SINGLE SOURCE AWARD **BID # SS-9561-21**

Subject: Division of Motor Vehicles Tag Renewal Kiosks for the Duval County Tax Collector

Department: Duval County Tax Collector

Description of Purchase:
Recommend approval of a Single Source award to Intellectual Technology, Inc. to provide the installation and management of kiosks installed at the Duval County Tax Collector's offices and 3rd party sites for the printing and renewal of DMV tags. There will be no cost to the City for the services; Intellectual Technology, Inc. will collect pass-through charges applied to the taxpayer for the benefit of utilizing the services. Period of service will be four (4) years from the date of contract execution with two (2), two (2) year renewal options.

Funding Source: No cost to the City; formal contract agreement through the Office of General Counsel.

Single Source Award To: Intellectual Technology, Inc.

Price Justification: See attachment

Total Award: $0.00 **Requisition #:** N/A

Attachments: Agency Memo, Single Source Form, Supplier Letter & Quote

Certification as to Single Source: Debra Doran, Chief Financial Officer, Tax Collector

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

Analyst: David Klages

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 _____

DUVAL COUNTY TAX COLLECTOR

www.coj.net/tc
taxcollector@coj.net

Jim Overton
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 100
JACKSONVILLE, FLORIDA 32202-3356

TO: Gregory Pease, Chief of Procurement

FROM: Debra Doran, Chief Financial Officer, Tax Collector

Kevin Rock, Chief, Business Support, Tax Collector

SUBJECT: Sole Source Award for Kiosks providing DHSMV Renewals

DATE: November 9, 2020

Please take appropriate action to issue contract for the Duval County Tax Collector to partner with Intellectual Technology, Inc. (ITI) regarding the installation and management of kiosks installed at Tax Collector Office's and 3rd party sites for the printing and renewal of DMV tags.

ITI is the only vendor within the State of Florida with live access to the DHSMV motor vehicle data for renewal services via a kiosk solution. Also, ITI is the only vendor in the country to hold an agreement with Publix Super Markets, Inc. that provides a motor vehicle renewal service in their locations.

The proposed contract terms for services will be four years from the effective date with (2) two-year renewal options.

The proposed project has an estimated cost of $0.00 to the City of Jacksonville. ITI will collect pass-through charges applied to the taxpayer for the benefit of utilizing the service. The transaction fee will be $3.00 per each printed renewal performed at the Tax Collector's Office or $3.95 for each printed renewal performed at a 3rd party location. There are also credit/debit merchant fees of 2.30% will be charged on the total transaction price.

The Tax Collector's Office has used due diligence in verifying that ITI is the only vendor that can provide the described services.

Attached, please find the following:

- Single Source Request
- Letter from ITI

Thanking you in advance for considering our request.

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Duval County Tax Collector

FUNDING SOURCE:

BRIEF DESCRIPTION OF GOODS/SERVICES:

The Duval County Tax Collector requests the City of Jacksonville enter into a partnership with Intellectual Technology Inc (ITI) for the kiosks used to process tag renewals at City owned buildings, leased locations, or third party locations. ITI collects funds, processes the record and generates the tag renewal for a customer without interaction with a Tax Collector employee.

AMOUNT OF PROJECT (attach quote): $0.00 cost to the City

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

ITI will provide and install kiosks for the collection and processing of vehicle tag renewals. Kiosks may be placed in mutually agreed upon locations in either COJ owned buildings, COJ leased locations, or third-party(i.e. Publix) locations. There is a pass-through charge assessed to the taxpayer for use of the kiosk.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

As of October 2020, ITI is the only vendor contracted with the State of Florida Department of Highway Safety and Motor Vehicles for "Access to Motor Vehicle Data and Support for Renewal Services Delivered Through Kiosks" (Contract No. HSMV-0151-20). Also, ITI is the only vendor who has an agreement with Publix that provides motor vehicle renewal services in their locations.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

THE DUVAL COUNTY TAX COLLECTOR ASSERTS THAT WE HAVE RESEARCHED THE AVAILABILITY OF OTHER SOURCES FOR THIS SERVICE AND FOUND NO OTHER SOURCES.

Submitted by: Kevin Rock — **(Name)** Chief, Business Support — **(Title)**

Date: 10/26/2020

Requesting Agency's Director's Signature:

Procurement Division

Intellectual Technology Inc

October 13, 2020

Mr. Kevin Rock
Chief, Business Support
Duval County Tax Collector's Office
231 E Forsyth St. Room 300A
Jacksonville, FL 32202

RE: Kiosk Services for the Duval County Tax Collector and City of Jacksonville

On December 12, 2019, Intellectual Technology Inc. (ITI) entered into a contract with the State of Florida Department of Highway Safety and Motor Vehicles (FLHSMV) for "Access to Motor Vehicle Data and Support for Renewal Services Delivered Through Kiosks" (Contract No. HSMV-0151-20). As of today, ITI is the only vendor in the state of Florida with access to FLHSMV's motor vehicle data for renewal services, via a kiosk solution.

On June 12, 2019, Intellectual Technology, Inc. (ITI) and Publix Super Markets, Inc. (Publix) entered into a service Agreement, which encompassed ITI installing their kiosk solution in various locations across the state of Florida. As of today, ITI is the only vendor in the country, who has an agreement with Publix, to provide a Tax Collector kiosk solution, that provides motor vehicle renewal services in their locations.

Sincerely,

JR Haglund

JR Haglund
Regional Sales Director
2980 E. Coliseum Blvd.
Fort Wayne, Indiana 46805
O: 260.459.8800 X1186
C: 260.433.5192
jhaglund@iti4dmv.com

Intellectual Technology, Inc.

November 17, 2020

Mr. Kevin Rock
Chief, Business Support
Duval County Tax Collector's Office
231 E Forsyth St. Room 300A
Jacksonville, FL 32202

RE: Kiosk Services for the Duval County Tax Collector and City of Jacksonville

For kiosk(s) at qualified Tax Collector location(s), the transaction fee to the taxpayer is $3.00. For kiosk(s) at qualified third-party location(s), such as Publix, the transaction fee to the customer is $3.95. The additional $.95 fee at third-party location(s), is to cover the expenses of grocery store revenue shares, data lines, and additional after-hours service coverage. There will also be a credit card processing fee for the taxpayer of 2.30%, for the total transaction price.

There will be no transaction fees for The City of Jacksonville, unless The City chooses to cover a portion, or all of the transaction fee passed that is passed to the taxpayer.

Sincerely,

JR Haglund

JR Haglund
Regional Sales Director
2980 E. Coliseum Blvd.
Fort Wayne, Indiana 46805
O: 260.459.8800 X1186
C: 260.433.5192
jhaglund@iti4dmv.com

Freeman, Dustin

From: Klages, David
Sent: Monday, December 7, 2020 10:52 AM
To: Freeman, Dustin
Subject: FW: SS-9561-21 Division of Motor Vehicles Tag Renewal Kiosks for the Duval County Tax Collector

Please see below...

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: JR Haglund <jhaglund@iti4dmv.com>
Sent: Monday, December 7, 2020 10:44 AM
To: Klages, David <DKlages@coj.net>
Subject: RE: SS-9561-21 Division of Motor Vehicles Tag Renewal Kiosks for the Duval County Tax Collector

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David,
An educated "guess" would be the following. Over the four years, our guess would be around $200,000 - $300,000. Please see math below.

- 2 kiosks processing 800 transactions a month at $3.95 per transaction.
  - $3.95 X 800 transactions X 2 kiosks = $6,320 a month
  - $6,320 X 48 months = $300,000

The adoption is always slow the first year, but hopefully after that we can see 800+ per kiosks a month.

Please let me know if this helps or if you need anything else from me.

Thank you,

JR Haglund
(ITI) INTEGRITY TRUST INNOVATION
O: 260.459.8800 X1186
C: 260.433.5192

From: Klages, David <DKlages@coj.net>
Sent: Monday, December 7, 2020 10:36 AM
To: JR Haglund <jhaglund@iti4dmv.com>
Subject: RE: SS-9561-21 Division of Motor Vehicles Tag Renewal Kiosks for the Duval County Tax Collector

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Your company's fees for the service?

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: JR Haglund <jhaglund@iti4dmv.com>
Sent: Monday, December 7, 2020 10:34 AM
To: Klages, David <DKlages@coj.net>
Cc: Doran, Debra <DDORAN@coj.net>
Subject: RE: SS-9561-21 Division of Motor Vehicles Tag Renewal Kiosks for the Duval County Tax Collector

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Our fees or the actual registration fee?

Thank you,

JR Haglund
(ITI) INTEGRITY TRUST INNOVATION
O: 260.459.8800 X1186
C: 260.433.5192

From: Klages, David <DKlages@coj.net>
Sent: Monday, December 7, 2020 10:31 AM
To: JR Haglund <jhaglund@iti4dmv.com>
Cc: Doran, Debra <DDORAN@coj.net>
Subject: SS-9561-21 Division of Motor Vehicles Tag Renewal Kiosks for the Duval County Tax Collector

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J.R.,
Do you have an estimate for how much money expect to collect in fees for the initial term of the contract (four years)?