SUBJECT: **TAX COLLECTOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES - (CSPEC)**

BID # ESC-0253-13 OPEN DATE: 1**0/17/2012**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT- THREE (3) YEARS FROM EXECUTED CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **TAX COLLECTOR**

BASIS OF AWARD: **BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: **40** NUMBER RECEIVED: **2** OTHER: **5**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third (3) and final renewal option with Intuition System, Inc. dba Bill2Pay for merchant payment services with convenience fees. Period of service is from March 7, 2018 through March 6, 2019. Total requested expenditure for this period not-to-exceed $60,000.00, for a revised contract amount not-to-exceed $120,000.00.

To be executed by formal contract amendment through the Office of General Counsel (Contract #9828)

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST _____
Chelsey Fleming

RESPECTFULLY SUBMITTED _____
Gregory Pease, Chief
Procurement Division

CONCURRENCE BY: Debra Doran, Chief Financial Officer, Duval County Tax Collector

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

DUVAL COUNTY TAX COLLECTOR

www.coj.net/tc
taxcollector@coj.net

MICHAEL CORRIGAN
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 100
JACKSONVILLE, FLORIDA 32202-3356

To: Greg Pease, Chief, Procurement, Intra-Governmental Services

From: Debra Doran, Chief Financial Officer, Duval County Tax Collector Debra Doran
Kevin Rock, Director of Administrative Services, Duval County Tax Collector

Date: February 21, 2018

Re: ESC-0253-13 – Intuition Systems

The City of Jacksonville awarded ESC-0253-13 to **Intuition System, Inc. dba Bill2Pay** to provide merchant payment services.

The Duval County Tax Collector, with concurrence from **Intuition System, Inc. dba Bill2Pay**, would like to exercise the third one-year renewal option for the time period of March 7, 2018 through March 6, 2019. The contract was amended November 7, 2017 changing the pricing for the online eCheck to $1.00 paid by the City with a maximum indebtedness of $60,000.00. We request the maximum indebtedness be increased by ~~$40,000.00~~ $60,000.00 for a total of ~~$100,000.00~~ $120,000.00 for the additional renewal period.

Your favorable response is appreciated.

CC: Annette Leslie-Burney, Purchasing Analyst, Procurement Division

Doran, Debra

From: Wilson, Kathy <kathy.wilson@bill2pay.com>
Sent: Thursday, February 22, 2018 2:51 PM
To: Doran, Debra
Cc: Rock, Kevin; Walsh, Jennifer
Subject: RE: Please review

Debbie, please accept this email as official notification that Bill2Pay would like to proceed with the 3rd one-year renewal as documented in your attached letter.

Thank you, please let me know if you need anything else,

Kathy Wilson

Kathy Wilson
Executive Director of Operations
Bill2Pay
4700 140th Ave N,Suite 106
Clearwater, FL 33762-3846
Office: 727.524.3511 ext. 3950
Direct: 727-499-3950
Cell: 727.698.3771

www.Bill2Pay.com

From: Doran, Debra [mailto:DDORAN@coj.net]
Sent: Wednesday, February 21, 2018 3:12 PM
To: Wilson, Kathy <kathy.wilson@bill2pay.com>
Cc: Rock, Kevin <KRock@coj.net>; Walsh, Jennifer <Jennifer.Walsh@Bill2Pay.com>
Subject: FW: Please review

Kathy,

Please see the attached. It is time to renew the credit/e-check contract for 2018/2019. Would you please send me an email or letter to submit to Procurement along with our request?

Thank you,
Debbie

From: Doran, Debra
Sent: Wednesday, February 21, 2018 1:00 PM
To: Rock, Kevin
Subject: Please review
Importance: High

Please review

Debra Doran
Phone 904 630 1838

SUBJECT: TAX COLLECTOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES - (CSPEC)

BID # ESC-0253-13 OPEN DATE: 10/17/2012

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- THREE (3) YEARS FROM EXECUTED CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: TAX COLLECTOR

BASIS OF AWARD: BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 40 NUMBER RECEIVED: 2 OTHER: 5

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the contract with Intuition System, Inc. dba Bill2Pay to change the pricing for the online eCheck convenience fee from $2.50 to $1.00 for the period ending March 6, 2018. The estimated annual expenditure amount is $60,000.00.

Funding Source: TCSG017-03410 - To be executed by formal contract amendment through the Office of General Counsel (Contract #9828)

Attachments: Recommendation Memo, Vendor Letter, Contract and Previous Awards

ANALYST Annette Burney

RESPECTFULLY SUBMITTED Gregory Pease, Chief Procurement Division

CONCURRENCE BY: Kevin Rock, Director of Administrative Services, Tax Collector

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/28/17

OTHER

ACTION OF AWARDING AUTHORITY DATE 9/29/17

APPROVED DISAPPROVED:

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

OTHER:

SIGNATURE OF AUTHENTICATION

SUBJECT: TAX COLLECTOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES - (CSPEC)

BID # ESC-0253-13 OPEN DATE: 10/17/2012

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT- THREE (3) YEARS FROM EXECUTED CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **TAX COLLECTOR**

BASIS OF AWARD: **BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 40 NUMBER RECEIVED: 2 OTHER: 5

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of three (3) renewal options with Intuition System, Inc. dba Bill2Pay for merchant payment services with convenience fees. Period of service is from March 7, 2017 through March 6, 2018, at no cost to the City.

To be executed by formal contract amendment through the Office of General Counsel (Contract #9828)

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST: Annette Burney

RESPECTFULLY SUBMITTED: Gregory Pease, Chief Procurement Division

CONCURRENCE BY: Debra Doran, Chief Financial Officer, Duval County Tax Collector

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 2/23/17

Teresa R. Eichar

OTHER

ACTION OF AWARDING AUTHORITY DATE 2/23/17

APPROVED: DISAPPROVED:

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

OTHER:

SIGNATURE OF AUTHENTICATION

SUBJECT: TAX COLLECTOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES - (CSPEC)

BID # ESC-0253-13 OPEN DATE: 10/17/2012

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT- THREE (3) YEARS FROM EXECUTED CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: TAX COLLECTOR

BASIS OF AWARD: BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 40 NUMBER RECEIVED: 2 OTHER: 5

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from March 7, 2016 to date of award.

Recommend approval to utilize the first of three (3) renewal options with Intuition System, Inc. dba Bill2Pay for merchant payment services with convenience fees. Period of service is from date of award through March 7, 2017 at no cost to the City of Jacksonville.

To be executed by formal contract amendment #1 through the Office of General Counsel (Contract #9828)

Attachments: Recommendation Memo, Vendor Letter, Contract and Previous Award

ANALYST Annette Burney

RESPECTFULLY SUBMITTED Gregory Pease, Chief Procurement Division

CONCURRENCE BY: Michael Corrigan, Duval County Tax Collector

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 3/31/16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 3/31/16

APPROVED ✓ DISAPPROVED: _____

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

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: TAX COLLECTOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES - (CSPEC)

BID # ESC-0253-13

OPEN DATE: 10/17/2012

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT- THREE (3) YEARS FROM EXECUTED CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: TAX COLLECTOR

BASIS OF AWARD: BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 40 NUMBER RECEIVED: 2 OTHER: 5

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
RECOMMEND APPROVAL TO AWARD INTUITION SYSTEMS, INC. DBA BILL2PAY AS A RESULT OF NEGOTIATIONS FOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES FOR THE PERIOD OF THREE (3) YEARS FROM EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS AT NO COST TO THE CITY OF JACKSONVILLE.

ATTACHMENTS: RECOMMENDATION MEMO, BILL2PAY AGREEMENT, PREVIOUS AWARD

BUYER: Deidra Baines
DEIDRA BAINES

RESPECTFULLY SUBMITTED: Gregory Pease
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: MICHAEL CORRIGAN, TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING: 5 MEMBERS DISAPPROVING: _____ DATE: 01/10/13

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 1/15/13

APPROVED: ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION: _____

Cleveland Ferguson, III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2012-17

SUBJECT: TAX COLLECTOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES - (CSPEC)
BID # ESC-0253-13

OPEN DATE 10/17/2012

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT- THREE (3) YEARS FROM EXECUTED CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: TAX COLLECTOR

BASIS OF AWARD: BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 40 NUMBER RECEIVED: 2 OTHER: 5

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
RECOMMEND APPROVAL TO REJECT POINT & PAY, LLC, FOR FAILURE TO MEET THE REQUIRED MINIMUM QUALIFICATIONS, FAILURE TO ACKNOWLEDGE ADDENDUM ONE (1) AND FOR NOT UTILIZING THE REVISED BID PROPOSAL FORM CONTAINED IN THE ADDENDUM.

RECOMMEND APPROVAL TO ENTER NEGOTIATIONS WITH INTUITION SYSTEMS INC DBA BILL2PAY FOR MERCHANT PAYMENT SERVICES WITH CONVENIENCE FEES. THE RESULTS OF THE NEGOTIATIONS WILL BE DOCUMENTED AND BROUGHT BEFORE THE CSPEC COMMITTEE FOR APPROVAL.

ATTACHMENTS: RECOMMENDATION MEMO, AWARD LANGUAGE, ADDENDUM, BID TABULATION SHEET, SCORING SHEETS, REJECTION LETTER

BUYER Deidra Baines
DEIDRA BAINES

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: MICHAEL CORRIGAN, TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 11/15/12

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 11/20/12

APPROVED ☑ DISAPPROVED: _____

OTHER. _____

SIGNATURE OF AUTHENTICATION

Cleveland Edquan III
Deputy Chief Administrative Officer
For Mayor Mark Farrah
Under Authority of
Executive Order No 2012-17