SINGLE SOURCE AWARD **BID # SS-0248-20**

Subject: Annual Support Services for Parking Meter Equipment

Department: Public Parking

Description of Purchase:
Recommend approval of single source award to IPS Group, Inc. to provide annual maintenance and support for parking meter equipment. Total award expenditure not-to-exceed $130,625.80. Period of service shall be October 1, 2019 through September 30, 2020.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. 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 work herein. A written notification will be provided in the event the funds are appropriated.

Funding Source: DIPP412ON-04603/04957/04662/05215/05216 – To be encumbered by Purchase Order.

Single Source Award To: IPS Group, Inc.

Price Justification: See attachment

Total Award: $130,625.80 **Requisition #:** N/A

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

Certification as to Single Source: Robert Carle, Public Parking Officer, Public Parking

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 _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

August 26, 2019

Memorandum

To: Gregory Pease, Chief
Procurement Division

From: Robert Carle, Public Parking Officer
Office of Public Parking

Subject: Single Source Request - Annual Support Services for Single Space Parking Meter Equipment

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The Office of Public Parking recommends approval of the single source renewal award with IPS Group, Inc. to continue providing parking meter equipment service, software maintenance and financial processing for the period of October 1, 2019 – September 30, 2020. Public Parking requests the ability to cancel this agreement at any time, or to change the agreement to new mutually agreeable terms in the event Public Parking's equipment inventory changes, by giving the vendor 30 days written notice.

All pricing and terms remain the same with a maximum amount not to exceed $130,625.80 These meters, parts, and associated fees are unique to IPS Group Inc., and contracting is essential to replace or maintain existing equipment as well as to support monthly software/reporting costs.

Please find the vendor's request to extend the contract and honor existing terms attached.

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): DIA / Public Parking

FUNDING SOURCE: DIPP412ON 04603/04957/04662/05215/05216

BRIEF DESCRIPTION OF GOODS/SERVICES:
FY-20 Equipment and support to maintain, repair or replace IPS-brand single-spaced parking meters and the fees associated with maintaining the software and credit card processing features of this equipment.
Period of Service: 10/1/2019 – 9/30/2020

AMOUNT OF PROJECT (attach quote): $130,625.80.

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
FY-20 Equipment and support to maintain, repair or replace IPS-brand single-spaced parking meters and the fees associated with maintaining the software and credit card processing features of this equipment. Spare or replacement parts as needed and as per attached price list. Monthly credit card processing and wireless gateway/reporting fees as per attached.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
IPS Group Inc. is the sole source manufacturer of the IPS meters currently at & and soon to be installed at 991 locations. As such, they are the only vendor providing repair, software and wireless support, electronic inventory and maintenance tracking, including financial processing as necessary to operate these meters.

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:
Yes, IPS provides a uniquely specialized financial and maintenance operating system and wireless communications required to operate the meters. This system is used to reconcile both transaction data and to check maintenance status. IPS Group currently provides the majority of replacement parts for IPS meters.

Submitted by: Robert Carle Public Parking Officer

Date: 8/27/2019

Requesting Agency's Director's Signature:

7737 Kenamar Court
San Diego, CA 92121
1 877 630 6638
ipsgroup.com

William M. Schaefer
City of Jacksonville Public Parking
231 E. Forsyth Street, Jacksonville, Florida 32202
phone: (904) 630-2714, Fax: (903)-630-2901
email: schaefer@coj.net

August 26, 2019

RE: Letter of Sole Source

To Whom it may concern:

This letter is issued to confirm sole source status of the IPS Back-Office Data Management System (DMS) for our credit card enabled single space and multi-space parking meter systems.

Below are the primary and unique features of the IPS meter that validate our sole source status:

• Only IPS Back-Office DMS, purchased from IPS Group Inc. can be integrated and used with parking meters. This includes the M3, M5, MS1 Freedom and IPS Retrofit units as well as Sensors.

This product is only available by IPS Group Inc., of San Diego, CA.

The undersigned declares that the foregoing is true and correct to the best of his/her knowledge.

Sincerely,

Sherry Fountain
Director of Regional Sales

7737 Kenamar Court
San Diego, CA 92121
1 877 630 6638
ipsgroup.com

April 1, 2019

Mr. William Schaefer
Operations Analyst
Public Parking
City of Jacksonville
231 E. Forsyth Street
Jacksonville, FL 32202

Dear Mr. Schaefer,

IPS Group Incorporated wishes to extend the prices referenced in the attached from October 1, 2019 until September 30, 2020. All other prices, terms, conditions and sole source information remain the same as in the current contract (identified in your BID SS #SS-0578-10).
Please don't hesitate to contact me if you have any questions.

Sincerely,

Sherry Fountain
Regional Sales Manager

IPS Group Inc.
7737 Kenamar Ct.
San Diego, CA 92121
www.ipsgroupinc.com
sherry.fountain@ipsgroupinc.com
D: 858.568.7768
M: 479.418.9239

City of Jacksonville, FL: IPS meter component pricing sheet

This price list is good for any purchases made thru September 30, 2020.

No minimum purchases are required.

Pricing does not include any applicable Local, State or Federal taxes and shipping fees.

Part Number	Replacement Components	Unit Price
795-008	Complete Meter Mechanism	$465.00
795-053	Card Entry Assy with Keypad	$55.00
795-601	Hybrid Card Reader	$49.00
795-054	Coin Validator	$75.00
795-015	Complete Top Cover (with Lexan insert)	$75.00
795-415	Lexan for Top Cover	$19.00
795-111	Coin Entry Slot	$2.00
555-706	Validator Connector Board	$35.00
795-600-H3P	Battery Pack	$35.00
795-628	Validator Connection Cable	$9.00
555-711	Solar Panel / Communications Board	$185.00
555-701	Main Board	$185.00
555-502-ASY	Display Board	$95.00

QWS3270X 8/28/2019 12:13 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/28/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 12:13 PM

FISCAL MO/YEAR : 11 2019 CURRENCY CODE :
INDEX CODE : DIPP412ON ON STREET PARKING
SUBOBJECT : 04603 REPAIRS AND MAINTENANCE
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	13,000.49	13,000.49
EXPENDITURES	90.00	2,393.00	2,393.00
ENCUMBRANCES	-90.00	4,362.44	4,362.44
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	6,245.05	6,245.05

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 8/28/2019 12:14 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/28/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 12:14 PM

FISCAL MO/YEAR : 11 2019 CURRENCY CODE :
INDEX CODE : DIPP412ON ON STREET PARKING
SUBOBJECT : 04957 CREDIT CARD FEES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	96,272.12	96,272.12
EXPENDITURES	2,688.92	63,927.05	63,927.05
ENCUMBRANCES	-2,688.92	32,253.96	32,253.96
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	91.11	91.11

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 8/28/2019 12:14 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/28/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 12:14 PM

FISCAL MO/YEAR : 11 2019 CURRENCY CODE :
INDEX CODE : DIPP412ON ON STREET PARKING
SUBOBJECT : 04662 HARDWARE/SOFTWARE MAINTENANCE & LICENSES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	78,148.25	78,148.25
EXPENDITURES	4,910.51	48,540.65	48,540.65
ENCUMBRANCES	-4,910.51	29,607.60	29,607.60
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	.00	.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 8/28/2019 12:14 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/28/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 12:14 PM

FISCAL MO/YEAR : 11 2019 CURRENCY CODE :
INDEX CODE : DIPP412ON ON STREET PARKING
SUBOBJECT : 05215 REPAIR AND MAINTENANCE SUPPLIES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	2,000.00	2,000.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	2,000.00	2,000.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 8/28/2019 12:14 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/28/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 12:14 PM

FISCAL MO/YEAR : 11 2019 CURRENCY CODE :
INDEX CODE : DIPP412ON ON STREET PARKING
SUBOBJECT : 05216 OTHER OPERATING SUPPLIES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	13,239.01	13,239.01
EXPENDITURES	.00	1,648.22	1,648.22
ENCUMBRANCES	.00	4,430.56	4,430.56
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	7,160.23	7,160.23

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND