2

**SUBJECT:** PARKING FINES AND FEE DEBT COLLECTION SERVICES

**BID #:** ESC-0381-19 **OPEN DATE:** 05/22/2019

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2022 WITH FIVE (5) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** PUBLIC PARKING

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Request approval to extend contract #10035-01 with Penn Credit Corporation from April 1, 2024 through June 30, 2024 to allow time for a new solicitation to be issued and awarded. This is a revenue-generating contract with the supplier receiving a percentage of the fees/fines collected on behalf of the City. Total not-to-exceed award amount will remain unchanged at $278,450.50.

Funding for this award will be encumbered from account 41102.135205.341809.000000.00000000.00000.0000000, executed by formal contract amendment #3 through the Office of General Counsel, and processed via Purchase Order(s).

**ATTACHMENTS:** Recommendation Memo, Supplier's Letter, Previous Awards

**ANALYST:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** ROBERT CARLE, PUBLIC PARKING OFFICER, OFFICE OF PUBLIC PARKING

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

**City of Jacksonville, Florida**
***Donna Deegan, Mayor***

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

March 14, 2024

**MEMORANDUM**

To: Dustin Freeman, Chief, Procurement Division

From: Robert Carle, Public Parking Officer, Office of Public Parking

Re: Request to Extend Contract Number 10035-1 under Bid Number ESC-0381-19

The Office of Public Parking requests to extend contract #10035-1 under bid # ESC-0381-19 from April 1, 2024, through June 30, 2024.

Pricing and terms on the extension will remain the same.

Vendor payments are made via a contra-revenue account and calculated as a percentage of revenue collected and remitted to the city. Public Parking funding source will be 41102-135205-341809 000000 00000000 00000 0000000.

Thank you for your consideration.

PennCredit

2800 Commerce Drive • Harrisburg, PA 17110

March 26, 2024

William M. Schaefer
City of Jacksonville – Public Parking
231 E. Forsyth, Suite 424
Jacksonville, FL 32202

Re: Collection Contract Extension, Bid #ESC-0381-19

Dear Mr. Schaefer:

Please accept this letter as confirmation that Penn Credit Corporation desires to continue providing services to the City on contract # 10035-01. We agree to honor the current terms and conditions contained in the agreement, including pricing/compensation for the term period of April 1, 2024 to June 30, 2024.

Should you or your colleagues have any questions, please contact Rhett Donagher at 561-371-2937 or rhett.donagher@penncredit.com.

Sincerely,

Thomas Foley, Jr.
Chief Executive Officer

**Phone** 800-800-3328 • **Fax** 717-238-8441 • **www.penncredit.com**

**SUBJECT:** PARKING FINES AND FEE DEBT COLLECTION SERVICES

**BID #:** ESC-0381-19 **OPEN DATE:** 05/22/2019

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2022 WITH FIVE (5) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** PUBLIC PARKING

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to extend the period of service with Penn Credit Corporation (contract #10035-01) from October 1, 2023 through March 31, 2024 in the not-to-exceed expenditure amount of $22,450.50. Total revised not-to-exceed award amount will be $278,450.50.

Funding for this award will be encumbered from account 41102.135205.341809.000000.00000000.00000.0000000, executed by formal contract amendment #2 through the Office of General Counsel, and processed via Purchase Order(s).

**ATTACHMENTS:** Recommendation Memo, Supplier's Letter, Section 1.3 Term of Agreement, Previous Awards

**ANALYST:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** ROBERT CARLE, PUBLIC PARKING OFFICER, OFFICE OF PUBLIC PARKING

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 9/21/2023

OTHER: _____

**ACTION OF AWARDING AUTHORITY** DATE 9/25/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

**SUBJECT:** PARKING FINES AND FEE DEBT COLLECTION SERVICES

**BID #:** ESC-0381-19

**OPEN DATE:** 05/22/2019

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2022 WITH FIVE (5) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** PUBLIC PARKING

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to utilize the first contract renewal option with Penn Credit Corporation in the annual not-to-exceed expenditure amount of $64,000.00. Total revised award amount not-to-exceed $256,00.00. Period of service will be October 1, 2022 through September 30, 2023 with four (4) one (1) year renewal options remaining.

Funding for this award will be encumbered from account 41102.135205.341809.000000.00000000.00000.0000000, executed by formal contract amendment through the Office of General Counsel, and processed via Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

**ATTACHMENTS:** Recommendation Memo, Supplier's Letter, Term of Agreement, Previous Award

**ANALYST:** _____ DAVID KLAGES

**RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** ROBERT CARLE, PUBLIC PARKING OFFICER, OFFICE OF PUBLIC PARKING

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 4/28/2022

OTHER: _____

**ACTION OF AWARDING AUTHORITY** DATE 4/29/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

**SUBJECT:** **Parking Fines and Fees Debt Collection Services**

**BID #: ESC-0381-19** **OPEN DATE: 5/22/19**

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** Service Contract – October 1, 2019 through September 30, 2022 with five (5) one (1) year renewal options

**AGENCY:** Public Parking

**BASIS OF AWARD:** Highest Scoring Bidder Based on Evaluation Criteria

**NUMBER OF BIDS INVITED:** 5 **NUMBER RECEIVED:** 4 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**

Recommend approval of award to the highest scoring responsive, responsible bidder, Penn Credit Corporation, to provide parking fines and fees debt collection services for the Office of Public Parking. Period of service is October 1, 2019 through September 30, 2022 with five (5) one (1) year renewal options. Total estimated annual expenditure amount is $64,000.00, with a not to exceed expenditure amount of $192,000.00 for the initial three (3) year term.

1. Penn Credit - 98.42
2. Professional Account Management - 93.60
   (Duncan Solutions)
3. Harris & Harris - 80.74

Funding Source: DIPP412AD-341518 - To be executed by formal contract through the Office of General Counsel

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

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

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

**CONCURRENCE BY:** Robert Carle, Public Parking Officer, Office of Public Parking

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 7/25/19

OTHER: _____

**ACTION OF AWARDING AUTHORITY** DATE 7/25/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02