PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **October 3, 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 select the most qualified firm for Janitorial Services for the Duval County Courthouse Complex for Public Works Department/ Public Building Division . 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: Participation Plan -40%

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
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY. ONE JACKSONVILLE.

September 19, 2017

MEMORANDUM

TO: Competitive Sealed Proposals Evaluation Committee (CSPEC)

ATTN: Gregory W. Pease, Chief, Procurement Division

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

FROM: Roy Birbal, Chief

SUBJECT: Certification Letter for Procurement of Janitorial Services

The Public Buildings Division is requesting the Procurement Division proceed with the issuance of a ~~Professional~~ Services Bid for Janitorial services. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The Public Buildings Division is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of janitorial services for the Duval County Courthouse Complex, "Courthouse Complex" consisting of the Duval County Unified Courthouse at 501 West Adams Street and the Ed Austin Building, (commonly referred to as the State Attorney's Office) at 311 West Monroe Street.

The current bid/agreement (ESC-0438-14) is scheduled to expire November 30, 2017 with no renewal options remaining.

The requested time period of the new agreement is for an initial ten (10) month period (December 1, 2017 through September 30, 2018) with three (3) one (1) year renewal options.

Funding will be encumbered utilizing PWPB5A1CHC-03410E and PWPB5A1CHS-03410E.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Buildings and Courthouse Administration: Mark Butler, Mike Tatum, Jim Lange, Eve Janocko and James Ivey.

The evaluated bid process is required to meet the extensive scope of work and unique requirements that are requisite to meet daily operations, specialized scheduling and security requirements at the Courthouse Complex. In order to ensure that the minimum requirements are being met, that an adequate level of service is being provided and that an appropriate cost structure is implemented, the evaluated process would be the fairest way to select the contractor.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Jim Lange at 904-255-4340.

cc: Ann Brackin, Public Works Contracts Specialist
Marilyn Laidler, Procurement Analyst
Jim Lange, Contract Administration Coordinator

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

August 22, 2017

To: Greg Pease, Division Chief
Procurement Division

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

RE: **JANITORIAL SERVICES FOR THE DUVAL COUNTY COURTHOUSE COMPLEX**

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
- ☒ Participation 40%
- ☐ Set-Aside %

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: Marilyn Laidler

MR/kc

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

Laidler, Marilyn

From: Willis, Ann on behalf of RiskReview
Sent: Monday, September 18, 2017 5:09 PM
To: Birbal, Roy; Lange, Jim
Cc: Brackin, Ann; RiskReview
Subject: RE: Draft: Bid Specifications for New Bid (Janitorial Services For The Courthouse Complex)
Attachments: Draft (1) Courthouse Complex Jnitorial Services to JSEB RISK (Bid # TBD) RM Redline 9.18.17.docx; Draft (1) Courthouse Complex Jnitorial Services to JSEB RISK (Bid # TBD) RM Redline 9.18.17.pdf

Please find attached Risk Management's redline of the above Bid Spec.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

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: Lange, Jim
Sent: Thursday, September 07, 2017 3:30 PM
To: Willis, Ann; RiskReview
Cc: Brackin, Ann
Subject: FW: Draft: Bid Specifications for New Bid (Janitorial Services For The Courthouse Complex)

Good Afternoon Ann/Risk Review:
I'm simply following up to see when a response may be provided from Risk Management concerning the attached documents. Thank you.

Jim Lange
Contract Administration Coordinator
Public Buildings Division
555 West 44th Street
Jacksonville, FL 32208

(904) 255-4340 (Office)
(904) 476-3288 (Cell)
jlange@coj.net
Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.
Please consider the environment before printing this email.

From: Lange, Jim
Sent: Tuesday, August 22, 2017 10:04 AM
To: Willis, Ann; Rubio, Mario; RiskReview
Cc: Brackin, Ann; Tatum, Mike; Birbal, Roy; Laidler, Marilyn
Subject: Draft: Bid Specifications for New Bid (Janitorial Services For The Courthouse Complex)

Ms. Ann Willis
Mr. Mario Rubio

Attached for your review, consideration and feedback are the following documents pertaining to Janitorial Services For The Courthouse Complex:

- Risk Management Request Form
- Draft (1) of the New Bid for Janitorial Services For The Courthouse Complex, anticipated to become effective December 1, 2017.
- Bid: ESC-0438-14 (which is currently in place through November 30, 2017)

Mr. Mike Tatum and I drafted the New Bid with most changes being made in Section 4 (Description of Services and Deliverables).
No changes were made to the areas pertaining to JSEB or Insurance & Indemnification.

Your feedback concerning the attached draft is valued and most appreciated. If your responses could be provided by August 31, that too would be very much appreciated.

Please let me know if you have any questions or concerns.

Thank you for your time and attention in this matter.

Jim

Jim Lange
Contract Administration Coordinator
Public Buildings Division
555 West 44th Street
Jacksonville, FL 32208
(904) 255-4340 (Office)
(904) 476-3288 (Cell)
jlange@coj.net
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