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SINGLE SOURCE AWARD **BID # SS-15122-24**

Subject: TRANSFER PROGRAM FOR ANIMAL CARE AND PROTECTIVE SERVICES

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to retroact the period of service from October 1, 2023 through date of award.

Recommend approval of single source award to Jacksonville Humane Society (JHS) to provide transfer services for at least 1,500 dogs and cats from the ACPS shelter to the JHS facility located at 8464 Beach Boulevard, Jacksonville, FL 32216 and for the direct intake of stray animals to the JHS facility. Period of service is from date of award through September 30, 2024. Total not-to-exceed expenditure is $400,000.00.

Funding Source: 11501.172104.534100.000000.000000.00000901.00000.0000000 – To be executed by formal contract through the Office of General Counsel and processed by Purchase Order(s).

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** NBAC-500472-24

Attachments: Single Source Memo/Form, Supplier Letter/Quote, Previous Award

Certification as to Single Source: Albert Ferraro, Interim Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

FOR: Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Animal Care & Protective Services Division
2020 Forest Street
Jacksonville, Florida 32204
(904) 630-CITY (2489)
www.coj.net

MEMORANDUM

DATE: December 6, 2023

TO: Dustin Freeman, Chief
Procurement Division

THROUGH: Albert Ferraro, Interim Director
Neighborhoods Department

FROM: Daniel Nasr, Finance Manager
Neighborhoods Department

SUBJECT: **Sole Source Procurement Request for Jacksonville Humane Society – FY24**

The Neighborhoods Department, on behalf of Animal Care and Protective Services Division (ACPS), requests the proprietary award for SS-13211-23 be renewed in the amount of $400,000 for FY24, to be effective October 1, 2023, through September 30, 2024. ACPS will utilize funds from Charge Account:

11501 172104.534100.000000.00000901.00000.0000000

Thank you for your consideration of our request. Please let me know if you have any additional questions

Attachment

Single Source Request Form
Jacksonville Humane Society Description of Services memo

JUSTIFICATION FOR SINGLE SOURCE (JSS)

Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

1. Requesting Agency:	Animal Care & Protective Services Division
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	The ACPS Transfer program provides for the transfer of dogs and cats from ACPS Shelter to the Jacksonville Humane Society (JHS). JHS facility located at 8454 Beach Blvd Jacksonville, FL and direct intake of stray dogs and cats directly into the JHS facility for the period of October 1, 2023 through September 30, 2024. Per Scope of Services outlined in memo dated September 28,2023.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	This request is to renew an existing contract. JHS is the only facility within the City of Jacksonville that can provide transfer, medical care, and shelter care for the volume of animals for the price of the proposed contract.
4. Date of Request	12/6/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[There are no other providers of this service with the ability to fulfill the requirement of the contract at this time.]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. Other Documentation (Check and attach all that apply)

☐ Supplier Quote

√ Single Source Memo signed by Director

√ Other [Scope of service memo dated 9/28/23]

JACKSONVILLE HUMANE SOCIETY

Generosity breeds joy.

BOARD OF DIRECTORS

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CHIEF EXECUTIVE OFFICER

Denise Deisler

September 28, 2023

Mr. Michael Bricker
Division Chief
2020 Forest Street
Jacksonville, FL 32204

Dear Michael,

Animal Care and Protective Services and the Jacksonville Humane Society would like to continue their partnership through the ACPS Transfer Program. The ACPS Transfer Program provides for the transfer of animals (dogs and cats) from the ACPS shelter to the JHS facility located at 8464 Beach Blvd., Jacksonville, Florida, and the direct intake of stray animals to the JHS facility.

JHS shall provide the following services for the ACPS Transfer Program:

- As resources allow, the transportation of pets to JHS or joint JHS/ACPS off-site adoption events; if transportation by JHS is unavailable, ACPS may transport animals to the JHS facility or joint off-site adoption events
- Intake at least 1,500 pets via transfer from ACPS or direct intake of strays
- Analysis and medical care of all pets transferred to JHS to include rehabilitation, spay/neuter surgery, shelter, and total care. Ensure that all animals to be adopted have been properly sterilized and registered for rabies protection
- A positive of live outcome for all adoptable and treatable transfers or strays
- Monthly report to be sent to ACPS within the first ten business days after the previous month; the monthly report shall also include a cumulative total for each previous month within the reporting period
- Provide ACPS with quarterly invoices in the amount of $100,000 each

Sincerely,

Lawrence Nicolas
President

SINGLE SOURCE AWARD **BID # SS-13211-22**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from date of award through September 30, 2023. Total expenditure amount not to exceed $400,000.00.

Funding Source: 11501.172104.534100.000000.00000901.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** NBAC-500806-22

Attachments: Agency Memo, Single Source Request Form, Supplier Letter, Previous Awards

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Corey Sidlo

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 10/20/2022

ACTION OF AWARDING AUTHORITY DATE: 10/20/22

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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