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ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

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

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

DATE: **August 22, 2022**

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 up to two (2) suppliers for **E-Scooter 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 the 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	

DOWNTOWN INVESTMENT AUTHORITY
117 West Duval Street #310, Jacksonville, Florida 32202
(904) 255-5302 | https://dia.coj.net/

MEMORANDUM

To: Greg Pease, Chief of Procurement

Cc: Matthew Fall, Bicycle-Pedestrian Coordinator
Susan Kelly, Redevelopment Coordinator
David Klages, Purchasing Analyst

From: Guy Parola, AICP GTP

RE: E Scooter RFP

Date: August 16, 2022

Please take the appropriate action to issue a Request for Proposal (RFP) for the services referenced above as more fully described below.

The purpose of this RFP is to solicit two (2) vendors to provide E-Scooter services within the boundaries of the Downtown Investment Authority ("DIA"). In June of 2022, the City Council adopted Ordinance 2022-0373-E, the effect of which was to create a permanent "Dockless Mobility" (i.e., E Scooter) program.

The Ordinance requires that DIA, in conjunction with the Planning and Development Department, will develop an RFP to select the two (2) vendors. In the event any vendor ceases to operate a or at the conclusion of a two-year permit or renewal, the a new RFP to replace that vendor will be issued.

The initial period will be effective for two (2) years. One, two-year renewal is authorized unless the DIA has determined that a Vendor has significantly failed to comply with the City requirements governing E Scooters.

Attachment:

Ordinance 2022-0373-E

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

August 12, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason, EBO/JSEB Administrator DCM
Sandy Simpson, EBO/JSEB Business Analyst SS
Jacksonville Small and Emerging Businesses

RE: **E-Scooter Services**

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
- ☐ Set-A-Side

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

I can be reached at (904) 255-8828.

Cc: Dave Klages
Dinah Coleman Mason

Klages, David

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, August 12, 2022 11:00 AM
To:	Klages, David
Subject:	RE: Review of Bid Document: E-Scooter Services
Attachments:	RISK APPROVED INS. REQ FOR BID E-Scooter Services - Draft 01.pdf

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

No changes are required to the **Indemnification section 3.20 & Insurance Requirements section 3.21** and this will conclude Risk Management's review of E-Scooter services unless further notified.

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: E-Scooter services (DIA)

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495