**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"**

***CHAIRMAN*** ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

# 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):** Neighborhoods/ACPS

**FUNDING SOURCE:** ERAC15GACVS - 03109

**BRIEF DESCRIPTION OF GOODS/SERVICES:**
HLP, Inc provides data entry services for Animal Care and Protective Services Division

**AMOUNT OF PROJECT (attach quote):** $69,653.02

**PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):**
The image data entry service fee is $0 79 per license, with an estimated 85,738 image entries for the year. In addition, there is an annual fee of $1920. The total cost associated with licenses to be entered into the Chameleon Database for FY 17-18 is $69,653 02

**PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:**
ACPS uses the Chameleon Shelter Management Software for all records relative to animals housed or passing through the facility. This software fully integrates the data from licensing to the database with controls to assure proper field identification of the types of data entered using overlying software. HLP, Inc is the provider of Chameleon Software and as such is the most efficient and effective provider of data entry into that software system.

**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:**

ACPS has used another product in the past; however, there was a substantial number of corrupt records forced into the database and the product was deemed unacceptable. HLP, Inc is the provider of the shelter's Chameleon Software and as such is the most efficient and effective provider of data entry into that software system.

**Submitted by:** D. Cody — CHIEF
(Name) (Title)

**Date:** 10/25/17

**Requesting Agency's Director's Signature:** S. Burch

CM 11-6-17

**Procurement Division** ____

**March, 2017**

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY. ONE JACKSONVILLE.

**MEMORANDUM**

November 13, 2017

11/13/17 14:41:43
Procurement Division

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

**FROM:** Devron Cody, Chief, Animal Care & Protective Services Division
Neighborhoods Department

**SUBJECT:** **Single Source Request – HLP, Inc. (Chameleon Software)**

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The Animal Care and Protective Services Division (ACPS) respectfully requests that the proprietary award **SP-0275-17** be renewed in the amount of $69,653.02 for FY 17-18.

The award will cover a one year period, effective October 1, 2017 through September 30, 2018. The Chameleon Software is a data entry product for entry of services, licenses and vaccination records for the animals that are housed or pass through the animal care facility.

Your favorable consideration of this request is appreciated. If you have questions or need additional information, please contact me at 255-7033.

The funding source is index code ERAC15GACVS, sub-object 03109.

Cc: Julie Adamson, Operations Director
Chuck McNeil, Finance Manager
Laura TaVoularis, Accounting Manager

## Leslie-Burney, Annette

**From:** McNeil, Chuck
**Sent:** Wednesday, November 22, 2017 11:38 AM
**To:** Leslie-Burney, Annette
**Subject:** RE: Single Source - Chameleon Software

Annette,

It should be retroactive 10-1-17 to 9-30-18, thank you. ✓

**Chuck McNeil**
*Finance Manager*
City of Jacksonville | Neighborhoods Department
Office of the Director
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
Office: 904.255.8827
www.coj.net

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**From:** Leslie-Burney, Annette
**Sent:** Wednesday, November 22, 2017 11:26 AM
**To:** McNeil, Chuck
**Subject:** Single Source - Chameleon Software

Chuck, the period of service on the memo conflicts with the vendor's quote. Do you want the POS to be 10/1/17 – 9/30/18 or 11/1/17 – 10/31/18?

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

CITY OF JACKSONVILLE

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

HLP, INC
Chameleon Software Products
9888 West Belleview Ave. #110
Littleton, CO 80123

# PRICE QUOTE

| Date | Estimate # |
|---|---|
| 10/3/2017 | 4126 |

| Name / Address |
|---|
| City of Jacksonville<br>Admin & Finance, Accounts Payable<br>117 W. Duval St.<br>Jacksonville, FL 32202 |

| Description | Qty | Rate | Total |
|---|---|---|---|
| Annual Service Fee for Data Entry<br>Period covered November 1, 2017-October 31st, 2018 | 1 | 1,920.00 | 1,920.00 |

Please return your license renewal form as soon as possible.

| | |
|---|---|
| **Subtotal** | $1,920.00 |
| **Sales Tax (0.0%)** | $0.00 |
| **Total** | $1,920.00 |

| Phone # | Fax # | E-mail | Web Site |
|---|---|---|---|
| 800-459-8376 | 866-844-3924 | Accounting@chameleonbeach.com | www.chameleonbeach.com |

HLP, INC
Chameleon Software Products
9888 West Belleview Ave. #110
Littleton, CO 80123

# PRICE QUOTE

| Date | Estimate # |
|---|---|
| 11/1/2017 | 4144 |

| Name / Address |
|---|
| City of Jacksonville<br>Admin & Finance, Accounts Payable<br>117 W. Duval St.<br>Jacksonville, FL 32202 |

| Description | Qty | Rate | Total |
|---|---|---|---|
| Coverage period of November 1, 2017 - October 31st, 2018<br>Image Entry transactions | 85,738 | 0.79 | 67,733.02 |

| | |
|---|---|
| **Subtotal** | $67,733.02 |
| **Sales Tax (0.0%)** | $0.00 |
| **Total** | $67,733.02 |

| Phone # | Fax # | E-mail | Web Site |
|---|---|---|---|
| 800-459-8376 | 866-844-3924 | Accounting@chameleonbeach.com | www.chameleonbeach.com |

Printed: 11/08/2017

# REQUISITION

City of Jacksonville
214 N Hogan St
Jacksonville, FL 32202

| Date: 11/08/2017 | Requisition No. |
|---|---|
| Required Date: 10/25/2017 | REQ222116 |

SHIP TO
2020 Forest Street
Jacksonville, FL 32204
Email: none@coj.net
Phone: 9042557387

BILL TO
City of Jacksonville Finance Divison
117 W. Duval Street, Suite 375
Kale Newsome, Accounts Payable Supervisor
Jacksonville, FL 32202
Email: kalen@coj.net
Phone: 9046301212

| Requesting Department | Requestor | Phone # | Requisition Type |
|---|---|---|---|
| Neighborhoods | Laura TaVoularis | (904) 255-7392 | Open Market |

| Item | Class-Item and Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| 1.00 | Data/Image entry services for the Animal Care & Protective Services Division for the period of October1, 2017 through September 30, 2018, utilizing Chameleon Shelter Management Software. Quantity Anticipated: 85,738 at $0.79 each. Written quote no. 4144. ****PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES***** | 1.00 | LOT | $ 67,733.02 | $ 67,733.02 |
| | LN/FY/Account Code — Dollar Amount<br>1.000 / 18 / ERAC15GACVS -03109 — $ 67,733.02 | | | | |
| 2.00 | Annual Service Fee for Data Entry services. Written quote no. 4126. ****PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES***** | 1.00 | LOT | $ 1,920.00 | $ 1,920.00 |
| | LN/FY/Account Code — Dollar Amount<br>2.000 / 18 / ERAC15GACVS -03109 — $ 1,920.00 | | | | |
| | | | | SubTotal: | $ 69,653.02 |
| | | | | Tax: | $ 0.00 |
| | | | | Discount: | $ 0.00 |
| | | | | TOTAL: | $ 69,653.02 |

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.

NOT A PURCHASE ORDER

**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 Sam E. Mousa

FORM GB-114, Revised 12/2007

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

QWS3270X 11/7/2017 4:28 PM
FAML6450 V5.1 ** NW COJ FAMIS PRODUCTION ** 11/07/2017
LINK TO: ORGANIZATION SUMMARY INQUIRY 4:27 PM

BALANCE (Y,M,Q,A) : A CURRENCY CODE :
FISCAL MO/YEAR : 02 2018 NOV 2017 FUNDING PERIOD:
INDEX CODE : ERAC15GACVS VETERINARY SERVICES & TRAINING TRUST
ORGANIZATION :
CHAR / OBJECT :
FDTP FUND SFND :
PROJECT PROJ DTL :
GRANT GRANT DTL :
USER CODE :

| S | SUBOBJ | DESCRIPTION | BUDGET | ACTUAL | ENCUMBERED | BALANCE |
|---|---|---|---|---|---|---|
| | 02201 | PENSION CONTRIBUTI | 3,363 | 3,363 | | |
| | 02202 | DEFERRED COMPENSAT | 886 | 886 | | |
| | 02303 | GROUP LIFE INSURAN | 1,038 | 1,038 | | |
| | 02304 | GROUP HOSPITALIZAT | 13,270 | 13,270 | | |
| | 02401 | WORKERS' COMPENSAT | 3,602 | 3,602 | | |
| | 03109 | PROFESSIONAL SERVI | 155,001 | 70,333 | 13,865 | 70,803 |
| | 03185 | ITD/NTG SUPPORT-IN | 154 | 154 | | |

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F7-PRIOR PG F8-NEXT PG F9-LINK
G010 - PRIOR PAGE DISPLAYED

funds are available
CM