SINGLE SOURCE AWARD **BID # SS-0284-19**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase:
Recommend approval to increase the single source award to HLP, Inc. by $20,000.00 through the period ending September 30, 2019. Total revised expenditure amount not to exceed $85,120.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $85,120.00 **Requisition #:**

Attachments: Recommendation Memo and Previous Awards

Certification as to Single Source: Daniel Nasr, Finance Manager, Neighborhoods Department

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

Analyst: Annette Burney

Gregory Pease, 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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **August 6, 2019**

TO: **Gregory Pease, Chief, Procurement Division**
Finance Department

08/07/19 12:54:50
Procurement Division

From: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Animal Care and Protective Services**
Request to Increase Sole Source Award SS-0284-19

The Neighborhoods Department, on behalf of Animal Care and Protective Services, respectfully request to increase the Single Source Award to HLP, Inc. from $65,100 to $85,100. Period of service remains unchanged, October 1, 2018 to September 30, 2019. Source of funds is ERAC011-03410 to be encumbered through increasing the existing blanket purchase order.

HLP provides data input services of City of Jacksonville animal licenses into the Chameleon system. Animal Care and Protective Services uses Chameleon Shelter Management software for all record keeping pertaining to the animals housed at the facility as well as animal licenses sold to the public, either directly or by veterinary clinics. Section 462.502 of the City of Jacksonville Ordinance Code establishes the requirements for vaccination, registration, and licensing of dogs, cats, and ferrets.

ACPS has experienced an increase in license reporting from veterinary clinics during this fiscal year. The increase is attributed to the Failure to remit letters sent by OGC's to veterinary clinics who are past due. Our original estimate was 80,000 documents would be received and scanned for FY19. As of June 30th, we have already scanned 78,678 documents.

Based on averages for FY19, we expect to scan approximately 26,400 more documents through the end of the fiscal year. As of June 30, 2019, the remaining balance on the blanket purchase order is $1,044.38. Please approve an additional $20,000 to cover the cost of scanning and storing rabies vaccination certificates and licensing records for the remainder of FY19.

Attachments: original SS Award Letter, copy of purchase order and invoice breakdown.

SINGLE SOURCE AWARD **BID # SS-0284-19**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2018 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2019. Total expenditure amount not to exceed $65,120.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $65,120.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Julie Adamson, Operation Director, Animal Care and Protective Services

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R Eichen
CHAIRMAN

11/01/18
DATE

ACTION OF AWARDING AUTHORITY DATE: 11/01/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0347-18**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2017 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2018 in the total estimated expenditure in the not to exceed amount of $69,653.02.

Funding Source: ERAC15GACVS-03109 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $69,653.02 **Requisition #:** 222116

Attachments: Recommendation Memo, Single Source Form, Vendor Letter & Quote

Certification as to Single Source: Devron Cody, Chief, Animal Care and Protective Services

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eilhart
CHAIRMAN

11/30/17
DATE

James R McCain

ACTION OF AWARDING AUTHORITY DATE: 11/30/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-113, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0275-17**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval of proprietary award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is October 1, 2016 through September 30, 2017 in the total estimated expenditure in the not to exceed amount of $67,733.02.

Funding Source: ERAC15GACVS-03109

Proprietary Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $67,733.02 **Requisition #** N/A

Attachments: Proprietary Request Form, Vendor Letter & Quote and Previous Awards

Certification as to Proprietary Source: Kimberly Scott, Director, Neighborhoods Department

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

Analyst: Annette L. Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eilhauer
CHAIRMAN

9-29-16
DATE

ACTION OF AWARDING AUTHORITY DATE: 9/29/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

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