

PROCUREMENT DIVISION



February 13, 2014

The Honorable Alvin Brown, Mayor
City of Jacksonville
4th Floor, City Hall at St. James
Jacksonville, Florida 32202

Dear Mayor Brown:

Ref: P-41-13 Health Screen Physicals for JFRD Personnel/Ancillary Personnel
Jacksonville Fire & Rescue Department

The Professional Services Evaluation Committee met today in Conference Room 851 on the eighth floor of the Ed Ball Building, to conclude evaluation of various firms regarding the above-referenced project.


Recording of the deliberations of the committee meeting are available in the Office of the Chief of the Procurement Division.

It is the consensus of the committee that of the two (2) companies responding to the Request for Proposals, both were found to be responsive, interested, qualified and available to perform the required service. The ranking of first and second designates the order of qualifications of these firms to perform the required service and alphabetically they are:

2. The Hit Center
1. The Life Scan Wellness Centers

If the above meets your approval, please notify the undersigned so that fee and contract negotiations may begin with The Life Scan Wellness Center, the number one ranked firm.

mk
Respectfully submitted,


Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:


Alvin Brown, Mayor

This 18 day of February, 2014

GP:

cc: Council Auditor
Subcommittee Members
Sandra Stockwell, OGC
Barbara Turner, GAD

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

INTRA-GOVERNMENTAL SERVICES DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | www.coj.net

ENTERED
2/19/14
AEB

PROCUREMENT DIVISION



MEMORANDUM

DATE: February 7, 2014

TO: Gregory Pease, Chief
Procurement Division

FROM: Ivan Mote, Chief of Rescue *IM*
Jacksonville Fire & Rescue Department

Thomas Fonger, Fitness & Wellness Coordinator

SUBJECT: Subcommittee Report for P-41-13 Health Screening Physicals

The subcommittee received two(2) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, both of the firms responding were determined to be qualified. The ranking of first, and second, designates the order of qualifications of the firms to perform the required services and alphabetically they are:

1. The Life Scan Wellness Centers
2. The Hit Center

The subcommittee request the above list as ranked, be forwarded to the Mayor for final selection.

Attachment (Matrix)

Evaluation Matrix

EVALUATION SCALE

PROJECT NO. P-41-13

(AVERAGE)

10

QUALIFIED

EXTREMELY QUALIFIED

PROJECT TITLE: Health Screening Physicals for JFRD

[illegible]

Am Jorges

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QUALIFIED

PROJECT TITLE: HEALTH SCREENING PHYSICALS FOR JFRD

[illegible]

CLARK
NOTE

-10

CLARK
NOTE

PROJECT TITLE: HEALTH SCREENING PHYSICALS FOR JFRD

[illegible]



November 12, 2013

Ref: P-41-13 Health Screening Physicals for JFRD Personnel/Ancillary Personnel

Dear Consultant:

The Jacksonville Fire and Rescue Department of the City of Jacksonville, Florida, will require the services of a consultant/firm to provide the referenced services. Enclosed is a copy of the Request for Proposal.

In order to establish a list of qualified, interested and available people, this letter is being directed to you. If interested in providing the specific services, please provide the City with the following:

- A) ONE (1) MANUALLY SIGNED ORIGINAL, TWO (2) HARD COPIES, AND SIX (6) EXACT COPIES on CD Rom (in pdf format excluding your financials) of your proposal, unless additional copies are otherwise requested in the Request for Proposals, specifically stating your interest and any other specific information or statements called for in the enclosed Request for Proposals.
- B) Complete information about your firm and staff qualifications.
- C) A list of projects which indicate specific background and experience in the program area being considered.
- D) A quotation of proposed rates, fees or charges and other detailed cost proposal or cost breakdown information, if applicable.
- E) Please note: copies of the firm's financial statement (if required), may be submitted in THREE (3) sealed envelopes, each envelope clearly labeled "Pursuant to Section 119.071(1) (c), Florida Statutes, the document contained herein is exempt from the mandatory disclosure requirements of the Florida Public records Law. Accordingly it is not Subject to Public Inspection." Include your firm's name and the number of the project as shown above. In certain cases (roads and public works projects) may not be subject to the Public Records Law.

Please note:

- 1) Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or proposer.
- 2) A person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to

provide any goods or services to a public entity, may not submit a bid on a contract with public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.

- 3) Collusion: The Proposer, by affixing his signature to this proposal agrees to the following: "Proposer certifies that this proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same service; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action."

Any questions, requests for information or requests for amendments to this RFP must be submitted via email to Alex Baker at abaker@coj.net no later than 11:00 a.m. Friday, November 22, 2013. The answers will be placed on the internet in the form of an addendum shortly thereafter

Your proposal must clearly bear the RFP number (P-41-13) and must be received no later than 2:00 p.m. Wednesday, December 18, 2013, and directed to:

City of Jacksonville
Procurement Division
Attn: Professional Services Specialist
214 N. Hogan Street, Suite 105
Jacksonville, FL 32202

Your package/proposals must be date and time stamped upon receipt. If it "appears" in our offices after the deadline and there is no date/time stamp, it will be rejected.

Yours very truly,

Gregory Pease

Chief, Procurement Division
Chairman, Professional Services
Evaluation Committee

GP:

cc: Subcommittee Members
Council Auditor