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

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(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 _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, 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

MEMORANDUM

TO: Gregory Pease, Chief, Procurement Division

FROM: Robert Carle, Public Parking Officer

SUBJECT: Award Recommendation: Bid Number ESC-0381-19 Parking Fines & Fees Debt Collection Services

DATE: July 18, 2019

After careful review and consideration, Public Parking recommends selection of Penn Credit to receive the award to provide Parking Fines & Fees Debt Collection Services. This selection was based on vendor responses and product proposals outlined in RFP ESC-0381-19.

All vendor proposals were evaluated based on an established point system. Results for the four (4) qualified vendors competing for this bid are ranked as follows:

1. Penn Credit received a consensus score of 98.42
2. Harris & Harris received a consensus score of 93.60
3. Duncan Solutions received a consensus score of 93.60
4. T2 Systems received a consensus score of 77.02

The estimated annual expenditure for the first year is $64,000.00 provided via the following funding source:

DIPP412AD – 341518

Total estimates expenditure not to exceed $192,000.00. This amount is based on the three (3) year contract period identified in the ESC-0381-19 RFP.

This decision was based on the quality of the vendor's proposal and the fact that Penn Credit received the highest number of points by the RFP Evaluation Team. They also represent what was unanimously considered the "best fit" to meet our current needs.

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Six (6) companies were invited to submit formal bids. Four (4) RFP bid replies were received. None were rejected.

TITLE: Parking Fees and Fines Debt Collection Services BID NO.: ESC-0381-19 OPEN DATE: May 22, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (5) No. Received (4) No Bids: (0) Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen		Duncan Solutions, Inc.	Harris & Harris	Penn Credit	T2 Systems: Citation Collection Services
	NOTES:				
Qualifications & Background	20				
Organizational Structure	5				
Proposal Pricing	25				
Legal & Financial	10				
Technology	15				
Collection Procedures	15				
References	10				
TOTAL POINTS	100				
MINIMUM REQUIREMENTS		✓	✓	✓	✓
CONFLICT OF INTEREST		✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGEMENT		✓	✓	✓	✓
BID BOND		✓	✓	✓	✓
ADDENDUM (3)		✓	✓	✓	✓

DEBT COLLECTION SERVICES

ESC-0381-19

Total Points	20 Points	5 Points	25 Points	10 Points	15 Points	15 Points	10 Points	OVERALL	Rank
Vendors	Qualifications & Background	Organizational Structure	Proposal Pricing	Legal & Financial	Technology	Collection Procedures	References	100 Total Points (100 max)	
Duncan Solutions, Inc.									
Bob Carle	15.00	4.00	25.00	10.00	15.00	15.00	9.00	93.00	
Nancy Albertson	15.00	3.00	25.00	10.00	15.00	15.00	10.00	93.00	
Jackie Mott	15.00	5.00	25.00	10.00	15.00	15.00	10.00	95.00	
Marilyn Prophet	15.00	3.00	25.00	10.00	15.00	15.00	9.00	92.00	2
Bill Schaefer	15.00	5.00	25.00	10.00	15.00	15.00	10.00	95.00	
Average	15.00	4.00	25.00	10.00	15.00	15.00	9.60	**93.60**	
Harris & Harris									
Bob Carle	10.00	5.00	16.74	10.00	15.00	15.00	8.00	79.74	
Nancy Albertson	10.00	5.00	16.74	10.00	15.00	15.00	10.00	81.74	
Jackie Mott	10.00	5.00	16.74	10.00	15.00	15.00	10.00	81.74	
Marilyn Prophet	10.00	4.00	16.74	10.00	15.00	15.00	8.00	78.74	3
Bill Schaefer	10.00	5.00	16.74	10.00	15.00	15.00	10.00	81.74	
Average	10.00	4.80	16.74	10.00	15.00	15.00	9.20	**80.74**	
Penn Credit									
Bob Carle	20.00	4.00	23.82	10.00	15.00	15.00	10.00	97.82	
Nancy Albertson	20.00	4.00	23.82	10.00	15.00	15.00	10.00	97.82	
Jackie Mott	20.00	5.00	23.82	10.00	15.00	15.00	10.00	98.82	
Marilyn Prophet	20.00	5.00	23.82	10.00	15.00	15.00	10.00	98.82	1
Bill Schaefer	20.00	5.00	23.82	10.00	15.00	15.00	10.00	98.82	
Average	20.00	4.60	23.82	10.00	15.00	15.00	10.00	**98.42**	
T2 Systems: Parking Citation Collection Services									
Bob Carle	10.00	1.00	22.22	10.00	15.00	10.00	5.00	73.22	
Nancy Albertson	10.00	0.00	22.22	10.00	15.00	10.00	10.00	77.22	
Jackie Mott	10.00	3.00	22.22	10.00	15.00	15.00	10.00	85.22	
Marilyn Prophet	10.00	0.00	22.22	10.00	15.00	5.00	5.00	67.22	4
Bill Schaefer	10.00	5.00	22.22	10.00	15.00	10.00	10.00	82.22	
Average	10.00	1.80	22.22	10.00	15.00	10.00	8.00	**77.02**	

Collection Fee/Rate	Duncan Solutions	Harris & Harris	Penn Credit	T2 Systems
Flat Fee Per Citation/Invoice	N/A	N/A	N/A	$ 10.00
Flat Fee Per Citation/Invoice (Vehicle Immobilization or license plate registration renewal hold process)	N/A	N/A	N/A	$ 10.00
Percentage of amount paid	16%	23.9%	23.5%	18%
Percentage of amount paid ((Vehicle Immobilization or license plate registration renewal hold process)	16%	14.5%	15%	18%

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and bidders are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Bidders are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

Description	Scoring Criteria	Maximum Points Available
Quality of Contractor Proposal / Competency: Executive summary and project approach. Contractor's ability to meet all requirements in scope of work.	High: Proposal directly addresses completion of solutions and scope of work.	15
Response to Technical Proposal Criteria	High: Contractor submits affirmative answers to the criteria outlined in pages 26-48.	15
Functionality	High: Performance and ease of use of handheld units producing immediate real-time citations and pictures; software and interfaces including databases, PC and network hosted applications software and databases, system reports, data upload, system maintenance procedures, and Contractor's ability to customize the software to suit City work processes and preferences.	20
Overall Cost (Total Base Bid)	High: Contractor submitting the lowest cost to the City shall receive the maximum number of points for cost. Each sub-sequentially higher cost shall be divided into the lowest cost received and the product's percentage will be multiplied by the maximum points available to render the points. Ex. Score = (Lowest Bid/The Bid) X 30	30
Reference: Capability and Experience	Provide a list of three (3) references **(Form 5)** for which your firm has provided a citation management system which processes no less than 30,000 citations annually. High: Proposal demonstrates capability and experience with providing and implementing a fully functional automated parking citation system and associated handheld devices that fit for the City's intended purpose.	10
Warranty and Support	High: Proposal offers during post award implementation phase as well as post implementation support.	10
Total Points		100