SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Recommend approval of single source award to Southside Blueprint, LLC for Document Management & Control Systems in order to utilize their services for the posting of bid documents. Period of service shall be October 1, 2019 through September 30, 2020 with four (4) one (1) year renewal options. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City; to be processed via formal contract through the Office of General Counsel.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo, Single Source Form, Vendor Letter & Quote

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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

Analyst: David Klages

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-113, Revised 12/2007

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: August 21, 2019

Subject: SS-0235-20 Document Management & Control Systems

The Procurement Division recommends approval of a single source award to Southside Blueprint, LLC for Document Management & Control Systems in order to utilize their services for the posting of bid documents as described in the attached service agreement. Period of service shall be October 1, 2019 through September 30, 2020 with four (4) one (1) year renewal options. There will be no cost to the City with this agreement.

To be processed via formal contract through the Office of General Counsel.

Thank you for your assistance and consideration in this matter.

CC: Marilyn Laidler
Manager of Purchasing Services, Assistant
Procurement Division

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Finance & Administration/Procurement Division

FUNDING SOURCE: N/A - no charge to the City.

BRIEF DESCRIPTION OF GOODS/SERVICES:

Service agreement for the posting of bid documents including plans, drawings, etc.

AMOUNT OF PROJECT (attach quote): N/A - no charge to the City.

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

Vendor will post City of Jacksonville bid documents per the attached service agreement.

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

The City has utilized the services of the vendor via AD-0480-14 since April 1, 2014. The fourth and final contract renewal option under AD-0480-14 expires September 30, 2019. The new single source award would essentially be a continuation of AD-0480-14.

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:

As stated above, the vendor has not and will not charge the City for its services and therefore it would not benefit the City to issue a solicitation.

Submitted by: David Klages DK — Purchasing Analyst

(Name) **(Title)**

Date: August 21, 2019

Requesting Agency's Director's Signature:

SOUTHSIDEBLUEPRINT®

1889 SOUTHAMPTON ROAD
JACKSONVILLE, FLORIDA 32207
904-398-0575
plot@ssblue.com

August 15, 2019

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Re: Administrative Award for Document Management & Control Systems

Mr. Klages,

Please accept this as confirmation of our interest to provide the Document Management & Control Systems service agreement for the City of Jacksonville. Please see below for pricing and included services:

Services

Document Management & Control Systems

- **File Transfer** – Send unlimited number of files with instructions, and instant email notification of file receipt.
- **Public or Private Access to Projects** – Jobs can be posted to the plan room with Public or Private access. Public allows any user to view and order the project. Private jobs have controlled access by giving a password (job key) to authorized users only.
- **Job Calendar** – Contractors can view a calendar of jobs by bid date. Clicking on a job from the calendar provides a direct link to the job details.
- **Electronic Downloads** – Contractors can download electronic files at anytime directly from the plan room and pay with a credit card.
- **Viewing of Documents** – Contractors can view drawings online using their web browser. No software to download and install.
- **Automated Plan Holders Lists** – Stay informed about job activity by viewing the list of contractors that have placed orders, A plan holder will be defined as anyone who has ordered a hard copy of the construction documents or has downloaded documents from the website.
- **Activity Tracking** – We can track whenever a user views, downloads, or orders documents. You can view reports with this information in real time.
- **Notify Contractors of Addenda** – We will provide email notification to all plan holders notifying them of revisions, addenda or other updates. It will be up to the plan holder to order the changes.

- **Invitation to Bid** – Manage your own address book of contractors and send out mass email ITB's with just a few clicks. Watch in real time as recipients view your project and provide their response.

Pricing

Utilization of DMCS (Document Management and Control Systems) will be provided to your department at **No Cost**. We will upload and maintain al construction documents pertaining to your projects **Free of Charge**.

The charges to any contractors or perspective bidders will be as follows:

- Wide format black & white prints will be billed at $0.20 per square foot.
- 8 ½" x 11" black & white copies will be billed at $0.10 per impression.
- Electronic download of wide format prints will be $0.50 per impression.
- Electronic download of 8 ½" x 11" prints will be $0.05 per impression

Thank you for the opportunity to continue to provide services to your department. We appreciate the opportunity and look forward to continue to work with you. If you have any questions please do not hesitate to contact me.

Sincerely,

Lisa O'Kelley

Lisa O'Kelley

Office Manager

Southside Blueprint

904-398-0575

lisao@ssblue.com