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SINGLE SOURCE AWARD **BID # SS-14794-24**

Subject: Annual Maintenance and Support Services for Parking Meter Equipment – FY24

Department: Public Parking

Description of Purchase:
Recommend approval of a single source award to IPS Group, Inc. to continue providing annual maintenance and support services for the Back-Office Data Management System (DMS) for the credit card enabled single-space and multi-space parking meter systems (i.e., parking meter equipment) for FY24. Total expenditure amount not-to-exceed $116,812.52. Period of service will be retroactive from October 1, 2023 through September 30, 2024.

Funding Source: This award will be funded from various agency accounts and processed via Purchase Order(s).

Single Source Award To: IPS Group, Inc.

Price Justification: See attachment

Total Award: $116,812.52 **Requisition #:** DIPP-500238-24

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

Certification as to Single Source: Robert Carle, Public Parking Officer, Public Parking

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

Analyst: David Klages

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 _____

FORM GB-113, Revised 12/2007

City of Jacksonville, Florida
Donna Deegan, Mayor

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

October 6, 2023

Memorandum

To: Dustin Freeman, Chief
Procurement Division

From: Robert Carle, Public Parking Officer
Office of Public Parking

Subject: Single Source Request – FY-24 Annual Support Services for Single Space Parking Meter Equipment

The Office of Public Parking recommends approval of the single source renewal award with IPS Group, Inc. to continue providing parking meter equipment service, software maintenance and financial processing for the period of October 1, 2023 – September 30, 2024. Public Parking requests the ability to cancel this agreement at any time, or to change the agreement to new mutually agreeable terms in the event Public Parking's equipment inventory changes, by giving the vendor 30 days written notice.

All pricing and terms remain the same with a maximum amount not to exceed $116,812.52. These meters, parts, and associated fees are unique to IPS Group Inc., and contracting is essential to replace or maintain existing equipment as well as to support monthly software/reporting costs.

Please find the vendor's request to extend the contract and honor existing terms attached.

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

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:	Parking Enforcement & Facilities
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?***	FY-24 Equipment and support to maintain, repair or replace IPS-brand single-spaced parking meters and the fees associated with maintaining the software and credit card processing features of this equipment. Period of Service: 10/1/2023 – 9/30/2024 - This automated online service and equipment is used to maintain 907 IPS parking meters located throughout dontown Jacksonville.
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:	IPS Group Inc. is the sole source manufacturer of the IPS meters currently installed at 907 locations. As such, they are the only vendor providing repair, software and wireless support, electronic inventory and maintenance tracking, including financial processing as necessary to operate these meters.
4. Date of Request	5/17/2023

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.]

[IPS provides a uniquely specialized financial and maintenance operating system and wireless communications required to operate the meters. This system is used to reconcile both transaction data and to check maintenance status. IPS Group currently provides the majority of the replacement parts for IPS meters.]

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 [Funding Source: 41102-135204 - 546030 / 549075 / 546620/552150]

7737 Kenamar Court
San Diego, CA 92121
1 877 630 6638
ipsgroup.com

William M. Schaefer
City of Jacksonville Public Parking
231 E. Forsyth Street, Jacksonville, Florida 32202
phone: (904) 630-2714, Fax: (903)-630-2901
email: schaefer@coj.net

April 10, 2023

RE: Letter of Sole Source

To Whom it may concern:

This letter is issued to confirm sole source status of the IPS Back-Office Data Management System (DMS) for our credit card enabled single space and multi-space parking meter systems.

Below are the primary and unique features of the IPS meter that validate our sole source status:

- Only IPS Back-Office DMS, purchased from IPS Group Inc. can be integrated and used with parking meters. This includes the M3, M5, MS1, MS3 and IPS Retrofit units as well as Sensors.
- IPS Group Inc is the only company that is certified to provide 4G upgrades to the IPS meters. Our products are specifically certified by the wireless carries for this specific product

This product is only available by IPS Group Inc., of San Diego, CA.

The undersigned declares that the foregoing is true and correct to the best of his/her knowledge.

James Cardiello

Sincerely,
James Cardiello
Director of Regional Sales

7737 Kenamar Court
San Diego, CA 92121
1 877 630 6638
ipsgroup.com

May 22, 2023

Mr. William Schaefer
Operations Analyst
Public Parking
City of Jacksonville
231 E. Forsyth Street
Jacksonville, FL 32202

Dear Mr. Schaefer,

IPS Group Incorporated wishes to extend the prices referenced in the attached from October 1, 2023 until September 30, 2024. All other prices, terms, conditions and sole source information remain the same as in the original contract (identified in your BID SS #SS-0578-10).
Please don't hesitate to contact me if you have any questions.

Sincerely,

James Cardiello

James Cardiello
Director Regional Sales

IPS Group Inc.
7737 Kenamar Ct.
San Diego, CA 92121
www.ipsgroup.com

City of Jacksonville, FL: IPS meter component pricing sheet

This price list is good for any purchases made thru September 30, 2024.

No minimum purchases are required.

Pricing does not include any applicable Local, State or Federal taxes and shipping fees.

Part Number	Replacement Components	Unit Price
795-008	Complete Meter Mechanism	$495.00
795-053	Card Entry Assy with Keypad	$55.00
795-601	Hybrid Card Reader	$52.00
795-054	Coin Validator	$75.00
795-015	Complete Top Cover (with Lexan insert)	$75.00
795-415	Lexan for Top Cover	$25.00
795-111	Coin Entry Slot	$2.00
555-706	Validator Connector Board	$35.00
795-600-H3P	Battery Pack	$35.00
795-628	Validator Connection Cable	$9.00
555-711	Solar Panel / Communications Board	$185.00
555-701	Main Board	$185.00
555-502-ASY	Display Board	$95.00

SINGLE SOURCE AWARD **BID # SS-13203-22**

Subject: Annual Support Services for Parking Meter Equipment – FY23

Department: Public Parking

Description of Purchase:
Recommend approval of a Single Source award to IPS Group, Inc. to provide annual maintenance and support for parking meter equipment for FY23. Total expenditure amount not-to-exceed $82,634.06. Period of service will be retroactive from October 1, 2022 through September 30, 2023.

Funding Source: 41102-135204.546030.000000.00000000.00000.0000000
41102-135204.549075.000000.00000000.00000.0000000
41102-135204.546620.000000.00000000.00000.0000000
To be encumbered by Purchase Order(s).

Single Source Award To: IPS Group, Inc.

Price Justification: See attachment

Total Award: $82,634.06 **Requisition #:** N/A

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

Certification as to Single Source: Robert Carle, Public Parking Officer, Public Parking

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

Analyst: David Klages

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 10/20/2022

ACTION OF AWARDING AUTHORITY DATE: 10/20/22

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