10

SINGLE SOURCE AWARD **BID #SS-15334-24**

Subject: Replacement Coin and Cash Recyclers for the Duval County Tax Collector's Office

Department: Duval County Tax Collector

Description of Purchase:
Recommend approval of a Single Source award to Coin Currency & Document Systems, Inc. for the purchase of replacement coin and cash recyclers for the Duval County Tax Collector's Office. The in-operation recyclers use software proprietary to Coin Currency & Document Systems, Inc. and no other company's recyclers would be able to communicate with the recyclers currently in use. This will be a one-time purchase. Total not-to-exceed award amount will be $147,432.00.

Funding Source: 00193.730001.564030.000000.00000000.00000.0000000 – To be processed via Purchase Order.

Single Source Award To: Coin Currency & Document Systems, Inc.

Price Justification: See attachment

Total Award: $147,432.00 **Requisition #:** TCBA-500355-24

Attachments: Agency Memo, SS Justification Form, Supplier Letter & Quote

Certification as to Single Source: Debra Doran, Chief Financial Officer, Duval County Tax Collector

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

Analyst: David Klages

Dustin Freeman, 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

DUVAL COUNTY TAX COLLECTOR

www.coj.net/tc
taxcollector@coj.net

Jim Overton
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 100
JACKSONVILLE, FLORIDA 32202-3356

TO: Dustin Freeman, Chief of Procurement

FROM: Debra Doran, Chief Financial Officer, Tax Collector Debra Doran

Kevin Rock, Chief of Business Services, Tax Collector

SUBJECT: Sole Source Award for Tax Collector Cash Recycler System

DATE: February 14, 2024

Please take appropriate action to issue an award for the Duval County Tax Collector to partner with Coin, Currency & Document Systems, Inc. regarding the equipment and software associated with the coin and currency recyclers used by the Tax Collector Offices. The maximum indebtedness is ~~$146,082.00~~ $147,432.00 DK and the account string is 00193.730001.564030.000000.00000000.00000.0000000.

The Tax Collector is seeking to replace three of our in-operation currency recyclers. The Tax Collector currently employs 9 coin and cash recyclers across our branch offices. The recyclers can accept coins and currency drops throughout the business day, provide change for clerks, provide daily reports, and prepare branch deposits. Cash levels are monitored by staff using a centralized dashboard that alerts management of the need to order additional coins and currency per business rules.

The goods and services from Coin, Currency, and Document Systems are needed to maintain continuity amongst our branch offices. CCD utilizes centralized software and management needs cash monitoring from an organization level on a single platform. CCD is also providing trade-in value on the three units being replaced.

The Tax Collector's Office has used due diligence in verifying that Coin, Currency, and Document Systems is the only vendor that can provide the CAOS software necessary for monitoring of cash and coin values.

Attached, please find the following:

- Justification for Single Source
- Supplier Quote

Thanking you in advance for considering our request.

JUSTIFICATION FOR SINGLE SOURCE (JSS)

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.

1. Requesting Agency:	Tax Collector
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	The Tax Collector is upgrading its cash recyclers in three branch offices. We currently employ 9 coin and cash recyclers across our 9 offices. The recylers have the ability to accept coin and currency from staff throughout the business date and accurately prepare a close of business deposit. The ability to receive change and make cash drops without management interruption is essential to our operation.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	The goods and services from Coin, Currency, and Document Systems is needed to maintain continuity amongst out branch offices. CCD utilizes a centralized software and management needs cash monitoring from an organization level on a single platform. CCD is also providing trade-in value on the three units being replaced.
4. Date of Request	2/14/2024

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[The Tax Collector looked for comparable mid-size recyclers and was unable to find one on the market that matched current software utilized by the Tax Collector.]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

Klages, David

From: Rock, Kevin
Sent: Friday, March 1, 2024 1:01 PM
To: Klages, David
Cc: Doran, Debra
Subject: FW: sole source

David,

Please see the Sole Source justification from the vendor below. Thanks, and have a good weekend.

Kevin Rock
Chief, Business Support
Duval County Tax Collector's Office
(904)255-5775

From: mschnepp@ccdservices.com <mschnepp@ccdservices.com>
Sent: Friday, March 1, 2024 9:42 AM
To: Rock, Kevin <KRock@coj.net>
Cc: jschnepp@ccdservices.com
Subject: sole source

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hello Kevin,

As we discussed, I would like to describe our reasoning to remain with our system exclusively; currently you are using the Cima and CRU coin and currency cash management system. The CRU and its software are of our own creation and exclusive to us and our partners outside of Florida. Our CRU & CRU 200 are only compliant with our software and cannot be interfaced to another system software. Neither of the systems will be able to communicate with one another.

When adding or replacing any of the systems, a change to a competitor's system will bring on several complications. Management will have two systems to oversee and manage, two variations of balancing and reports, as well as cross training two systems. It will bring on great difficulties when temporarily transferring a cashier from site to site. It will also create variations to the balancing and auditing process from site to site, adding additional confusion.

We feel that the systems are doing well, just getting older. It is wise to start the rotation of trading them out. Our system has many big improvements while remaining backwards compatible, so everyone can operate the same Cash Management software and Backoffice feature for all systems being used.

We feel and we hope you do as well, that we have performed our service and support to the highest standards. The question is would a competitor be as vigilant at maintaining and supporting the product to the same standard?

I hope that this description will be adequate for your needs. We look forward in servicing you for many years to come.

12516 N US HWY 301
Thonotosassa fl 33592
Office (800) 282-2936
Fax (813) 632-9415

Coin, Currency & Document Systems, Inc.

CONTRACT NO. 1a010824
DATE September 4, 2023

TO
Michael Corrigan
Duval County Tax Collector
Kevin Rock
231 Forsyth St.
Jacksonville, FL 32202
904 630-7593

SHIP TO Revised II 2/8/24

SALESPERSON	PO	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	QUOTE EXPIRATION
Max	TBD				Net invoice	4/1/24

Due upon install

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
3	Cima 9000	Cassette based/currency recycler	$ 31,999.00	2500.00 ea	$ 88,497.00
3	CRU-200	Coin recycler with parifirals	18,900.00	2000.00 ea	$ 50,700.00
3	CCD CM	User interface/GUI-PC-Monitor	3,895.00	200.00 ea	$ 11,085.00
3	Aditional RC cst	Bank deposit recycler cassette	2,100.00	1200.00 ea	$ 2,700.00
1 ?	set up/training	Program/set up and training	1,000.00	$ 1,000.00	Waved/first unit
3	Inst/del	Installation and delivery	1,000.00		$ 3,000.00
3	Recycle cass.	Cassette upgrade/ Recycle	700.00		$ 2,100.00
3	Recycle shipping	Shipping	450.00		$ 1,350.00
optional	service agreemt	First year Maintenance	4300.00 ea		
optional	SW & spt cont	Software & Phone support	495.00 ea		
2	Trade in's	trade in unit value	5,000.00		(-10000.00)
1	Trade in	The Forsyth location	$ 2,000.00		(-2000.00
			TOTAL DISCOUNT	$18,700.00	
				SUBTOTAL	$ 147,432.00
				SALES TAX	no
				TOTAL	$ 147,432.00

SERVICE MAINTENANCE AGREEMENT
Warranty period is 90 days from date of installation.
[] Customer agrees to accept maintenance agreement.
Customer Initial_____ []Type Agreement
[]Machine will be maintained on a time and material basis.
[]Customer Initial

Purchaser agrees that, upon signing, this document becomes a binding contract subject only to the approval and acceptance of Coin, Currency, and Documents, Inc., The terms and conditions printed on the back of this form are incorporated and thereby made a part hereof. Such terms and conditions shall supercede any other terms and conditions, written or oral, and the rights of the parties shall be governed exclusively by such terms and conditions:

THANK YOU FOR YOUR BUSINESS!