PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **February 20, 2018**

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 select the most qualified firm for Purchase of Nitrogen Reduction Metric Ton Credits for Public Works Department. 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 Plan

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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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February 20, 2018

TO: Gregory W. Pease
Chief of Procurement

THRU: John P. Pappas, P.E.
Director

FROM: William J. Joyce, P. E.
Director of Operations

Melissa M. Long, P.E.
Chief of Environmental Quality

SUBJECT: CSPEC Request for RFP for Purchase of Nitrogen Reduction Metric Ton Credits
Account #: TBD

Attached is a copy of the draft RFP criteria for the Purchase of Nitrogen Reduction Metric Ton Credits. This is to request approval to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of the Purchase of Nitrogen Reduction Metric Ton Credits. Please review these criteria and return the bid number and bid dates to my attention by e-mail at joyce@coj.net, by memo, or by phone.

JPP/lw

Attachments

cc: Lori A. West, Public Works Contract Specialist