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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Animal Transfer Services - SS-16126-25

Requested Action/Authority:

Recommend approval to ratify the period of service from October 1, 2024 to date of executed contract. Recommend approval of single source award to Jacksonville Humane Society to provide animal transfer services in the amount of $100,000.00 (quarterly), for a total expenditure not to exceed $400,000.00. Period of service is date of executed contract through September 30, 2025.

Justification/Explanation:

The ACPS Transfer program provides for the transfer of at least 1,500 dogs and cats from either the ACPS facility or direct intake at the JHS facility, located at 8454 Beach Blvd Jacksonville, FL. The transfer program will help prevent overcrowding at the ACPS facility.

Legal Contract #:	TBD	Contract Date:		Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	11/5/2024	Awarded Supplier:	Jacksonville Humane Society	
Licenses Verified:	N/A	Effective Date:	11/21/2024	Basis of Award:	N/A	
Federally Funded:	No	No. Invited:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	SS - 16126 - 25			Procurement Contract #:	N/A - N/A	
Executed By:	Office of General Counsel					

PoP:Base:	1 year	Options:	n/A	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	11501	Center:	172104	Acct:	534100	Proj:	000000	Activity:	00000901	$	400,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 400,000.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	ERAC:ANIMAL_CARE_AND_PROTECTIVE_SERVICES_DIVISION			
Concurrence:	Signed by: Nasr, Daniel FC41FE608BA04E8...	Title:	NEIGHBORHOODS FINANCE AND OPERATIONS MANAGER	11/8/2024
Concurrence:	Signed by: Richard, Richard 3196CA8D7311495...	Title:	OFFICE OF ADMINISTRATIVE SERVICES MANAGER	11/8/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Simpson, Sandy 70B6178457F44E...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 11/18/2024
Name:	Simpson, Sandy	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:

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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.

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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.*

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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 at least 1,500 dogs and cats from either the ACPS facility or direct intake at the JHS facility, located at 8454 Beach Blvd Jacksonville, FL. The contracted period is from October 1, 2024 through September 30, 2025. See attached Scope of Services memo dated October 2, 2024. The transfer program will help prevent overcrowding at the ACPS facility.
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:	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	10/16/2024

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 10/2/24]

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Generosity breeds joy.

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CHIEF EXECUTIVE OFFICER
Denise Deisler

PRESIDENT
Lawrence Nicolas

October 2, 2024

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

info@jaxhumane.org www.jaxhumane.org 8464 Beach Blvd., Jacksonville, FL 32216 904.725.8766