SINGLE SOURCE AWARD **BID NO #SS-0499-19**

Subject: COMPREHENSIVE TANGIBLE BUSINESS PERSONAL PROPERTY TAX AUDITS FOR THE DUVAL COUNTY PROPERTY APPRAISER'S OFFICE

Department: Property Appraiser

Description of Purchase: Recommend approval to amend award dated June 13, 2019 to Tax Management Associates, Inc. per request from Office of General Counsel.

Recommend approval to restate the start of service from "date of award" to "date of execution". Period of service shall be two (2) years from date of execution; shall continue in effect thereafter on a month-to-month basis for six (6) months; and may be terminated by either party without cause following the initial term upon thirty (30) days written notice. Compensation terms shall not be changed. To be processed by formal contract through the Office of General Counsel.

Single Source Award To: Tax Management Associates, Inc.

Price Justification: See attachment

Total Award: See attachment **Requisition #:** N/A

Attachments: Recommendation Memo, Email from OGC, Previous Award

Certification as to Single Source: Kathleen Collins, Chief Financial Officer, Property Appraiser – Admin.

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

OFFICE OF THE PROPERTY APPRAISER

JERRY HOLLAND
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
JACKSONVILLE, FL 32202
(904) 630-2011

August 28, 2019

Gregory Pease, Chief Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

RE: Amend award SS-0499-19

Dear Greg:

We would like to request to amend award SS-0499-19 to the date upon execution of the contract and not the date stated in the award.

If you have any additional questions, please feel free to contract me at the email and telephone number listed below.

Sincerely,

Kathleen Collins
Chief Financial Officer
(904) 630-2403

Cc: Jerry Holland
Enclosures: Award SS-0499-19

Klages, David

From: Collins, Kathleen
Sent: Tuesday, August 27, 2019 11:44 AM
To: Klages, David
Subject: FW: TMA Draft Contract
Attachments: SS-0499-19 - GGAC Award.pdf

Hi David,

Please see the email below from OGC. We will need an updated award.

Thank you,

Kathleen Collins, MPA
Chief Financial Officer
Office of the Property Appraiser – Duval County
231 East Forsyth Street, Suite 270
Phone: (904) 630-2403
Email: KathleenC@coj.net

From: McCain, James
Sent: Tuesday, August 27, 2019 10:57 AM
To: Collins, Kathleen
Cc: Dwyer-Frazee, Ivy
Subject: RE: TMA Draft Contract

Thanks, Kathleen.

I notice that the award states that the contract commences on the date of the award, which is June 13, 2019. Do you want to get an amended award so that the contract commences on the date of execution? We've got a two and half month gap in the service period.

Jim

From: Collins, Kathleen
Sent: Tuesday, August 27, 2019 10:46 AM
To: McCain, James
Subject: TMA Draft Contract

Here ya go!

SINGLE SOURCE AWARD **BID NO #SS-0499-19**

Subject: COMPREHENSIVE TANGIBLE BUSINESS PERSONAL PROPERTY TAX AUDITS FOR THE DUVAL COUNTY PROPERTY APPRAISER'S OFFICE

Department: Property Appraiser

Description of Purchase: Recommend approval of Single Source award to Tax Management Associates, Inc. to provide Comprehensive Tangible Business Personal Property Tax Audits for the Duval County Property Appraiser's Office. Period of service shall be two (2) years from date of award; shall continue in effect thereafter on a month-to-month basis for six (6) months; and may be terminated by either party without cause following the initial term upon thirty (30) days written notice. To be processed by formal contract through the Office of General Counsel.

Compensation shall be paid exclusively from the taxes, penalties and interest collected from the tax audits performed by the vendor at an amount equal to thirty-five percent (35%) of any taxes, penalties and interest collected.

Single Source Award To: Tax Management Associates, Inc.

Price Justification: See attachment

Total Award: See attachment **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form, Vendor Letter & Draft Contract, Draft MOU

Certification as to Single Source: Kathleen Collins, Chief Financial Officer, Property Appraiser – Admin.

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 6/13/19

ACTION OF AWARDING AUTHORITY DATE: 6/13/19

APPROVED DISAPPROVED

OTHER

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

SIGNATURE OF AUTHENTICATION

FORM GB-113, Revised 12/2007