Docusign Envelope ID: E35DCAB6-75A8-48FE-8A45-B49D76F279CA

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Brokering the Sale of Florida Brownfield Corporate Tax Credits

Requested Action/Authority:

Recommendation that the bid for the Brokerage and Sale of Tax Credits received from Moss Adams be rejected without prejudice, and the solicitation be put back out to bid with proper noticing of other companies to allow for a competitive solicitation. Additionally, since this bid closed we have received new tax credits which can be added to the new solicitation.

Justification/Explanation:

The brokerage of these credits is a specialized field and, as such, there are not many companies registered with the City's Procurement system (1Cloud) that would actually bid on such a solicitation. As part of the solicitation process, likely bidders were not made aware of the bid as instructed.

Legal Contract #:	N/A	Contract Date:	08/22/2024	Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	05/29/2024	Awarded Supplier:	N/A	
Licenses Verified:	N/A	Effective Date:	08/22/2024	Basis of Award:	N/A	
Federally Funded:	No	No. Invited:	N/A	Responses Received:	1	Attachments:
Solicitation:	ITB - 15612 - 24			Procurement Contract #:	N/A - N/A	
Executed By:	Procurement					

PoP:Base:	N/A	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00000	Center:	000000	Acct:	00000	Proj:	00000000	Activity:	00000000	$	0.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 0.00	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	PWSW:SOLID_WASTE			
Concurrence:	Signed by: Williams, Wilfred 2F1C3BA2BC9346F...	Title:	CHIEF OF SOLID WASTE DIVISION	8/9/2024
Concurrence:	DocuSigned by: Nina Sicker 1EFA223D5D23487...	Title:	DIRECTOR OF PUBLIC WORKS	8/9/2024
Concurrence:		Title:		
Concurrence:		Title:		

Initial DT

Procurement Analyst/Buyer:	Signed by: Dasha Herrin 724704650818 4A7...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 8/13/2024
Name:	Dasha Herrin	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

Docusign Envelope ID: E35DCAB6-75A8-48FE-8A45-B49D76F279CA

PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

Docusign Envelope ID: E35DCAB6-75A8-48FE-8A45-B49D76F279CA

Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: E35DCAB6-75A8-48FE-8A45-B49D76F279CA

Award Solicitation: Brokerage and Sale of Tax Credits

Solicitation **ITB 15612-24,1** Procurement BU **COJ BU** Close Date **6/12/2024 14:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **30** Will Participate **0** Responded **1**

Overview

	Moss Adams LLP Response: 426669
Business Relationship	Spend Authorized
Supplier Site	
Supplier Contact	Mitcham, Susan
Response Status	Active
Shortlist Status	Included
Response Amount	583,070.99
Total Award Amount	
Time of Response	6/12/2024 13:57
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	Yes

Requirements

Requirement		Target Value	**Moss Adams LLP Response: 426669**
1.	**Affirmation**		
1.	Type name and title of person submitting bid in the comments box.		a. Acknowledge
	Comments		Adam DeZego, Director
2.	Type name of company in the comments box.		a. Acknowledge
	Comments		Moss Adams, LLP
3.	No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in reject of the bid.		a. Acknowledge
4.	Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge
5.	Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge
	Comments		See attachment.
6.	Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
7.	Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement.		a. Acknowledge
8.	Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge
2.	**General Requirements**		
1.	Scope of Services: The City of Jacksonville's Public Works Department is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for Brokering the Sale of Florida Brownfield Corporate Tax Credits as listed in the bid documents		a. Acknowledge
2.	Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. See the attachment(s) for additional information.Award to the **HIGHEST** responsive, responsible bidder.		a. Acknowledge
3.	Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection. a. Supplier shall provide proof of applicable local business license if located within Duval County. b. Vendor shall provide/demonstrate experience of successfully brokering, selling or transferring Voluntary Cleanup Tax Credit Certificates for at least two (2) clients, one of which must have been a municipality, public entity or State Agency. Provide a short description of your experience along with references and contact information for at least two clients.		a. Acknowledge

Last Downloaded **6/21/2024 13:38**