



108 Polly Ogden Lane  
Baxley, GA 31513  
912-367-9797 Office

July 15, 2015  
VIA U.S. MAIL, EMAIL

Dale Williams  
County Manager  
Columbia County Board of County Commissioners  
P.O. Box 1529  
Lake City, FL 32056-152

Email address: [penny.stanlev@columbiacountvfla.com](mailto:penny.stanlev@columbiacountvfla.com)

RE: Issuance of COPCN per the Columbia County Board of County Commissioners

Dear Mr. Williams:

Please accept my respectful request for issuance a COPCN for Excelsior Ambulance pursuant to the Columbia County Board of County Commissioners ("BCC") direction.

Excelsior Ambulance, a Service Disabled Veteran Owned Small Business, was awarded a Department of Veterans Affairs Contract No. VA248-14-Q-2350 on July 7, 2015<sup>1</sup> to supply ambulance services to Columbia County. This Contract was specifically set aside under Federal procurement law for Small Businesses, and was delayed while the DVA determined which of the proposers qualified as a Small Business. Excelsior is a small business owned by myself, a disabled Veteran, and was awarded the Contract as a Service Disabled Veteran Owned Small Business ("SDVOSB").

Pursuant to discussion. Motion and Vote on August 15, 2013, the BCC voted to issue a COPCN to Excelsior if the VA Contract was awarded to Excelsior. This Motion was amended to include any other disabled veteran who was awarded the Federal Contract by the VA. The Original Motion carried 3-2; the Amended Motion was unanimous<sup>2</sup>. The Board's vote and direction is clear, and the County Manager "implements the policies adopted by the Board, and insures County compliance with all federal, state and local rules and regulations"<sup>3</sup>. Therefore Excelsior is requesting processing and issuance of the COPCN.

There has been some confusion as to requiring Excelsior to appear again before the Board for discussion of this COPCN. but it is clear that they have already discussed and clearly identified the requirements for receiving the COPCN from Columbia County. Please see page 4 of the Minutes for the BCC on August 15, 2013, Attachment B. As such, Excelsior is attempting to

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<sup>1</sup> See DVA Contract Award Letter, Attachment A

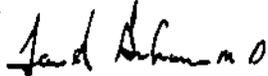
<sup>2</sup> See Minutes of Board Meeting, Page 4, highlighted; August 15, 2013, Attachment B

<sup>3</sup> Per Columbia County Website, [http://www.columbiacountvfla.com/BCC\\_Administration.asp](http://www.columbiacountvfla.com/BCC_Administration.asp)

cooperate with the DVA requests to begin performance as expediently as possible, and requests that BCC Administration begin processing the COPCN now.

Excelsior is committed to providing quality service to Columbia County, and providing superior performance to its veterans per this Federal Contract. If the BCC wishes to have me appear to speak to them on any matter involving performance of Excelsior's duties pursuant to the Federal Contract, I will be happy to do so. I am merely requesting that the COPCN process begin as soon as convenient to allow Excelsior to perform our services for the Veterans in Columbia County.

Sincerely,

A handwritten signature in black ink, appearing to read "James Graham".

James Graham, M.D.

President and Owner, Excelsior Ambulance



DEPARTMENT OF VETERANS AFFAIRS  
Network Contracting Office 8  
Commerce Building  
300 East University Ave, Suite 180  
Gainesville FL 32601

AWARD LETTER  
Reference: VA248-14-Q-2350

In Reply Refer To: 573-90F  
July 7, 2015

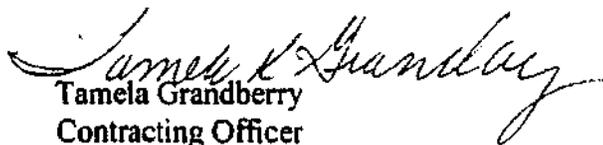
Excelsior Ambulance Service, Inc.  
108 Polly Ogden Lane  
Baxley, GA 31513

Dr. James Graham,

North Florida/South Georgia Veteran Health System (NF/SG VHS) is pleased to accept your offer for the above solicitation. Acceptance of this offer constitutes a contract between Excelsior Ambulance Service, Inc. and NF/SG VHS. The rights and obligations of the parties to this purchase order shall be subject to and governed by the Standard Form 1449 Order VA248-15-C-0135 and any attached document or incorporated by reference. Period of performance begin July 20, 2015 through September 30, 2015 with four option periods to expire September 30, 2020.

Your initial point of contact at NF/SG VHS Gainesville, FL is Ms. Johnette Richardson, COR, 386-755-3016 x3291. Ms. Richardson is responsible for the following contract management issues: Ensure that the contractor complies with all of the requirements of the statement of work, specifications, or performance work statement, and when requested by the contractor, provide technical direction to the contractor's technical manager. This technical assistance must be within the scope of the contract (e.g., interpreting specifications, statement of work, performance work statement, etc.). Review and evaluate the contractor's progress in relation to the expenditures. Review the contractor's invoices/vouchers for reasonableness and applicability to the contract.

We look forward to a successful contract period. If you have any questions please contact Shirley Courtney, Contract Specialist at 352 381-5705.

  
Tamela Grandberry  
Contracting Officer