ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Finance
Risk Management Division
117 W. Duval Street, Suite 335
Jacksonville, FL 32202
(904) 630-1312
www.coj.net

MEMORANDUM

DATE: August 13, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Twane Duckworth, Chief of Risk Management
Bruce J. Tyson, Senior Safety Officer
Risk Management Division

Subject: Single Source Justification – Golder Award P-44-18 SS#9

The current term for Award No.P-14-16 with Golder Associates, Inc. ("Golder") for Environmental & Health Services expires on September 30, 2018 and has no remaining renewals. Golder is currently has currently completed a quarter of a project concerning the City's need for Job Hazard Analysis which benefits the City's Workers' Compensation program and Employee Benefits. The completion of the Job Hazard Analysis project will allow more precise return-to-work assessments by the City's Workers' Compensation physicians and benefits medical director. This Single Source award would be for the period of October 1, 2018 to September 30, 2019 and the maximum indebtedness to the City will be a not-to-exceed amount of **$50,000.00**.

Accordingly, it is recommended that Procurement authorizes a Single Source Award with Golder Associates, Inc. for Environmental and Health Services, and for a maximum indebtedness to the City by a not-to-exceed amount of $50,000.00.

Thank you for your consideration in this matter.

September 22, 2017 16-66007

Mr. Bruce J. Tyson
Risk Management Division
City of Jacksonville
117 West Duval Street
Suite 335
Jacksonville, FL 32202

RE: CITY OF JACKSONVILLE
LETTER OF INTENT TO RENEW CONTRACT
ENVIRONMENTAL AND HEALTH SERVICES – PURCHASE ORDER 603856

Dear Bruce:

This is to confirm in writing our interest in renewing the above-referenced contract for another year effective October 1, 2017. We suggest that the terms, conditions, and provisions remain unchanged.

If you have any questions regarding this, please contact one of the undersigned at (904) 363-3430.

Sincerely,

GOLDER ASSOCIATES INC.

Kari Reno

Kari D. Reno
Senior Project Scientist and Industrial Hygienist

for Jesse Brown

Andreas Wagner, M. Eng., CIH, CSP
Industrial Hygiene Practice Leader and Principal

KDR/JCB/as

FN: G:\Projects\16-\16-66007\PM\COJ Contract Renewal 17-18.docx

Golder, Golder Associates and the GA globe design are trademarks of Golder Associates Corporation

8/14/18 P-14-18 SS#9

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): FINANCE/RISK MANAGEMENT

FUNDING SOURCE: AFRM561LP/03109

BRIEF DESCRIPTION OF GOODS/SERVICES:

The Safety and Loss Preventions duties of Risk Management requires Risk to cover employee safety and general liability issues. Safety measures also include limiting the number and severity of injuries sustained under the Workers' Comp program due to work environment. An EHS firm will assist Risk with accomplishing the analysis of various environmental hazards and eliminate/minimize those exposures.

AMOUNT OF PROJECT (attach quote): $50,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Project Management - 2%
Ergonomic Support -18%
Job Hazard Analysis - 60%
Other - 20%

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Vendor is providing Job Hazard Analysis(JHA) for Risk Management Division to identify hazards and other specifications for the workforce. Currently 25% of 240 JHA's have been completed. Additionally Vendor is providing ongoing Work Station Assessments (WSA) for the Ergonomic Program. These services allow employees to operate per the job specification and produce required results. Vendor's performance provided the output required coupled with their knowledge and skill of the industry.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Currently in the middle of an existing project performed by Golder Associates as this vendor was awarded the initial contract.

Submitted by: Twane Duckworth — Chief of Risk Management

(Name) (Title)

Date: August 7, 2018

Requesting Agency's Director's Signature:

Procurement Division ____

March, 2017