PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **August 29, 2016**

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 **Household Hazardous Waste Debris Management for Duval County.** 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	

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

Date: August 22, 2016

To: Greg Pease, Competitive Sealed Proposal Evaluation Committee

Thru: John Pappas, P.E., Director of Public Works

From: Dinah L. C. Mason, Manager, Special Projects

Subject: Household Hazardous Waste Debris Management for Duval County

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services based on the attached scope of services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of City services from a contractor to remove household hazardous waste materials (HHWM) from the waste stream in the event debris is generated from a natural or man-made disaster within the boundaries of Duval County. The City anticipates the selected contractor will remove all HHWM from the waste stream or debris materials for transport, treatment and disposal that is not vegetative debris. The selected contractor may be required to remove, segregate, treat, containerize, transport, etc. as applicable, all of the HHWM from within the rights-of-ways, City property and from designated storage areas (brought by others) defined in the City's Storm Debris Plan

The objective of the services requested will establish a service to remove "White Goods" from locations impacted by a man-made or natural disaster.

The proposal will provide qualification information that will allow the city to select the best equipped and qualified vendor to locate and be prepared to handle debris from a disastrous occurrence.

The subcommittee members for the evaluation are as follows:

Tom Fallin, P.E. Chief of Engineering.....255-8710
Department of Public Works

Will Williams, Chief of Solid Waste.....255-7512
Department of Public Works

Dinah L. Coleman-Mason, Manager, Special Projects.....255-8728
Department of Public Works (non-evaluator)

Thank you for considering our request.

N2

Leslie-Burney, Annette

From: Davis, Tracie
Sent: Monday, May 02, 2016 10:54 AM
To: Leslie-Burney, Annette
Cc: Davis, Tracie
Subject: Household Hazardous Waste Debris Management for Duval County

May 2, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Household Hazardous Waste Debris Management for Duval County**

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.

Tracie Davis
Compliance Officer, JSEB Professional Services
Small and Emerging Business Office
214 N. Hogan Street, Ste 800
Jacksonville, FL 32202
E: tracied@coj.net
P: (904) 255-8167
F: (904) 255-8842

Please note that under Florida's very broad public records law, communications to and from city officials are subject to public disclosure.

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, June 16, 2016 10:25 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Mason, Dinah; Bryant Dallas, Sharon; Pearson, Daniel
Subject: RE: Household Hazardous Waste Materials Debris Management RFP
Attachments: COPY DIASTER DEBRIS MANAGEMENT SPECS RM Redline 6.16.16.doc

Good Morning!

Please find attached the Risk Management redlined RFP for the above.
Risk Management has concluded our review unless further assistance is required.

Thank you!

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: Leslie-Burney, Annette
Sent: Wednesday, April 27, 2016 9:21 AM
To: RiskReview
Cc: Mason, Dinah; Bryant Dallas, Sharon; Pearson, Daniel
Subject: Household Hazardous Waste Materials Debris Management RFP

Please find the attached RFP for review and approval of insurance requirements.

ANNETTE L. BURNEY
PURCHASING ANALYST
CITY OF JACKSONVILLE
PROCUREMENT DIVISION
OFFICE: 904-255-8810
FAX: 904-360-8527