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.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **August 23, 2021**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **ONLINE AUCTION MANAGEMENT SYSTEM.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Clerk of the Circuit & County Courts
DUVAL COUNTY
JACKSONVILLE, FLORIDA 32202

JODY PHILLIPS
CLERK OF THE CIRCUIT AND COUNTY COURT

July 15, 2021

To: Gregory Pease, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Austin Eler, Purchasing Manager

Subject: RFP Advertisement Request – Online Auction Management System

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The Clerk of the Circuit and County Courts is requesting CSPEC to review and approve the posting of a Request for Proposals for Online Auction Management Systems for the Clerk's Tax Deed and Foreclosure departments. The Clerk's office is seeking to establish a contract for two separate online auction management systems for the public to bid on either tax deed or foreclosure sales online in lieu of in-person auctions as permitted by Florida Statutes.

The term of the agreement shall be thirty-six months upon date of the executed contract, with three one-year renewal options.

The funding source to be used for the contract will be funding that is collected through statutorily induced fees via the auctions, which is not available through 1Cloud. As such, the Clerk's office will issue the purchase orders internally through their own procurement module upon completion and execution of the contract.

Attached: Online Auction RFP Final Draft.doc
Risk Review Indemnification and Insurance Requirements

501 West Adams Street, Suite 2350
Jacksonville, Florida 32202
Telephone: 904-255-2097 Facsimile: 904-255-2157

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

August 5, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator
Sandy Simpson, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Online Auction Management System for the Duval County Clerk of the Circuity and County Court**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: Ruben Ola
Dinah Mason

Ola, Ruben

From:	Verdejo Magras, Wanda <WVerdejo@coj.net> on behalf of RiskReview <RiskReview@coj.net>
Sent:	Thursday, July 22, 2021 9:51 AM
To:	Eler, Austin
Subject:	RISK CONCLUDED REVIEW ON : Online Auction Management RFP - Clerk of Courts
Attachments:	RM ADDED INS. REQ. TO Online Auction Management RFP - Clerk of Courts.docx; scope-Online Auction Management RFP - Clerk of Courts.pdf

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

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management **added** the Indemnification & Insurance Requirements for **Online Auction Management RFP - Clerk of Courts**

Summary:

- Page 1,33 & 48 the Form 3 Insurance Agent Acknowledgment: I do not know who implemented "Insurance Agent Acknowledgment Form 3 " to be added in the bid, contracts, or agreements. My view on the matter is as follows...If you wish to omit the form, I am ok with it because it's the Applicant's responsibility to ensure their insurance agent complies with all the contract's insurance requirements. Some insurance agents are refusing to sign the form and it's creating havoc with contract compliance.

- Added to the Agreement Exhibit A Indemnification

- Added to the Agreement Exhibit B Insurance Requirements with Provision.

NOTE: Please submit the Applicant's certificate of insurance for Risk at RiskReview@coj.net to confirm if the certificate meets Agreement's insurance requirements. Lable email Subject line as **Online Auction Management RFP - Clerk of Courts**

Risk Management concludes the review.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville

117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

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From: Eler, Austin [mailto:Austin.Eler@DuvalClerk.com]
Sent: Thursday, July 22, 2021 8:21 AM
To: RiskReview
Subject: Online Auction Management RFP - Clerk of Courts

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.

Good morning,

Please review the attached RFP and advise as to Exhibit A and Exhibit B, Indemnification requirements and Insurance requirements. Please let me know should you require any additional information.

Thank you,

Austin Eler | Manager to the Clerk - Purchasing
Duval County Clerk of the Circuit and County Courts
501 W Adams St., Suite 2338 | Jacksonville | FL 32202
Telephone: 904-255-2086 | Fax: 904-255-2160
www.duvalclerk.com

Please note that Florida has a broad public records law, and that all correspondence to me via email may be subject to disclosure. Under Florida law email addresses are public records. This email communication may contain confidential information protected from disclosure by privacy laws and is intended for the use of the individual named above. If the reader of this message is not the intended recipient, this is notice to you that any dissemination, distribution or copying of this communication or any attachment to it may be a violation of federal and state privacy laws. If you have received this email in error, please notify the sender immediately by return email and delete this message.

Ola, Ruben

From: Eler, Austin <Austin.Eler@DuvalClerk.com>
Sent: Tuesday, July 27, 2021 11:44 AM
To: Ola, Ruben
Subject: RE: Requisition CLCL-500501-21 Approved
Attachments: RISK CONCLUDED REVIEW ON : Online Auction Management RFP - Clerk of Courts

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Email from Risk attached. Estimated budget cost would be $60,000 per year. The funding will be from fee collections that are not available through 1Cloud, and the Clerk's office will issue the purchase orders internally rather than through 1Cloud.

Thank you,

Austin Eler | Manager to the Clerk - Purchasing
Duval County Clerk of the Circuit and County Courts
501 W Adams St., Suite 2338 | Jacksonville | FL 32202
Telephone: 904-255-2086 | Fax: 904-255-2160
www.duvalclerk.com

From: Ola, Ruben <RubenO@coj.net>
Sent: Tuesday, July 27, 2021 11:37 AM
To: Eler, Austin <Austin.Eler@DuvalClerk.com>
Subject: RE: Requisition CLCL-500501-21 Approved

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

Please provide estimated budget cost for this project. Forward the email approval of the insurance and indemnification proof of review by the Risk Management.

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

One City. One Jacksonville.

From: Eler, Austin <Austin.Eler@DuvalClerk.com>
Sent: Tuesday, July 27, 2021 10:58 AM
To: Ola, Ruben <RubenO@coj.net>
Subject: FW: Requisition CLCL-500501-21 Approved

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.

Good morning Ruben,

I've attached the RFP draft with the insurance requirements and indemnification page that was provided by Risk Review. They have reviewed the document. Please let me know what steps we need to take next.

Thank you,

Austin Eler | Manager to the Clerk - Purchasing
Duval County Clerk of the Circuit and County Courts
501 W Adams St., Suite 2338 | Jacksonville | FL 32202
Telephone: 904-255-2086 | Fax: 904-255-2160
www.duvalclerk.com

From: Barnett, Renata <RBarnett@coj.net>
Sent: Tuesday, July 27, 2021 10:32 AM
To: Eler, Austin <Austin.Eler@DuvalClerk.com>
Subject: RE: Requisition CLCL-500501-21 Approved

EXTERNAL EMAIL: This email originated from a non-Clerk email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.
Good morning, This has been reassigned to Analyst Ruben Ola.

Renata Barnett
Buyer-Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL. 32202
Phone: (904)255-8843
Fax: (904)255-8837
Email: rbarnett@coj.net