SUBJECT: Debt Collection Services for the Duval County Clerk of the Circuit and County Courts

BID #: ESC-0496-18 **OPEN DATE: 8/8/18**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with three (3) one (1) year renewal options

AGENCY: Clerk of the Circuit Court

BASIS OF AWARD: Highest Scoring Bidder(s) Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED: 10** **OTHER: 2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) one (1) year renewal options with Harris & Harris, LTD and Linebarger, Goggan, Blair & Sampson, LLP for Debt Collection Services for the Duval County Clerk of the Circuit and County Courts. Period of service for Harris & Harris, LTD will be from December 9, 2022 through December 8, 2023. Period of service for Linebarger, Goggan, Blair & Sampson, LLP will be from January 14, 2023 through January 13, 2024. There is no cost to the City. All other terms and conditions remain the same.

To be executed for formal contract amendment through the Office of General Counsel. (Contract No. 10718 and 10738)

Attachments: Recommendation Memo, Previous Award, Vendor Email

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
RUBEN OLA
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Jennifer Spinelli, Chief Financial Officer, Clerk of the Circuit Court

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

October 13, 2022

To: Dustin Freemam, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Renewal to Contract 10718– Harris & Harris, LTD

The Clerk of the Circuit and County Courts is requesting to utilize one of our three one-year renewals with Harris & Harris, LTD. Under contract 10718, this is our debt collection service used for delinquent fines and fees of various types of cases within the Clerk's Office.

Funding: No cost to the Clerk's Office.

Attached: Contract 10718

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

October 13, 2022

To: Dustin Freemam, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Renewal to Contract 10738–Linebarger, Goggan, Blair & Sampson

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The Clerk of the Circuit and County Courts is requesting to utilize one of our three one-year renewals with Linebarger, Goggan, Blair & Sampson. Under contract 10738, this is our debt collection service used for delinquent fines and fees of various types of cases within the Clerk's Office.

Funding: No cost to the Clerk's Office.

Attached: Contract 10738

Ola, Ruben

From: Van Sickle, Angel B <Angel.VanSickle@DuvalClerk.com>
Sent: Thursday, December 1, 2022 3:48 PM
To: Ola, Ruben
Subject: FW: Executed Contract - Duval County Clerk of Courts

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Ruben,

Victoria is out of the office. Please see the email below.

Thanks,
A

Angel Van Sickle
Senior Manager to Clerk of Court
Finance and Accounting, Purchasing

Duval County Clerk of Courts
501 West Adams St, Jacksonville, FL 32202
Direct: 904-255-2085
Main: 904-255-2000

From: Vince LoBianco <vlobianco@harriscollect.com>
Sent: Thursday, December 1, 2022 2:46 PM
To: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>; Van Sickle, Angel B <Angel.VanSickle@DuvalClerk.com>
Subject: RE: Executed Contract - Duval County Clerk of Courts

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Hi Victoria,

Sorry for the confusion. Yes, Harris & Harris is in agreement to renew our contract under the same terms. Please let me know if you need anything else from me.

Best,

Vince LoBianco
Vice President – Business Development
111 W. Jackson Blvd, Suite 400
Chicago, IL, 60604
Direct: 630.241.1605
Mobile: 630.988.6948
vlobianco@harriscollect.com
HarrisCollect.com

From: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>
Sent: Thursday, December 1, 2022 10:18 AM
To: Vince LoBianco <vlobianco@harriscollect.com>; Van Sickle, Angel B <Angel.VanSickle@DuvalClerk.com>
Subject: RE: Executed Contract - Duval County Clerk of Courts

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails by selecting the "Report-Phishing" button located on your Outlook toolbar.

Good Morning Vince,

We are hoping to receive an acknowledgement letter or email in regards to utilizing one of our three one year renewals per the attached contract. If you could please let me know you still agree to the contract terms I would greatly appreciate it. Also if you need any further information please don't hesitate to ask.

Thank you,

Victoria Tomlin
Specialist to Clerk of Court
Finance and Accounting - Purchasing

Duval County Clerk of Courts
501 West Adams St, Jacksonville, FL 32202
Direct: 904-255-2369
Main: 904-255-2000

From: Vince LoBianco <vlobianco@harriscollect.com>
Sent: Wednesday, November 2, 2022 11:26 AM
To: Van Sickle, Angel B <Angel.VanSickle@DuvalClerk.com>
Cc: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>
Subject: RE: Executed Contract - Duval County Clerk of Courts

EXTERNAL EMAIL: This email originated from a non-Clerk email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Angel,

Nice to hear from you. I hope all is well!!

I will have out team get us registered right away. We will send over the supplier number as soon as obtained.

Best,

Vince LoBianco
Vice President – Business Development
111 W. Jackson Blvd, Suite 400
Chicago, IL, 60604
Direct: 630.241.1605
Mobile: 630.988.6948
vlobianco@harriscollect.com
HarrisCollect.com

Ola, Ruben

From: Van Sickle, Angel B <Angel.VanSickle@DuvalClerk.com>
Sent: Thursday, December 1, 2022 3:48 PM
To: Ola, Ruben
Subject: FW: Duval County Clerk of Court Renewal

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Ruben,

Victoria is out of the office, please see the email below.

Thanks,

Angel Van Sickle
Senior Manager to Clerk of Court
Finance and Accounting, Purchasing

Duval County Clerk of Courts
501 West Adams St, Jacksonville, FL 32202
Direct: 904-255-2085
Main: 904-255-2000

From: Kelly Burnette <Kelly.Burnette@lgbs.com>
Sent: Thursday, December 1, 2022 3:46 PM
To: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>
Cc: Van Sickle, Angel B <Angel.VanSickle@DuvalClerk.com>
Subject: Re: Duval County Clerk of Court Renewal

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Good afternoon, Victoria.

Please accept this email as an acknowledgment that we agree to extend the contract under the terms of the contract.

Should you have any questions, please feel free to contact me at any time.

Best regards,

Kelly Burnette
Capital Partner
Linebarger Goggan Blair & Sampson, LLP
Attorneys at Law
Jacksonville, Florida
Kelly.Burnette@lgbs.com
Main: (904) 838-1827
http://www.lgbs.com/

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From: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>
Sent: Thursday, December 1, 2022 11:20 AM
To: Kelly Burnette
Cc: Van Sickle, Angel B
Subject: RE: Duval County Clerk of Court Renewal

Good Morning Kelly,

We are hoping to receive an acknowledgement letter or email in regards to utilizing one of our three one year renewals per the attached contract. If you could please let me know you still agree to the contract terms I would greatly appreciate it. Also if you need any further information please don't hesitate to ask.

Thank you,

Victoria Tomlin
Specialist to Clerk of Court
Finance and Accounting - Purchasing

Duval County Clerk of Courts
501 West Adams St, Jacksonville, FL 32202
Direct: 904-255-2369
Main: 904-255-2000

From: Kelly Burnette <Kelly.Burnette@lgbs.com>
Sent: Monday, October 17, 2022 2:54 PM
To: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>
Subject: Re: Duval County Clerk of Court Renewal

EXTERNAL EMAIL: This email originated from a non-Clerk email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon, Victoria.

I hope you had a great weekend.

I wanted to let you know we have submitted the registration request for the firm and will let you know when we receive a vendor number.

Have a great day.

Kelly Burnette
Capital Partner
Linebarger Goggan Blair & Sampson, LLP
Attorneys at Law
Jacksonville, Florida
Kelly.Burnette@lgbs.com
Main: (904) 838-1827
http://www.lgbs.com/

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From: Tomlin, Victoria L <Victoria.Tomlin@DuvalClerk.com>
Sent: Monday, October 10, 2022 3:48 PM
To: Kelly Burnette
Subject: Duval County Clerk of Court Renewal

Good Afternoon Kelly,

I am working on renewing an additional year with Linebarger. I was unable to find a current supplier number for Linebarger. If you have not registered in our new supplier portal, please visit the Supplier Portal page for information, or **Click here to register as a Supplier**.

Please let me know if you need anything further, or have any questions.

Thank you,

Victoria Tomlin
Specialist to Clerk of Court
Finance and Accounting - Purchasing

Duval County Clerk of Courts

501 West Adams St, Jacksonville, FL 32202
Direct: 904-255-2369
Main: 904-255-2000

Linebarger

SUBJECT: Debt Collection Services for the Duval County Clerk of the Circuit and County Courts

3100.19

BID #: ESC-0496-18

OPEN DATE: 8/8/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with three (3) one (1) year renewal options

AGENCY: Clerk of the Courts

BASIS OF AWARD: Highest Scoring Bidder(s) Based on Evaluation Criteria

200237
1962

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 10 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the top two (2) highest scoring contractors, Harris & Harris and Linebarger, Goggan, Blair & Sampson, as a result of negotiations. Negotiations were unsuccessful with the third contractor, GC Services Limited Partnership, and it will not be recommended for award. Period of service is for three (3) years from date of contract execution with three (3) one (1) year renewal options. There is no cost to the City. Contractors will collect a 30% fee for each account collected in full.

Attachments: Recommendation Memo, Tabulation and Scoring Sheets, Evaluation Criteria and Previous Awards

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Allison Luker, Chief Financial & Administrative Officer, Clerk of the Circuit & County Courts

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 6/13/19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/13/19

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: Debt Collection Services for the Duval County Clerk of the Circuit and County Courts

BID #: ESC-0496-18

OPEN DATE: 8/8/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with three (3) one (1) year renewal options

AGENCY: Clerk of the Courts

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 10 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to and negotiations and reject Penn Credit for failure to comply with the requirements of the RFP as outlined in Sections 2.17, Contractor Representation and 4.4, Contractor Qualifications. Recommend approval to begin negotiations with the fourth highest scoring vendor, GC Services Limited Partnership, as one of three (3) contractors for this project. The results of negotiations will be presented to the Committee for approval.

Attachments: Recommendation Memo, Tabulation and Scoring Sheets, Rejection Letter

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Allison Luker, Chief Financial & Administrative Officer, Clerk of the Circuit & County Courts

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 **MEMBERS DISAPPROVING** Ø **DATE:** 4/11/19

OTHER:

ACTION OF AWARDING AUTHORITY **DATE** 4/11/19

APPROVED **DISAPPROVED**

OTHER

SIGNATURE OF AUTHENTICATION

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