors.

Contractor must satisfy the following mandatory minimum requirements in order to have their Response evaluated. By submitting, a Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements may result in the Response not being evaluated and being rejected as non-responsive:

- Contractor must maintain a license as a removal service with the Florida Department of Financial Services and maintain a City of Jacksonville occupational license.
- Contractor must provide a minimum of three (3) verifiable references of body transport contracts held in the last three (3) years (Form 4 - Business References).
- Contractor and all drivers must have and maintain a valid State of Florida driver's license issued by Department of Motor Vehicles (DMV).
- Contractor must be licensed as a body transport service in the State of Florida.
- All employees must be bonded.
- Contractor must provide proof of insurance for all vehicles and business.
- Contract must provide proof that it employs more than six (6) employees.
- Contractor must provide proof of ownership for a minimum of two (2) qualified vehicles.
- 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 RFP (Form 3 - Insurance Agent Acknowledgement).

1.5 Equal Business Opportunity Program.

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 Documents Available for Inspection.

N/A.

1.7 Federal Funds.

Federal funds will **not** be used as part of this solicitation.

CITY OF JACKSONVILLE
PROCUREMENT DIVISION
Ed Ball Building, 8th Floor
214 N. Hogan Street
Jacksonville, Florida 32202

AMENDMENT NO:	**ONE (1)**
BID NUMBER:	**ESC-0001-21**
TITLE OF BID:	**BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE**
OPENING TIME AND DATE:	**May 13, 2020 @ 2:00 P.M.**

THIS AMENDMENT IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

1. **NON-MANDATORY PRE-BID MEETING CHANGED TO 10:00 A.M.:**
The Non-Mandatory Pre-Bid Meeting originally scheduled for 2:00 p.m. on April 22, 2020 has been changed to **10:00 a.m.** on April 22, 2020.

2. **NON-MANDATORY PRE-BID MEETING INFORMATION:**
Due to disruptions caused by the Coronavirus, the Non-Mandatory Pre-Bid Meeting can only be attended virtually. The meeting can be attended via the link below.

https://zoom.us/j/91888523791?pwd=b3N4R1NQd05mNWVMK1E1M1pjOVBsUT09

Meeting ID: 918 8852 3791

Password: 472641

One tap mobile

+16465588656,,91888523791# US (New York)

+13126266799,,91888523791# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 918 8852 3791

For questions, please contact David Klages, Purchasing Analyst, at (904) 255-8813 or by email at dklages@coj.net.

3. **QUESTION:**
Could you please tell us what licenses are required?

ANSWER:
Per Section 4.2 Licensing of the RFP:
"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 their designee."

Below is a link to the Florida Department of Financial Services' website. Information on Removal Services licenses can be found by searching "Removal Service" on their website.

https://myfloridacfo.com/

DATE April 17, 2020 **BUYER** David Klages

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

David W. Johnson, Sr.
Bidder's Signature

President
Title

North Florida Removal & Cleaning
Company

May 13, 2020
Date

End of Amendment 1