

# **Memorandum**



To: **Gary Hartfield, Director**  
Small Business Development Division

From: **Kevin L. Guhl, CPPB - Senior Procurement Specialist**  
Procurement Management Department– Construction Services  
Jackson Health System

CC: Veronica Clark, Laurie Johnson, Herb Martinez, Kenneth Robertson, Teodoro Carrasco

Date: March 2, 2017

Re: RFQ 17-14779-KG –JNMC Miscellaneous Repairs

---

## **Background:**

The project scope of work will consist of miscellaneous interior repair tasks on a time and materials basis at Jackson North Medical Center, located at 160 NW 170<sup>th</sup> Street, North Miami Beach, Florida. The scope is carpentry related and may be performed by contractor which, at a minimum, holds a Building Specialties license from Miami-Dade County. The estimated cost for this project is \$75,000.00.

## **Minimum Requirements and Special Conditions:**

Bidders shall be required to possess, at a minimum, a Building Specialties license from Miami-Dade County and have experience with a minimum of (2) similar projects satisfactorily completed within the past (2) years. The contractor shall be familiar with current codes/requirements per authorities having jurisdiction (City of Miami). Bidders must provide this information together with his/her bid response.

## **Recommendation:**

It is the department's recommendation that the Construction Review Committee (RC) approve the Small Business Enterprise Construction (SBE-C) measure of 100% set-aside for the above-referenced contract.

If you have any questions regarding this matter, please contact my office at (305) 585-7829.

Regards,

**Kevin L. Guhl, CPPB**

Senior Procurement Specialist – Construction Services  
Procurement Management Department  
Jackson Health System

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

**Project Title:** Jackson North Medical Center Miscellaneous Repairs

**Contract/Project No.** RFQ 17-14779-KG

**DESCRIPTION:** To employ a qualified contractor to provide miscellaneous repair services for the Public Health Trust and Jackson Health System. This contract is for a qualified general contractor to provide miscellaneous interior repairs on a time and materials basis as needed, as required.

**DEPARTMENT:** JNMC Plant Operations      **CONTACT:** Herb Martinez      **PHONE :** (305) 469-0928

**ESTIMATED CONSTRUCTION PROJECT BUDGET COST:** \$75,000.00      **FUNDING SOURCE:** Department Operations

**ANALYSIS**

Commodity/Service No. <u>236220</u>		SIC: _____	
<u>Trade/Commodity/Service Opportunities</u>			
<u>Miscellaneous Interior Repairs</u>			
<u>Contract/Project History of Previous Purchases for Previous Three (3) Years</u>			
<b>Check Here</b>		<b>X</b>	
<b>Existing</b>		<b>if this is a New Contract/Purchase with no Previous History</b>	
	<input type="checkbox"/>	<u>2<sup>nd</sup> Year</u>	<u>1<sup>st</sup> Year</u>
Contractor	_____	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____
COMMENTS: <u>JHS Procurement Construction Services is recommending 100% SBE/Cons Level 1 Set Aside</u>			

**RECOMMENDATIONS**

<u>CSBE GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>	
<u>100 %</u>	<u>N/A</u>	_____	
<u>Analysis for Goal Recommendation</u>			
<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to base Bid</u>	<u>Availability</u>
Carpentry	\$75,000	100 %	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL CSBE Recommendation</b>	\$75,000	100 %	_____
<b>TOTAL Project Budget</b>	\$75,000	100%	_____
<u>Basis for Recommendation:</u>			
_____		_____	
Herb Martinez, Project Manager		Date: Small Business Development	
Associate Director JNMC Plant Operations			