



# Broward County

## Legislation Text

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File #: 20-002, Version: 1

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### **Broward County Commission Regular Meeting**

**Director's Name:** George Tablack

**Department:** Finance and Administrative Services    **Division:** Purchasing

### **Information**

#### **Requested Action**

**MOTION TO APPROVE** Agreement between Broward County and Removal Transport Services of Broward Inc., for Removal and Transportation of Deceased Persons, Request for Proposals No. GEN2118621P1, for an initial three-year term in the not-to-exceed amount of \$609,120, which includes optional services in the amount of \$33,120, and authorize the Director of Purchasing to renew the Agreement for a renewal term of two one-year renewal periods, for a five-year not-to-exceed amount of \$1,015,200; and authorize the Mayor and Clerk to execute same. The Agreement will begin upon the date of execution and terminate three years from that date.

#### **Why Action is Necessary**

In accordance with the Broward County Procurement Code, Section 21.31.a.4, Award Authority, Board approval is required for awards exceeding \$500,000.

#### **What Action Accomplishes**

Engages the services of a qualified firm to provide removal and transportation of deceased persons, medical records, specimens, physical evidence and storage of deceased persons, between various locations throughout Broward, Palm Beach and Miami-Dade Counties on an as needed basis.

#### **Is this Action Goal Related**

No

#### **Previous Action Taken**

None.

#### **Summary Explanation/Background**

THE PURCHASING DIVISION AND THE OFFICE OF MEDICAL EXAMINER AND TRAUMA SERVICES RECOMMEND APPROVAL OF THE ABOVE MOTION.

The Office of Economic and Small Business Development (OESBD) did not assign County Business Enterprise (CBE) goals for this procurement because there are no certified CBE firms that can meet the requirements of the solicitation. The OESBD determined that this project is not subject to the Broward County Workforce Investment Program (Exhibit 3).

This Agreement provides for the removal and transportation of deceased persons, medical records, specimens, physical evidence and storage of deceased persons, between various locations

throughout Broward, Palm Beach and Miami-Dade Counties on an as needed basis, 24 hours a day seven days a week.

On June 4, 2019 (Item No. 69), the Board approved Request for Proposal (RFP) No. GEN2118621P1, Removal and Transportation of Deceased Persons. One firm submitted a proposal in response to the RFP.

On October 14, 2019, a Combination Initial and Final Evaluation Meeting was held. The Evaluation Committee determined that the single proposer, Removal Transport Services of Broward Inc., was both responsive and responsible to the requirements of the RFP and would advance to the Final Evaluation Meeting to be numerically scored and ranked by the Evaluation Committee.

After questions and evaluation, since there was only one responsive and responsible firm, the Evaluation Committee exercised its option to utilize a voice vote in lieu of individual scoring by ballots. The Evaluation Committee named Removal Transport Services of Broward Inc. as the first-ranked firm.

The Evaluation Committee's proposed recommendation of ranking was posted on the Purchasing Division Web site from October 15, 2019 to October 17, 2019, which provided an opportunity for any proposer or interested party to present any new or additional information regarding the proposer's responsibility. There was no additional information submitted within this timeframe.

The Evaluation Committee's final recommendation of ranking was posted on the Purchasing Division Web site from October 18, 2019 to October 24, 2019, which provided an opportunity for any aggrieved proposer to file a formal protest. There was no protest filed within this timeframe.

On November 15, 2019, the County Administrator approved the Evaluation Committee's final ranking of the single proposer and authorized staff to proceed with negotiations.

One negotiation meeting was held with Removal Transport Services of Broward Inc. on November 21, 2019. This meeting was attended by representatives from Removal Transport Services of Broward Inc., the Office of Medical Examiner and Trauma Services, the Office of the County Attorney and the Purchasing Division.

On December 12, 2019, the Director of Purchasing approved the Interim Contract, for time only, to Removal Transport Services of Broward Inc. on a month-to-month basis until the award of the replacement contract, RFP No. GEN2118621P1, under the same prices, terms and conditions of the Contract No. R1180405P1.

Additional supporting documentation provided to the Evaluation Committee regarding this procurement can be found on Broward County's Purchasing Division Web site at <http://www.broward.org/Purchasing/Pages/Repository.aspx>.

The Evaluation Committee consisted of:

Christine Calhoun, Purchasing Manager, Purchasing Division, Finance and Administrative Services

Department (Chair and Non-Voting Member)

Christopher Boden, Chief Medical Examiner of Operations, Office of Medical Examiner and Trauma Services

Dr. Rebecca MacDougall, Associate Medical Examiner, Office of Medical Examiner and Trauma Services

Kimm Campbell, Assistant County Administrator (formerly Director of Human Services Department)

**Source of Additional Information**

Brenda J. Billingsley, Director, Purchasing Division, (954) 357-6070.

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

The source of funding for this project is the General Fund estimated at \$609,120 for the initial three-year term and totaling \$1,015,200 for the five-year term of the agreement.

Requisition No. MED0000554