SINGLE SOURCE AWARD **BID # SS-0244-19**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from October 1, 2018 through September 30, 2019 in the not to exceed expenditure amount of $105,000.00.

Funding Source: ERAC1H2ACSN-03410 - $105,000.00 – To be executed by formal contract through the Office of General Counsel

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. 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.

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $105,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form and Vendor Quote

Certification as to Single Source: Julie Adamson, Operations Director, Neighborhoods Department

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

Analyst: Annette Burney

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

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Chief Greg Pease, Chief, Procurement Division
Finance and Administration Department

THRU: Operations Director Julie Adamson, Neighborhoods Department

FROM: Finance Manager Greg Nethers, Neighborhoods Department

DATE: September 17, 2018

09/17/18 16:56:47
Procurement Division

RE: Sole Source Procurement for Jacksonville Humane Society

The Neighborhoods Department, on behalf of the Animal Care and Protective Services Division (ACPS) requests that the proprietary award for ~~SP 7512-12~~ be renewed and ratified in the amount of $105,000 for FY ~~18~~ 19, to be effective October 1, 2018 through September 30, 2019. ACPS will utilize funds from Index Code ERAC1H2ACSN, Sub-object 03410, Project NBPSNR.

We appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation.

Attachments:
Single Source Request form
Jacksonville Humane Society memo, dated September 17, 2018

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): Neighborhoods/Animal Care and Protective Services

FUNDING SOURCE: ERAC1H2ACSN-03410-NBPSNR

BRIEF DESCRIPTION OF GOODS/SERVICES:

The ACPS Transfer Program provides for the transfer of animals (dogs and cats) from the ACPS Shelter to the Jacksonville Humane Society (JHS) facility located at 8454 Beach Blvd., Jacksonville, Florida as well as the direct intake of stray animals to the JHS facility

AMOUNT OF PROJECT (attach quote): $105,000

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

- As resources allow, provide the transportation of pets to JHS or joint JHS/ACPS off-site adoption events
- Intake at least 3,000 stray pets and 800 ACPS transfers annually
- Analysis and medical care of all pets transferred to JHS, to include rehabilitation, spay/neuter surgery, shelter and total care
- Ensure that all animals to be adopted have been properly sterilized and registered for rabies protection

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 request is for renewal and ratification of an existing contract. JHS is the only facility within the City of Jacksonville that can provide the transfer, medical care and shelter of this volume of animals for the pricing included in this proposed contract.

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:

There are no other providers of this services with the ability to fulfill the requirements of the contract at this volume and pricing.

Submitted by: Julie Adamson, CPA — Operations Director

(Name) — **(Title)**

Date: 09/17/2018

Requesting Agency's Director's Signature:

September 17, 2018

Mr. Devron Cody
Animal Care & Protective Services
2020 Forest St.
Jacksonville, FL 32204

Dear Devron,

Animal Care and Protective Services and the Jacksonville Humane Society would like to continue their partnership through the ACPS Transfer Program. The ACPS Transfer Program provides for the transfer of animals (dogs and cats) from the ACPS Shelter to the JHS facility located at 8454 Beach Blvd., Jacksonville, Florida as well as the direct intake of stray animals to the JHS facility.

JHS shall provide the following services for the ACPS Transfer Program:

- As resources allow, the transportation of pets to JHS or joint JHS/ACPS off-site adoption events; if transportation by JHS is unavailable, ACPS may transport animals to the JHS facility or joint off-site adoption events
- Intake at least 1,000 stray pets and 500 ACPS transfers
- Analysis and medical care of all pets transferred to JHS, to include rehabilitation, spay/neuter surgery, shelter and total care
- Ensure that all animals to be adopted have been properly sterilized and registered for rabies protection
- A positive or live outcome for all adoptable and treatable transfers and strays
- Monthly report to be sent to ACPS within the first 10 business days after the previous month; the report shall include the total number of strays JHS took in and the total number of ACPS transfers for the previous month; the monthly report shall also include a cumulative total for each previous month within the reporting period
- Provide ACPS with quarterly invoices in the amount of $26,250 each

Sincerely,

Denise Deisler
CEO

PROPRIETARY AWARD **BID # SP-0276-17**

Subject: Transfer Program for Animal Care and Protective Services

Department: Animal Care & Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2016 to date of award.

Recommend approval of proprietary award to the Jacksonville Humane Society for animal transfer services. Period of service is from date of award through September 30, 2017 in the not to exceed expenditure amount of $100,000.00 ($100.00/pet – to be paid in quarterly amounts of $25,000.00).

Funding for this award to be encumbered by the following accounts and executed by formal contract through the Office of General Counsel:

ERAC1H2ACAP-03410 - $89,790.00
ERAC15GACVS-03109 - $10,210.00

Proprietary Award To: Jacksonville Humane Society

Price Justification: See Attached

Total Award: $100,000.00 **Requisition #:**

Attachments: Proprietary Request Form, Vendor Letter & Quote, Previous Awards

Certification as to Proprietary Source: Kimberly Scott, Director, Neighborhoods Department

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

Analyst: Annette L. Burney

For - Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 10-13-16

ACTION OF AWARDING AUTHORITY DATE: 10/13/16

APPROVED ✓ DISAPPROVED

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

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0318-16**

Subject: Transfer Program for Animal Care and Protective Services

Department: Animal Care & Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2015 to date of award.

Recommend approval of proprietary award to the Jacksonville Humane Society for animal transfer services. Period of service is from date of award through September 30, 2016 in the not to exceed expenditure amount of $89,770.00.

Funding Source: ERAC1H2ACSN-03410 – To be executed by formal contract through the Office of General Counsel

Proprietary Award To: Jacksonville Humane Society

Price Justification: See Attached

Total Award: $89,770.00 **Requisition #:**

Attachments: Proprietary Request Form, Vendor Letter & Quote, Previous Award

Certification as to Proprietary Source: Nikki Harris, Chief, Animal Care and Protective Services

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

Analyst: Annette L. Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 10-15-15

ACTION OF AWARDING AUTHORITY DATE: 10/15/15

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

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

QWS3270X 9/21/2018 5:39 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 09/21/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 5:39 PM

FISCAL MO/YEAR : 12 2018 CURRENCY CODE :
INDEX CODE : ERAC1H2ACSN SPAY & NEUTER REBATE TRUST-SPAY & NEUTER
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT : NBPSNR SPAY & NEUTER REBATE PROGRAM
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	SEPT 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	447,695.00	3,469,571.80
EXPENDITURES	690.00	437,386.25	3,269,724.36
ENCUMBRANCES	8,560.00	75,622.75	110,913.75
PRE-ENCUMBRANCES	-9,250.00	.00	.00
REMAINING BALANCE	.00	-65,314.00	88,933.69

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

G014 - RECORD FOUND