SUBJECT: SENIOR SERVICES HOMEMAKING SERVICES

BID #: SC-0483-14 **OPEN DATE: 2014-05-14**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES – SENIOR SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 2 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award from June 16, 2017 through date of award.

Recommend approval to utilize the third and final renewal option with Arcadia Home Care and Staffing in the amount of $102,375.00 (6,500 hours @ 15.75/hr.) and CDH Home Care, Inc., in the amount of $107,250.00 (6,500 hours @ 16.50/hr.). The period of service is from date of award through June 15, 2018. The total annual expenditure not-to-exceed $209,625.00, for a revised award not-to-exceed $870,750.00.

Funding for this award to be encumbered by accounts RPAH1F6AS-03410-RCA029-17, to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letters, Bid Tabulation Sheet, Terms and Conditions, Previous Awards

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director, Parks, Recreation and Community Services Division

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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 _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

June 19, 2017

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

THRU: Daryl Joseph, Director
Parks, Recreation and Community Services

RE: **SC-0483-14 Senior Services Homemaking Services – Annual Renewal Recommendation**

The Parks, Recreation and Community Service Department respectfully request approval to utilize the third and final renewal option for the period of June 16, 2017 through June 15, 2018 to continue receiving homemaking services as needed.

Arcadia Home Care and Staffing	6,500 hours @ $15.75/hr	not to exceed $102,375.00
CDH Home Care, Inc.	6,500 hours @ $16.50/hr	not to exceed $107,250.00

The annual estimated expenditure is not to exceed $209,625.00, funding source **RPAH1F6AS 03410 RCA029-17.**

The funds will be encumbered by individual purchase orders under the following master blankets:

Arcadia Home Care and Staffing	406873
CDH Home Care, Inc.	406874

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or need additional information regarding this request, please contact James Lee at 630-1258.

Attachments: Arcadia Home Care and Staffing letter dated 5/24/2017
CDH Home Care letter dated 6/8/2017
SC-0483-14 Award dated6/16/2016

GC/jl

cc: Claire Stine, Parks, Recreation and Community Services Finance Manager

ARCADIA
Home Care & Staffing

20750 Civic Center Drive, Suite 100
Southfield, Michigan 48076-4129

p. 248.352.7530 f. 248.352.7683
arcadiahomecareandstaffing.com

May 24, 2017

Mr. James A. Lee
Senior Services Grants Supervisor
City of Jacksonville
Senior Services Division Program
117 W. Duval Street, Suite 210
Jacksonville, FL 32202

RE: 2017 Letter of Intent for Arcadia Health Services, Inc. - Senior Services Homemaking Services Contract Bid # SC-0483-14

Dear Mr. Lee,

Please accept this Letter of Intent from Arcadia Health Services, Inc. as our commitment to provide continued services under the 2014 Senior Services Homemaking Services Contract Bid # SC-0483-14 for the period of service of July 1, 2017 through June 30, 2018 at the rate of $15.75.

All services will be provided through Arcadia Home Care & Staffing office located at 2870 University Blvd. West, Suite 104, Jacksonville, FL 32217. Ms. Ellen Bissett-Kemper can be reached at 904-731-1183 to discuss any client service related questions.

If I can be of any further assistance, please do not hesitate call me at 800-733-8427, ext 10686 or email me at Contracting@ArcadiaHomeCare.com. Arcadia looks forward to our continued positive relationship with the City of Jacksonville Senior Services team.

Best regards,

Shirley Litvin
Contract Specialist II

June 8, 2017

Mr. James A. Lee
Senior Services Grants Supervisor
117 W. Duval Street
Suite 210
Jacksonville, Florida 32202

RE: #SC-0483-14

Dear Mr. Lee,

This is an official acceptance of renewal of the Homemaking contract between Senior Services Division Program and CDH Home Care, Inc., for the 2017 – 2018 at a rate of $16.50 per unit effective June 16, 2017.

We agree to the original terms and conditions of the award as written.

Should you have any questions concerning this matter, feel free to contact me at the telephone number listed below.

Kind regards

Raymond D. Haywood

Raymond D. Haywood
Business Administrator

cc: File Copy

4738 Norwood Avenue, Jacksonville, Florida 32206-6152
904-924-9200 (Office)/904-924-9203 (Fax)

BID TABULATION SHEET

TITLE: SENIOR SERVICES HOMEMAKING SERVICES

BID NO.: SC-0483-14

OPEN DATE: MAY 14, 2014 @ 2:00 P.M.

BUYER: ANNETTE BURNEY, ANALYST

No. Invited: (12) No. Received (2) No Bids: (1)

RECORDED BY: GAIL SAMPSON ANNOUNCER: SHERYL KURTZ

ITEM	DESCRIPTION	QUANTITY	ARCADIA HOME CARE & STAFFING UNIT PRICE (PER HOUR)	ARCADIA HOME CARE & STAFFING EXTENDED TOTAL	CDH HOME CARE, INC. UNIT PRICE (PER HOUR)	CDH HOME CARE, INC. EXTENDED TOTAL	UNIT PRICE (PER HOUR)
1	HOMEMAKING SERVICES-TO BE AWARDED TO TWO (2) CONTRACTORS AT 7,000 HOURS EACH FOR A TOTAL OF 14,000 HOURS	7000	$ 15.75	$ 110,250.00	$ 16.50	$ 115,500.00	
		TERMS:	NOT STATED		NOT STATED		
		DELIVERY:	NOT STATED		10 BUSINESS DAYS		
		CONFLICT OF INTEREST:	Y		Y		
		ADDENDUM S(1)	Y		Y		

TERMS AND CONDITONS
SENIOR SERVICES HOMEMAKING SERVICES
SC-0483-14

1. **SCOPE**
The Senior Services Division of the City of Jacksonville is currently accepting bids to obtain sources of supply for the services as outlined in the bid document provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these service(s) and to obtain pricing commitments for the **Senior Services Homemaking Services** as listed in the bid document.

2. **AWARD**
Award will be **ALL OR NONE** to the two (2) lowest responsive, responsible bidders, who will be responsible for providing an annual total of 14,000 hours (units) of homemaking services. Each Contractor will be assigned 7,000 hours **(units)** each of homemaking services.

3. **TERMS OF AGREEMENT**
The term of this agreement is for one (1) year from date of award with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City, based on supplier performance and adherence to the terms and conditions set forth in the bid documents. Renewal options may be exercised at the discretion of the City, including but not limited to, supplier performance and adherence to the terms and condition set forth in the bid document. **Annual homemaker service hours are as stated above.**

4. **PRE BID CONFERENCS**
Not Applicable

5. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for service(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such service(s).

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the Contract period and are subject to fluctuation in accordance with actual

requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it is so deems necessary during the contract period.

8. **PRICES**

All unit prices shall include all supplies, equipment, gas for vehicle, and labor charges to provide services to various Duval County locations as required in the bid documents.

9. **ESCLATION/DE-ESCALATION**

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Price Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. **DELIVERY**

Homemaking services will be delivered in accordance with each specific Client Service Plan Authorization. Homemakers will be required to use their own personal vehicle to travel to each client's home.

11. **PICK UP AND RETURNS**

Nor Applicable

12. **SUPPLIER ACCESSIBILITY**

The City or its representative must be able to contact, during normal business hours, by telephone or email any suppliers providing goods or services to the City or its agencies. Any supplier accessibility requirement outlined in the specifications, supersede this section.

13. **REPORTING**

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. **INVOICING**

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days.

All original invoices shall be submitted to: Senior Services Homemaking, 150 East 1st Street, Jacksonville, Florida 32206 for reconciliation with individual Homemaker Logs. After reconciliation, the original invoice will then be

submitted to the City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

15. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. **The bidders are required to submit their insurance certificate within ten (10) days after notice of award.**

SUBJECT: **SENIOR SERVICES HOMEMAKING SERVICES**

BID# SC-0483-14 OPEN DATE: **2014-05-14**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **SENIOR SRVS**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED 12 NUMBER RECEIVED 2 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the second of three (3) renewal options with Arcadia Home Care and Staffing in the amount of $102,375.00 (6,500 hours @ $15.75/hr.) and CDH Home Care, Inc. in the amount of $107,250.00 (6,500 hours @ $16.50/hr.) Period of service is from June 16, 2016 through June 15, 2017. Total revised estimated annual expenditure in the amount of $209,625.00, for a total not to exceed expenditure in the amount of $661,125.00.

Funding Source: RPAH1F6AS-03410-RCA029-16 - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letters, Previous Awards

BUYER: ANNETTE BURNEY RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Gloria Crawford, Chief, Senior Services Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 6-16-16

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 6/16/16

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

SUBJECT: **SENIOR SERVICES HOMEMAKING SERVICES**

BID# SC-0483-14 OPEN DATE: **2014-05-14**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **SENIOR SRVS**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **12** NUMBER RECEIVED **2** OTHER **1**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the first of three (3) renewal options with Arcadia Home Care and Staffing in the amount of $110,250.00 and CDH Home Care Inc. in the amount of $115,500.00. Period of service is from June 16, 2015 through June 15, 2016. Total revised estimated annual expenditure in the amount of $225,750.00, for a total not to exceed expenditure in the amount of $451,500.00.

Funding Source: RPAH1F6AS-03410-RCA029-15 - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letters, Previous Awards

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Gloria Crawford, Chief, Senior Services Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING DATE: 06/11/15

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 6/15/15

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-108, Revised 12/2007

SUBJECT: SENIOR SERVICES HOMEMAKING SERVICES

BID# SC-0483-14 OPEN DATE: 5/14/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SENIOR SRVS

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 12 NUMBER RECEIVED 2 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the two (2) lowest responsive, responsible bidders: Arcadia Home Care and Staffing in the amount of $110,250.00 ($15.75/hour) and CDH Home Care, Inc. in the amount of $115,500.00 ($16.50/hour). Period of service is for one (1) year from date of award with three (3) one (1) year renewal options. Total estimated annual expenditure in the amount of $225,750.00.

Funding Source: RCAH1F6AS-03410-RCA029-14 to be encumbered by purchase order

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2014. 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 the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Tabulation, Terms and Conditions and Specifications

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Gloria Crawford, Chief, Senior Services Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE 06/12/14

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/13/14

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007

QWS3270X 6/23/2017 2:05 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/23/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 2:05 PM

FISCAL MO/YEAR : 09 2017 CURRENCY CODE :
INDEX CODE : RPAH1F6AS ADULT SERVICES GRANTS
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT : RCA029 SOCIAL SVC.3B/NUTRITION 3C
GRANT DETAIL : 17 SOCIAL SVC.3B/NUTRITION 3C
USER CODE :

S	JUNE 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,092,687.00	1,092,687.00
EXPENDITURES	94,175.43	248,862.84	248,862.84
ENCUMBRANCES	-94,175.43	702,459.66	702,459.66
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	141,364.50	141,364.50

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

SC-0483-14	Arcadia Home Care & Staffing	CDH Home Care, Inc		
6/13/2014	$110,250.00	$115,500.00	Award	
6/15/2015	$110,250.00	$115,500.00	Renewal 1/3	
6/16/2016	$102,375.00	$107,250.00	Renewal 2/3	
Pending	$102,375.00	$107,250.00	Renewal 3/3	
	$425,250.00	**$445,500.00**	**$870,750.00**	**Total Award**