SINGLE SOURCE AWARD **BID # SS-9178-21**

Subject: Certified and Standard Mailings for Tax Deed Notices

Department: Clerk of Court

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2020 to date of award.

Recommend approval of Single Source Award with Peregrine Services, Inc. to provide certified and standard mailing for tax deed notices. Period of service will be from date of award through September 30, 2021. Total requested expenditure not to exceed $83,000.00.

Funding for this award to be encumbered by account 00192.311002.547210, to be executed by purchase order(s).

Single Source Award To: Peregrine Services, Inc.

Price Justification: See Attached

Total Award: $83,000.00 **Requisition #**

Attachments: Single Source Form; Agency Memo, Vendor Letter, Previous Award

Certification as to Single Source: Jennifer Spinelli, Deputy Chief Financial Officer

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

ANALYST: Ruben Ola

Gregory Pease, 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-114, Revised 12/2007

Clerk of the Circuit & County Courts

DUVAL COUNTY
JACKSONVILLE, FLORIDA 32202

RONNIE FUSSELL
CLERK OF THE CIRCUIT AND COUNTY COURT

October 8, 2020

To: Gregory Pease, Chief of Procurement

Thru: Jennifer Spinelli, Deputy Chief Financial Officer

From: Austin Eler, Senior Specialist - Purchasing

Subject: Single Source Request – Peregrine Tax Deed Mailings

The Clerk of the Circuit and County Courts is requesting a single source award to Peregrine for the outsourcing of the Tax Deeds' certified and standard mailing notices for the period of 10/1/2020 through 9/30/2021. The total expenditure is not expected to exceed $83,000.00. These mailings were procured through a single source award. SS-0321-20, to Peregrine last year.

To be encumbered using 00192.311002.547210. The account to be used is reported in the city's CAFR. and as a part of our consolidated structure the clerk's office requests this single source award.

Attached: SS-0321-20
Peregrine Acceptance Email

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

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Certified and standard mailings for the period of 10/1/2020 - 9/30/2021.

Turnkey mailings for the Tax Deeds department for the 2021 fiscal year.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Peregrine is the only company with the ability to convert the data sent over by the clerk's office and deliver mailings and notifications within the timeframes set forth by Florida Statute Section 197 Tax Collections, Sales and Liens. This was originally bid under SC-0314-18 and Peregrine was the sole, responsive bidder who was able to perform the requirements from the original solicitation.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Peregrine was the sole, responsive bidder during the original solicitation, SC-0314-18. Peregrine was awarded SS-0321-20 for the same service the following year.

PEREGRINE SERVICES

October 1, 2020

Duval County Courts
501 W Adams St., Suite 2338
Jacksonville, FL 32202

Peregrine Services Inc. is glad to accept the renewal of SC-0341-18 from 10/1/2020 – 9/30/2021 at the agreed upon rates. Please let me know if you have any additional questions. Look forward to continuing this work.

Thank you, Tom

Tom Stith

Tom Stith
Peregrine Services Inc
(913) 972-2734
tstith@peregrinesolutions.com

SINGLE SOURCE AWARD **BID # SS-0321-20**

Subject: Certified and Standard Mailings for Tax Deed Notices

Department: Clerk of Court

Description of Purchase:
Recommend approval to ratify the period of service from October 1, 2019 to date of award.

Recommend approval of Single Source Award with Peregrine Services, Inc. to provide certified and standard mailing for tax deed notices. Period of service will be from date of award through September 30, 2020. Total requested expenditure not to exceed $83,000.00.

Funding for this award to be encumbered by account CLCL016-04721, to be executed by purchase order(s).

Single Source Award To: Peregrine Services, Inc.

Price Justification: See Attached

Total Award: $83,000.00 **Requisition #**

Attachments: Single Source Form; Agency Memo, Previous Award

Certification as to Single Source: Jennifer Spinelli, Deputy Chief Financial Officer

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

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichner
CHAIRMAN

11-7-19
DATE

Jon McCaig

ACTION OF AWARDING AUTHORITY

DATE: 11/7/19

MR **APPROVED** ✓ BAH **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-114, Revised 12/2007

SUBJECT: Certified and Standard Mailings for Tax Deed Notices

BID #: SC-0314-18 **OPEN DATE: 12/13/17**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: From date of award through September 30, 2018, with three (3) one (1) year renewal options

AGENCY: Court Admin

BASIS OF AWARD: All or None, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder, Peregrine Services, Inc. to provide certified and standard mailing for tax deed notices. Period of service is from date of award through September 30, 2018, with three (3) one (1) year renewal options. Total expenditure amount not to exceed $83,000.00.

Funding Source: CLCL016-04721 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Angelia Burney **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Angel Brown, Manager, Clerk of the Circuit and County Courts

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 01/04/18

Teresa R Eibner OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/04/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

Ola, Ruben

From: Pease, Gregory
Sent: Friday, October 25, 2019 9:58 AM
To: Laidler, Marilyn
Cc: Ola, Ruben
Subject: RE: REQ262090 - Tax Deeds - Certified and Standard Mailings SC-0314-18

I would recommend a single source for FY 19/20. I realize the PO was done last year without the award; however, that is now done and the contract has long expired. They will need a new contract through a single source.

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838
CITY OF JACKSONVILLE

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

From: Laidler, Marilyn
Sent: Thursday, October 24, 2019 2:53 PM
To: Pease, Gregory
Cc: Ola, Ruben
Subject: FW: REQ262090 - Tax Deeds - Certified and Standard Mailings SC-0314-18

Greg
Have you had the opportunity to review the emails below to let Ruben know how to proceed I think a new bid should be prepared because they missed the renewal period last fiscal year and now trying to do the renewal for last year and current year please assist.

Thanks

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net