SUBJECT: CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTORS OFFICE

BID #: SC-0640-13 **OPEN DATE: 9/18/2013**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FIVE (5) YEARS FROM DATE OF AWARD WITH A ONE (1) YEAR RENEWAL OPTION

AGENCY: TAX COLLECTOR

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the piggyback award with NEMO-Q, Inc. in the amount of $3,686.00 for the Building Inspection Division. This amount will provide an extended warranty to cover parts and labor. Period of service is from October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure in the amount of $515,645.00 (total for Building Inspection - $38,211.00).

Funding Source: PDBZ159AD-04938 - To be executed by formal contract amendment #3 through the Office of General Counsel. (Contract 9948A)

Attachments: Recommendation Memo; Vendor Quote; Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Analyst: _____ STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **THOMAS H. GOLDSBURY, CHIEF, BUILDING INSPECTION DIVISION**

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

June 15, 2017

MEMORANDUM

TO: Gregory Pease, Chief
Procurement Division
Intra-Governmental Services

FROM: Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division
Planning and Development Department

SUBJECT: Increase Amount Awarded to Piggyback on Tax Collector Contract 9948, SC-0640-13, with NEMO-Q, Inc., for Customer Queuing System

The Building Inspection Division (BID) of the Planning and Development Department respectfully requests authorization to increase the amount it was awarded to piggyback the current Tax Collector contract with NEMO-Q, Inc., by $3,686.00. This amount will provide extended warranty covering parts and labor for BID's queuing system for the period 10/1/17 – 9/30/18. BID was approved to piggyback in the original amount of $27,294.75 for FY15, and was approved to amend that amount by an additional $3,580.00 for FY16 and $3,650.00 for FY17 to cover extended warranty, for a total amount of $34,525.00. This additional $3,686.00 for FY18 will bring the total amount awarded to $38,210.75.

This queuing system has enhanced our service with our walk-in customers by allowing them to select the service they need, and then sit until their number is called, rather than wait in line.

Please advise your approval to increase BID's allowable contracted amount by $3,686.00, for a total of $38,210.75, with all other terms and conditions of the contract remaining the same. The index code that will support this additional $3,686.00 is PDBZ159AD-04938. Upon approval, BID will encumber these funds via a Purchase Order.

Thank you for your consideration of this request.

THG/ss
Attachments: NEMO-Q Quotation and Current Certificate of Liability Insurance
Copy of Original Award and Amended Awards

Quote

Date	Quote #
5/30/2017	319

NEMO-Q, Inc.

PO Box 6090
Mckinney, TX 75071

Planning & Development
Building Inspection Division
214 N Hogan St., Rm 225
Jacksonville, FL 32202

Project

Building Inspection Division

Item	Description	Qty	Rate	Total
Extended Warranty	Extended Warranty covering parts and labor 10/1/2017 - 9/30/2018	1	3,686.00	3,686.00
	Total			$3,686.00

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/02/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Frances Chappell (3551384)
604 W Bethany Drive Suite 208

Allen TX 75013-3724

CONTACT NAME: Ashley Chappell
PHONE (A/C, No, Ext): 214-383-9604 FAX (A/C, No): 972-235-7339
E-MAIL ADDRESS: ashley.fchappell@farmersagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Truck Insurance Exchange	21709
INSURER B: Farmers Insurance Exchange	21652
INSURER C: Mid Century Insurance Company	21687
INSURER D: Travelers	
INSURER E:	
INSURER F:	

INSURED

NEMO-Q
4023 W UNIVERSITY DRIVE BLDG B

MCKINNEY TX 75071

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC			605874593	11/01/2016	11/01/2017	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [X] SCHEDULED AUTOS [ ] HIRED AUTOS [X] NON-OWNED AUTOS			069458281	05/04/2016	05/04/2018	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			605880627	11/01/2016	11/01/2017	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		IAUB-3932C47-1-17	04/10/2017	04/10/2018	[X] WC STATU-TORY LIMITS [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

4023 W UNIVERSITY DRIVE BLDG B, MCKINNEY, TX 75071

CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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140499

SUBJECT: **CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE**

BID# SC-0640-13 OPEN DATE: **2013-09-18**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - FIVE (5) YEARS FROM DATE OF AWARD WITH A ONE (1) YEAR RENEWAL OPTION

AGENCY: **TAX COLLECTOR**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED 6 NUMBER RECEIVED 4 OTHER

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase the piggyback award with NEMO-Q, Inc. in the amount of $3,650.00 for Building Inspection Division for an extended warranty to cover parts and labor. Period of service is from October 1, 2016 through September 30, 2017. Total revised estimated annual expenditure in the amount of $511,959.00 (total for Building Inspection - $34,525.00).

Funding Source: PDBZ159AD-04938 - To be executed by formal contract amendment #2 through the Office of General Counsel. (Contract 9948A)

Attachments: Recommendation Memo, Vendor Quote and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Thomas H. Goldsbury, Chief, Building Inspection Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 7-21-16

Teresa R. Eichner

OTHER:

James R. McCaul

ACTION OF AWARDING AUTHORITY DATE: 7/22/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

FORM GB-108, Revised 12/2007

140499

SUBJECT: **CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE**

BID# SC-0640-13 OPEN DATE: **2013-09-18**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - FIVE (5) YEARS FROM DATE OF AWARD WITH ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **TAX COLLECTOR**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **6** NUMBER RECEIVED **4** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase the award with NEMO-Q Inc. in the amount of $3,580.00 for Building Inspection Division. The increase is for an extended warranty to cover parts and labor for the BID's Queuing System from October 1, 2015 through September 30, 2016. Total revised estimated annual expenditure in the amount of $508,309.00

Funding Source: PDBZ159AD-04938 - To be executed by formal contract amendment #1through the Office of General Counsel (Contract #9948A)

Attachments: Recommendation Memo, Vendor Quote and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Thomas H. Goldsbury, Chief, Building Inspection Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 07/16/15

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 7/17/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-108, Revised 12/2007

SUBJECT: **CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE**

BID #: SC-0640-13 OPEN DATE: **9/18/2013**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - FIVE (5) YEARS FROM DATE OF AWARD WITH ONE (1) YEAR RENEWAL OPTION

AGENCY: **TAX COLLECTOR**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED: 6 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded to NEMO-Q, Inc. on 10/10/2013, in the amount of $270,346.00 through executed contract 9948, and approval was granted on 6/27/2014 to the Building Inspection Division to piggyback the current award in the amount of $27,295.00 to be executed by a separate formal contract though the Office of General Counsel.

Recommend approval for the Clerk of the Circuit and Count Court to piggyback the current Tax Collector award to NEMO-Q, Inc. in the amount of $207,088.00 to provide a customer queuing system to be executed by a separate formal contract through the Office of General Counsel.
Period of service shall be from date of the executed contract through September 30, 2018 with one (1) year renewal option.
Total revised maximum indebtedness to the City not-to-exceed $504,729.00.

Funding for this award is to be encumbered by account CLCL016-06403 to be executed by formal contract through the Office of the General Counsel.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2014. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Agency Approval, Vendor Quote, Previous Award

BUYER: KATHERINE NASWORTHY RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **KRYSTAL WATSON, CHIEF ADMINISTRATIVE OFFICER**

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING ____ DATE: 07/17/14

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 7/19/14

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

SUBJECT: **CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE**

BID# SC-0640-13 OPEN DATE: **9/18/2013**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - FIVE (5) YEARS FROM DATE OF AWARD WITH ONE (1) YEAR RENEWAL OPTION

AGENCY: **TAX COLLECTOR**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **6** NUMBER RECEIVED **4** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval for the Building Inspection Division to piggyback the current Tax Collector contract awarded to NEMO-Q, Inc.in the amount of $27,295.00 to provide a customer queuing system. Period of service is from date of executed contract through September 30, 2018 with a one (1) year renewal option. Total revised expenditure in the amount of $297,641.00.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2014. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Funding Source: PDBZ159AD-06427 - to be executed by formal contract amendment through the Office of General Counsel.

Attachments: Recommendation Memo, Agency Approval, Vendor Quote, Previous Award

BUYER: ANNETTE BURNEY RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Calvin Burney, Sr., Director, Planning and Development Department**

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 6/26/14

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 6/27/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

Revised 12/2007

140499

SUBJECT: CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE

BID# SC-0640-13

OPEN DATE: 9/18/2013

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - FIVE YEARS FROM DATE OF AWARD WITH A ONE YEAR RENEWAL OPTION

AGENCY: TAX COLLECTOR

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 6 NUMBER RECEIVED 4 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL OF AWARD TO NEMO-Q TO PROVIDE A CUSTOMER QUEUING SYSTEM FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE. PERIOD OF SERVICE IS FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018 IN THE AMOUNT OF $270,346.00.

FUNDING SOURCE: TCSG017-06403

ATTACHMENTS: RECOMMENDATION MEMO, BID SPECIFICATIONS, TABULATION

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: SHERRY HALL, CAO, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10/10/13

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 10/10/13

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling
Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007