City of Jacksonville, Florida

Lenny Curry, Mayor

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

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MEMORANDUM

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

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

DATE: **March 29, 2021**

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 Evaluated Proposal process to select the most qualified contractor for Residential Solid Waste and Recyclables Collection and Transportation Services – Service Area II for the Public Works Department/Solid Waste 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: 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	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

March 11, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator
Gretchen Williams, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Residential Curbside Solid Waste & Recyclables Collection and Transportation 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) 255-8833.

Cc: Nekole Hulitt
Dinah Coleman Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

Hulitt, Nekole

From:	Foster, Jeffrey
Sent:	Monday, March 22, 2021 2:10 PM
To:	Hulitt, Nekole
Subject:	FW: RFP for Residential Curbside SW and Recyclables Collection & Transportation Servi
Attachments:	RM REVIEW INS. REQ FOR ESC-xxxx-21 Residential Curbside SW and Recyclables Collection & Transportation Servi.doc; SCOPE- Residential Solid Waste and Recyclables Collection and Transportation Services Draft.pdf

See below for Risk.

From: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Monday, March 22, 2021 1:43 PM
To: Foster, Jeffrey
Subject: RE: RFP for Residential Curbside SW and Recyclables Collection & Transportation Servi

Greetings,

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

Risk Management reviewed and approve the Indemnification attachnment J & Insurance Requirements attachment K for Residential Curbside SW and Recyclables Collection & Transportation Servi.

note:

- I am not sure why section 25.1 on page 78 has the verbiage of indemnification when "attachment J" on page 93 has the full Risk Management approved indemnification.

- Form 6 Insurance Agent Acknowledgment form - *I do not know who implemented or the why for the "Insurance Agent Acknowledgment" to be added in the bid, contracts or agreements. My view on the matter is as follow....If you wish to omit the form, I am ok with it because it's the applicant's responsibility to make sure their insurance agent complies with all the contract's insurance requirements. Some insurance agents are refusing to sign the form and it's creating havoc with contract compliance.*

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

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

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From: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Friday, March 19, 2021 10:29 AM
To: Foster, Jeffrey
Subject: RE: RFP for Residential Curbside SW and Recyclables Collection & Transportation Servi

Greetings,

I received your request and it's in line for review. As soon as I get the conclusion of the review it will be forward to you.

MESSAGE: I am having a high volume of incoming emails for review; nevertheless, I will do my best to expedite your request.

Please label all emails correspondence: Subject- Residential Curbside SW and Recyclables Collection & Transportation Servi

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

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
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From: Foster, Jeffrey
Sent: Friday, March 19, 2021 10:19 AM
To: Verdejo Magras, Wanda
Subject: FW: RFP Request

Forgot to add you on the cc.

From: Foster, Jeffrey
Sent: Friday, March 19, 2021 10:05 AM
To: RiskReview
Subject: FW: RFP Request

RFP Risk review request for residential curbside solid waste and recyclable collection and transportation.

From: Laidler, Marilyn
Sent: Thursday, March 04, 2021 1:28 PM
To: Hulitt, Nekole
Cc: Foster, Jeffrey
Subject: FW: RFP Request

Nekole
Please find the attached bid documents.

Thanks

Marilyn Laidler
Asst. Manager, Purchasing Services
Finance and Administration Department
Procurement Division
(904) 255-8804- phone
(904) 255-8837- fax
mlaidler@coj.net

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

From: Foster, Jeffrey <JSFoster@coj.net>
Sent: Thursday, March 4, 2021 1:18 PM
To: Laidler, Marilyn <MLaidler@coj.net>
Subject: RFP Request

Marilyn:

Please find attached, the electronic version of the residential curbside hauler RFP for Service Area II for your review. The hard copy version will be delivered by interoffice mail.

The funding account for the services will be in 43101.157007.534070.000000.00000000.00000.0000000 and will be included in the FY21-22 normal budget request for SW professional contract services. I have sent a draft to OGC for their review of the contract since we are inserting the standard hauler contract in lieu of the form approved version in the RFP blank template.

Jeff Foster
PWSW

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Solid Waste Division
1031 Superior Street
Jacksonville, FL 32254
(904) 255-7500
www.coj.net

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TO: Greg Pease, Chief, Procurement Division

THRU: John Pappas, P.E., Director, Department of Public Works

FROM: Jeffrey S. Foster, P.G., Solid Waste Environmental Engineer Manager
Will Williams, Chief, Solid Waste Division

DATE: March 23, 2021

SUBJECT: CSPEC Approval of Evaluated Service Contract Request for Proposals
Residential Solid Waste and Recyclables Collection and Transportation Services Service Area II

The Solid Waste Division (SWD) respectfully requests your approval of the Evaluated Service Contract "Request for Proposals" (RFP) for the residential curbside solid waste and recyclables collection and transportation services for Service Area II. The RFP approval request is authorized via Ordinance 2021-55-E approved on February 23, 2021 which waived portions of Ordinance 382 (382.303 to 382.308) allowing Procurement to advertise for these services in lieu of a direct submittal of an application to the City Council President.

Funding for these services is available in 43101.157007.534070.000000.00000000.00000.0000000. Please advise when this item will be placed on the Agenda so a representative of SWD can attend.

JSF/jf

Cc: Steve Schlessinger, PW Admin
Dina Riddle, PW Admin

03/26/21 08:45:13
Procurement Division