City of Jacksonville, Florida

DONNA DEEGAN, Mayor

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

A NEW DAY.

MEMORANDUM

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

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **October 26, 2023**

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 a supplier for **Web-Based System to Register Foreclosed Properties, Collect Property Registration Fees, and Track Enforcement**. 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 the Encouragement Plan.

The RFP has been reviewed and approved by ITD regarding technical and security requirements.

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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Neighborhood Property Administration
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: October 9. 2023

TO: Dustin Freeman, Chief of Procurement
Finance and Administration Department

THRU: Travis Jeffrey
Chief, Housing & Community Development Division

FROM: Robert Ownby, Housing Property Administrator
Neighborhoods Department

SUBJECT: **CSPEC – ESC-0258-24 Foreclosure Registry Database RFP**

The Housing and Community Development Division is requesting permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the procurement of professional services for the creation and management of a Foreclosure Registry Database.

The purpose of the Foreclosure Registry Database is to conform to the requirements established under the City of Jacksonville Code of Ordinances, Chapter 179 – Mortgage Foreclosure Registration. The code requires any mortgage holder that is filing foreclosure on any real property within the City of Jacksonville to register that foreclosure with us. At the time of registration a fee is collected. The collected fees are remitted back to the City of Jacksonville to be used for the strategies outlined within the ordinance code.

The initial term of the agreement will commence upon execution of the contract and will continue for a two-year period. The vendor will have the option to renew the agreement for up to three additional one-year terms upon satisfactory performance. The proposals will be scored by myself, Nicole Spradley, and Travis Jeffrey.

The funding for this award will be:

	Fund	Center	Account	Project*	Activity	Interfund	Future
	11601	174107	582001	010654	00000000	00000	0000000

It is our desire that this be awarded in the form of a contract upon selection of the winning vendor. Please do not hesitate to contact me at 255-8283 or rownby@coj.net if you have any questions.

Thank you for considering this request.

CC: David Klages, Purchase Analyst – Procurement Division

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

September 25, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

66

From: Gregory Grant, EBO/JSEB Administrator
Karem Baez, EBO/JSEB Business Compliance Analyst
Jacksonville Small and Emerging Businesses

KB

RE: **Web-Based System to Register Foreclosed Properties, Collect Property Registration Fees, and Track Enforcement**

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) 255-8833.

Cc: David Klages
Gregory Grant

From:	Collier, Kevin on behalf of RiskReview
To:	Klages, David
Subject:	RE: Review of Bid Document: Web-Based System to Register Foreclosed Properties, Collect Property Registration Fees, and Track Enforcement
Date:	Friday, September 22, 2023 3:36:46 PM
Attachments:	Approved Web-Based System for Foreclosed Properties - Draft 01.pdf image002.png

Please see attached.

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Klages, David <DKlages@coj.net>
Sent: Friday, September 22, 2023 2:10 PM
To: RiskReview <RiskReview@coj.net>
Subject: RE: Review of Bid Document: Web-Based System to Register Foreclosed Properties, Collect Property Registration Fees, and Track Enforcement

Thank you for the quick response, Kevin. I have made the revisions as requested (pgs. 46 – 47).

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

Please click on the links below for any of the following for Bids and Awards:

Attachment G
Indemnification

Contractor and its subcontractors (the "Indemnifying Party") shall hold harmless, indemnify, and defend the City of Jacksonville and their respective members, officers, officials, employees and agents (collectively the "Indemnified Parties") from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness, or intentionally wrongful conduct on the part of the Indemnifying Party that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Party's performance of the Contract, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this Contract contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the Contract; and

3. Intellectual Property Liability, to the extent this Contract contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services provided under this Contract (the "Service(s)"), any product generated by the Services, or any part of the Services as contemplated in this Contract, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Party shall, immediately, make every reasonable effort to secure within sixty (60) days, for the Indemnified Parties, a license, authorizing the continued use of the Service or product. If the Indemnifying Party fails to secure such a license for the Indemnified Parties, then the Indemnifying Party shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to the City, so that the Service or product is non-infringing.

If an Indemnified Party exercises its right under this Contract, the Indemnified Party will (1) provide reasonable notice to the Indemnifying Party of the applicable claim or liability, and (2) allow Indemnifying Party, at its own expense, to participate in the litigation of such claim or liability to protect its interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by, any insurance provided pursuant to the Agreement or otherwise. Such terms of indemnity shall survive the expiration or termination of the Agreement.**

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

Attachment H
Insurance Requirements

Without limiting its liability under this Contract, Provider shall at all times during the term of this Contract procure prior to commencement of work and maintain at its sole expense during the life of this Contract (and Provider shall require its, subcontractors, laborers, materialmen and suppliers to provide, as applicable), insurance of the types and limits not less than amounts stated below:

Insurance Coverages

Schedule	Limits	
Worker's Compensation	Florida Statutory Coverage	
Employer's Liability	$ 100,000	Each Accident
	$ 500,000	Disease Policy Limit
	$ 100,000	Each Employee/Disease

This insurance shall cover the Provider (and, to the extent they are not otherwise insured, its subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act, USL&H and Jones, and any other applicable federal or state law.

Commercial General Liability	$2,000,000	General Aggregate
	$2,000,000	Products & Comp. Ops. Agg.
	$1,000,000	Personal/Advertising Injury
	$1,000,000	Each Occurrence
	$ 50,000	Fire Damage
	$ 5,000	Medical Expenses

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those reasonably required by the City's Office of Insurance and Risk Management. An Excess Liability policy or Umbrella policy can be used to satisfy the above limits.

Cyber Liability & Data Storage	$1,000,000	per Claim and Aggregate

Such insurance shall be on a form acceptable to the City and shall cover, at a minimum, the following:

Data Loss and System Damage Liability (when applicable)
Security Liability
Privacy Liability
Privacy/Security Breach Response Coverage, including Notification Expenses

Such Cyber Liability coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Contract and such claims-made coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

The Cyber Liability coverage may be included as part of the Professional Liability coverage required above.

✓ **Professional Liability** $1,000,000 per Claim and Aggregate

Any entity hired to perform professional services as a part of this contract shall maintain professional liability coverage on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Contract and with a three-year reporting option beyond the annual expiration date of the policy.

If Contractor performs their services onsite then the Contractor must maintain the additional below coverage:

✓ **Automobile Liability** $1,000,000 Combined Single Limit

(Coverage for all automobiles, owned, hired or non-owned used in performance of the Services)

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Business Auto Coverage Form (ISO Form CA0001) as filed for use in the State of Florida without any restrictive endorsements other than those which are required by the State of Florida, or equivalent manuscript form, must be attached to the policy equivalent endorsement as filed with ISO (i.e., mandatory endorsement).

Klages, David

From: Gupta, Mamta
Sent: Tuesday, October 10, 2023 2:59 PM
To: Klages, David
Cc: Freeman, Paul; Ownby, Robert; Spradley, Nicole
Subject: RE: ITD Review (Web-Based System to Register Foreclosed Properties)

You can move forward with this.

Thank you,

Mamta Gupta
Applications Development Project Manager
City of Jacksonville | Information Technologies Division
214 N. Hogan Street
Jacksonville, FL 32202
Office: 904.255.8038
Cell : 904-323-6002
www.coj.net

From: Klages, David <DKlages@coj.net>
Sent: Monday, October 9, 2023 11:13 AM
To: Gupta, Mamta <MGupta@coj.net>
Cc: Freeman, Paul <PFreeman@coj.net>; Ownby, Robert <ROwnby@coj.net>; Spradley, Nicole <SpradleyN@coj.net>
Subject: FW: ITD Review (Web-Based System to Register Foreclosed Properties)

Good morning, Mamta. I wanted to make sure you are good with the RFP now. Would you please let me know?

Thank you,

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

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)