SUBJECT: BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BID #: ESC-0001-21

OPEN DATE: 5/13/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP was awarded on 5/21/20 to North Florida Removal Service, Inc. in the not-to-exceed amount of $205,920.00. First renewal option approved on 6/4/21 in the amount of $205,920.00.

Recommend approval to increase the award to North Florida Removal Service, Inc. for the remainder of FY 21 (initial award) in the not-to-exceed amount of $15,000.00 due to a higher than expected number of cases. Revised award amount for the initial award not-to-exceed $220,920.00. Total revised award amount not-to-exceed $426,840.00. Period of service for the increase will be date of award through September 30, 2021.

Funding for this award will be encumbered from account 00111-118101-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

DISTRICT IV MEDICAL EXAMINER'S OFFICE

Serving Duval, Clay, Nassau, Hamilton, & Columbia

August 2, 2021

TO: Greg Pease, Chief of Procurement thru Annette Leslie-Burney, Purchasing Analyst

FROM: Timothy Crutchfield, Director of Operations

RE: ESC-0001-21 Body Transport Services Master Blanket No. 610318-21

The Medical Examiner's Office is requesting as a change order to increase the award for Body Transport Services. We need to increase the above blanket order by $15,000.00 for the period 10/1/2020 thru 9/30/2021. The new grand total of the current blanket order will be $220,920.00 and the new grand total of the contract amount not to exceed ~~$632,760.00~~ $476,840.00 DK. All specifications of the contract will remain the same.

The Center Number is 118101 (MEME011) and the account number is 531090.

This change order is due to an increase in cases that exceeded our initial projections. I have also attached a copy of the last award for the period 10/1/2020 thru 9/30/2021.

Thanks you for your assistance.

/daw

(14) 7-26-2021

City of Jacksonville, Florida
Request for Budget Transfer Form

Medical Examiner's Office
Department or Area Responsible for Contract / Compliance / Oversight

n/a
Council District(s)

Reversion of Funds: n/a
(if applicable) Fund / Center / Account / Project * / Activity / Interfund / Future

n/a
Fiscal Yr(s) of carry over (all-years funds do not require a carryover)

Section of Code Being Waived (if applicable): n/a

CIP (yes or no): NO

Justification for Waiver

n/a

Justification for / Description of Transfer:

Transfer funds from Part-time Salaries to Other Professional Services. Due to the increase in caseload, specifically Duval County, it is anticipated that that we will exceed allocated funds for our body removal contract. Thus, we need to increase the PO for contracted services with North Florida Removal Service for body removal services in order to finish out the FY21 contracted commitment.

Net Amount Appropriated and/or Transferred: 15,000.00 ~~$12,000.00~~ (net)

* This element of the account string is titled project but it houses both projects and grants.

CITY COUNCIL

Requesting Council Member: _____ CM's District: _____

Requesting Council Member: _____ CM's District: _____

Prepared By: _____ Ordinance: _____

OFFICE OF THE MAYOR

☐ BUDGET ORDINANCE ☒ TRANSFER DIRECTIVE

TD / BT Number: TD21-290

	Date Rec'd.	Date Fwd.	Approved	Disapproved
Department Head				
Mayor's Office	JUL 2 6 2021			
Accounting Division	7/12/21	7/14/21		
Budget Division	7-16-21	7-27-21		

Date of Action By Mayor: JUL 2 6 2021

Approved: Lenny Curry

Division Chief: B. Robert Pietak

Date Initiated: 7/1/21

Prepared By: Debra Wellmann

Phone Number: (904) 255-4016

Initiated / Requested By (if other than Department): _____

APPROVED BY: MAYOR'S BUDGET REVIEW COMMITTEE

DATE 7/26/2021

Budget Transfer Line Item Detail

* This element of the account string is titled project but it houses both projects and grants

TRANSFER FROM: (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Total: $15,000.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	MEME Medical Examiner - Medical Examiners	Salaries - Part Time	$15,000.00	00111	118101	513060	000000	00000000	00000	0000000

TRANSFER TO: (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Total: $15,000.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Subobject Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	MEME Medical Examiner - Medical Examiners	Other Professional Services	$15,000.00	00111	118101	531090	000000	00000000	00000	0000000

SUBJECT: BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BID #: ESC-0001-21

OPEN DATE: 5/13/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP was awarded on 5/21/20 to North Florida Removal Service, Inc. in the not-to-exceed amount of $205,920.00.

Recommend approval to utilize the first contract renewal option with North Florida Removal Service, Inc. in the annual not-to-exceed expenditure amount of $205,920.00. Total revised award amount not-to-exceed $411,840.00. Period of service will be October 1, 2021 through September 30, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-118101-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Term of Agreement, Previous Award

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 6/3/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/4/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

SUBJECT: BODY TRANSPORT SERVICES FOR THE DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BID #: ESC-0001-21

OPEN DATE: 5/13/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DUVAL COUNTY MEDICAL EXAMINER'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing Addendum 1 from North Florida Removal Service, Inc. that has since been acknowledged and received.

Recommend approval of award to the only responding firm, North Florida Removal Service, Inc., for body transport services. Estimated initial award amount not-to-exceed $205,920.00. Period of service shall be October 1, 2020 through September 30, 2021 with two (2) one (1) year renewal options.

Funding for this award shall be encumbered from account 0011-118101-531090-00000-00000-00000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Agreement Terms, Addendum 1

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tim Crutchfield, Director of Operations, Duval County Medical Examiner's Office

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/21/20

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/20

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____