SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Recommend approval to utilize the fourth and final renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be from October 1, 2023 through September 30, 2024. There is no cost to the City with this service agreement.

Funding Source: No charge to the City. To be processed via $0.00 Purchase Order.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo, Supplier Letter, Previous Awards

Certification as to Single Source: Dustin Freeman, Chief, Procurement Division

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

Analyst: Corey Sidlo

Dustin Freeman, 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

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: June 2, 2023

Subject: SS-0235-20 Document Management & Control Systems

Recommend approval to utilize the fourth and final renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be from October 1, 2023 through September 30, 2024. There is no cost to the City with this service agreement.

No charge to the city. To be processed via $0.00 Purchase Order.

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

Sidlo, Corey

From: Southside Blueprint <plot@ssblue.com>
Sent: Thursday, June 1, 2023 10:33 AM
To: Sidlo, Corey
Subject: Re: City of Jacksonville - 4th & Final Renewal Option for SC-0235-20, Document Management & Control Systems

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.

Corey,

Yes, we would like to exercise our final renewal option.

Thank you,

Lisa O'Kelley

On Friday, May 19, 2023 at 09:18:37 AM EDT, Sidlo, Corey <csidlo@coj.net> wrote:

Good morning All,

After I sent my below email to the below recipients, I saw your email addresses in the City's procurement management system (1Cloud); I am forward this email you as well, just in case the other email addresses (listed below) are no longer in effect.

We appreciate your business.

SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Recommend approval to utilize the third renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be from October 1, 2022 through September 30, 2023 with one (1) one (1) year renewal options remaining. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City. To be processed via $0.00 Purchase Order.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo; SS Request Form; Supplier Letter & Quote; Previous Awards

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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

Analyst: Corey Sidlo

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Jerise R Eichar
CHAIRMAN

9/1/2022
DATE

J. R. McCarty

ACTION OF AWARDING AUTHORITY DATE: 9/1/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Subject Single Source was awarded on 9/13/19 to Southside Blueprint, LLC to utilize their services for the posting of bid documents with no cost to the City. First renewal option approved on 9/24/20.

Recommend approval to utilize the second contract renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be from October 1, 2021 through September 30, 2022 with two (2) one (1) year renewal options remaining. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City. To be processed via $0.00 Purchase Order.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo; SS Request Form; Supplier Letter & Quote; Previous Awards

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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*** 9/16/2021

ACTION OF AWARDING AUTHORITY DATE: 9-17-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No: 2019-02

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Subject Single Source was awarded on 9/13/19 to Southside Blueprint, LLC to utilize their services for the posting of bid documents with no cost to the City.

Recommend approval to utilize the first contract renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be October 1, 2020 through September 30, 2021 with three (3) one (1) year renewal options remaining. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City. To be processed via $0.00 Purchase Order.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo; SS Form; Supplier Letter & Quote; Previous Award

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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"

Teresa R Eichner
CHAIRMAN

9/24/20
DATE

ACTION OF AWARDING AUTHORITY DATE: 9-24-20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
for Mayor Lenny Curry
Authority of:
Order No. 2019-02

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Recommend approval of single source award to Southside Blueprint, LLC for Document Management & Control Systems in order to utilize their services for the posting of bid documents. Period of service shall be October 1, 2019 through September 30, 2020 with four (4) one (1) year renewal options. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City; to be processed via formal contract through the Office of General Counsel.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

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

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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 9/12/19

ACTION OF AWARDING AUTHORITY DATE: 9/13/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-113, Revised 12/2007

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): Finance & Administration/Procurement Division

FUNDING SOURCE: N/A - no charge to the City

BRIEF DESCRIPTION OF GOODS/SERVICES:

Service agreement for the posting of bid documents including plans, drawings, etc.

AMOUNT OF PROJECT (attach quote): N/A - no charge 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):

Vendor will post City of Jacksonville bid documents per the attached service agreement.

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

The City has utilized the services of the vendor via AD-0480-14 since April 1, 2014. The fourth and final contract renewal option under AD-0480-14 expires September 30, 2019. The new single source award would essentially be a continuation of AD-0480-14

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:

As stated above, the vendor has not and will not charge the City for its services and therefore it would not benefit the City to issue a solicitation.

Submitted by: David Klages DK — Purchasing Analyst

(Name) **(Title)**

Date: August 21, 2019

Requesting Agency's Director's Signature:

SOUTHSIDEBLUEPRINT®

1889 SOUTHAMPTON ROAD
JACKSONVILLE, FLORIDA 32207
904-398-0575
plot@ssblue.com

August 15, 2019

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Re: Administrative Award for Document Management & Control Systems

Mr. Klages,

Please accept this as confirmation of our interest to provide the Document Management & Control Systems service agreement for the City of Jacksonville. Please see below for pricing and included services:

Services

Document Management & Control Systems

- **File Transfer** – Send unlimited number of files with instructions, and instant email notification of file receipt.
- **Public or Private Access to Projects** – Jobs can be posted to the plan room with Public or Private access. Public allows any user to view and order the project. Private jobs have controlled access by giving a password (job key) to authorized users only.
- **Job Calendar** – Contractors can view a calendar of jobs by bid date. Clicking on a job from the calendar provides a direct link to the job details.
- **Electronic Downloads** – Contractors can download electronic files at anytime directly from the plan room and pay with a credit card.
- **Viewing of Documents** – Contractors can view drawings online using their web browser. No software to download and install.
- **Automated Plan Holders Lists** – Stay informed about job activity by viewing the list of contractors that have placed orders. A plan holder will be defined as anyone who has ordered a hard copy of the construction documents or has downloaded documents from the website.
- **Activity Tracking** – We can track whenever a user views, downloads, or orders documents. You can view reports with this information in real time.
- **Notify Contractors of Addenda** – We will provide email notification to all plan holders notifying them of revisions, addenda or other updates. It will be up to the plan holder to order the changes.

- **Invitation to Bid –** Manage your own address book of contractors and send out mass email ITB's with just a few clicks. Watch in real time as recipients view your project and provide their response.

Pricing

Utilization of DMCS (Document Management and Control Systems) will be provided to your department at **No Cost**. We will upload and maintain al construction documents pertaining to your projects **Free of Charge**.

The charges to any contractors or perspective bidders will be as follows:

- Wide format black & white prints will be billed at $0.20 per square foot.
- 8 ½" x 11" black & white copies will be billed at $0.10 per impression.
- Electronic download of wide format prints will be $0.50 per impression.
- Electronic download of 8 ½" x 11" prints will be $0.05 per impression

Thank you for the opportunity to continue to provide services to your department. We appreciate the opportunity and look forward to continue to work with you. If you have any questions please do not hesitate to contact me.

Sincerely,

Lisa O'Kelley

Lisa O'Kelley

Office Manager

Southside Blueprint

904-398-0575

lisao@ssblue.com