PROPRIETARY AWARD **BID # SP-0253-15**

Subject: Legal, Retail and Classified Advertisements FY 17

Department: Procurement Division

Description of Purchase: Recommend approval of award to Daily Record & Observer, LLC., due to acquiring the current contracted vendor, Bailey's Publishing & Communications, Inc., for the assumption of continued services under the current terms and conditions. Period of service to remain unchanged through September 30, 2017, with one (1) renewal option remaining. Total annual expenditure to remain at $180,000.00, with a total contract expenditure not-to-exceed $1,079,000.00.

Funding to be encumbered by various City agencies.

Proprietary Award To: Daily Record & Observer, LLC.

Price Justification: See Attached

Total Award: $1,079,000.00 **Requisition #** N/A

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

Certification as to Proprietary Source: Dan Pearson, Asst. Manager of Purchasing

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

ANALYST: Chelsey Renfroe

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-114, Revised 12/2007

PROCUREMENT DIVISION

TO: Gregory Pease, Chief, Procurement Division

FROM: Dan Pearson, Manager of Purchasing Services, Asst.

DATE: February 10, 2017

SUBJECT: SP-0253-15 Legal, Retail and Classified Advertisements FY 2016 Florida Times Union, Financial News & Daily Record

The Procurement Division requests approval to reassign the current Proprietary award from Bailey's Publishing & Communications, Inc. to Daily Record & Observer, LLC., due to their acquisition of the awarded vendor. The Daily Record & Observer has agreed to the terms and conditions for continued services through September 30, 2017. The annual expenditure for the Daily Record & Observer to remain unchanged at $180,000.00, with a total contract expenditure not-to-exceed $1,079,000.00.

Funding to be encumbered by various City agencies.

Thank you for your assistance and consideration in this matter.

/cr

FINANCE AND ADMINISTRATION DEPARTMENT
214 N. Hogan Street, 8th Floor | Jacksonville, FL 32202 Phone: 904.255.8800 Fax: 904.255.8837 www.coj.net

Renfroe, Chelsey

From: Angie Campbell <acampbell@jaxdailyrecord.com>
Sent: Friday, February 10, 2017 9:23 AM
To: Renfroe, Chelsey
Cc: legal@jaxdailyrecord.com
Subject: Re: Daily Record COJ Contract
Attachments: SP-0253-15 2nd Renewal.pdf; W-9 DRO-FNDR.pdf

Yes, Daily Record & Observer will take over the current contract with the City of Jacksonville Procurement Division for Legal, Retail and Classified Advertisements, agreeing to the same terms and conditions.

I have attached a w-9 form for your convenience. Please let me know if additional information is needed to set up Daily Record & Observer as a new vendor in JaxPro.

Thank you,

Angie

Angela Campbell
Business Manager
Daily Record & Observer, LLC
- Financial News & Daily Record
- Realty Builder Connection

10 N. Newnan St., Jacksonville, FL 32202
Phone (904) 356-2466 Fax (904) 353-2628

On 2/10/2017 8:15 AM, Renfroe, Chelsey wrote:

> Good morning,
>
> I have been notified that Bailey Publishing & Communications, Inc. has been acquired and has a new name, Daily Record & Observer, and new EIN number. I will need Daily Record & Observer to verify and confirm that they want to take over the current contract for Legal, Retail and Classified Advertisements, agreeing to the same terms and conditions. I have attached the most recent award as reference.
>
> We will also need to set up a new vendor account in our JaxPro system under the new name and EIN number.
>
> If you have any questions, please let me know.
>
> Thank you,
> Chelsey Renfroe
> Purchasing Analyst
> Procurement Division
> City of Jacksonville
> crenfroe@coj.net
> Direct 904.255.8826

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Daily Record & Observer LLC

2 Business name/disregarded entity name, if different from above
Financial News & Daily Record

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
10 N Newnan St

Requester's name and address (optional)

6 City, state, and ZIP code
Jacksonville, FL 32202

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
8 1 - 0 9 3 9 7 6 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Janet Mohr Date ▶ 1/23/17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

PROPRIETARY AWARD **BID # SP-0253-15**

Subject: Legal, Retail and Classified Advertisements FY 17

Department: Procurement Division

Description of Purchase: Recommend approval of Proprietary Award to utilize the second (2) of three (3) renewal options to Shivers Trading & Operating Company (Florida Times Union) and Bailey's Publishing & Communications, Inc. (Financial News & Daily Record) for legal, retail and classified advertisements for FY 17. Period of service is October 1, 2016 through September 30, 2017. The estimated expenditure for Shivers Trading & Operating Company (Florida Times Union) is $100,000.00; and for Bailey's Publishing & Communications, Inc. (Financial News & Daily Record) is $180,000.00. The total annual estimated expenditure not-to-exceed $280,000.00. The total expenditure not-to-exceed $1,079,000.00.

Funding to be encumbered by various City agencies.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. 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 that funds are appropriated.

Proprietary Award To: Shivers Trading and Operating Company - $100,000.00
Bailey's Publishing & Communications, Inc. - $180,000.00

Price Justification: See Attached

Total Award: $1,079,000.00 **Requisition #** N/A

Attachments: Recommendation Memo, Previous Awards, Proprietary Request

Certification as to Proprietary Source: Dan Pearson, Asst. Manager of Purchasing

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

ANALYST: Chelsey Renfroe

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R Eibach 9-1-16

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: 9/01/16

APPROVED ✓ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-114, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0253-15**

Subject: Legal, Retail and Classified Advertisements FY 16

Department: Procurement

Description of Purchase: Recommend approval of Proprietary Award to utilize the first (1) of three (3) renewal options to Shivers Trading & Operating Company (Florida Times Union) and Bailey's Publishing & Communications, Inc. (Financial News & Daily Record) for legal, retail and classified advertisements for FY 16. Period of service is October 1, 2015 thru September 30, 2016. The estimated expenditure for Shivers Trading & Operating Company (Florida Times Union) is $207,000.00; and for Bailey's Publishing & Communications, Inc. (Financial News & Daily Record) is $180,000.00. The total annual estimated expenditure not-to-exceed $387,000.00. The total expenditure not-to-exceed $799,000.00.

Funding to be encumbered by various City agencies.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. 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 that funds are appropriated.

Proprietary Award To: Shivers Trading and Operating Company - $207,000.00
Bailey's Publishing & Communications, Inc. - $180,000.00

Price Justification: See Attached

Total Award: $799,000.00 **Requisition #** N/A

Attachments: Recommendation Memo, Previous Awards, Proprietary Request

Certification as to Proprietary Source: Dan Pearson, Asst. Manager of Purchasing

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

ANALYST: Chelsey Renfroe

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 09/03/15

ACTION OF AWARDING AUTHORITY

DATE: 9/03/15

APPROVED ✓ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION

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

FORM GB-114, Revised 1/22/2007

PROPRIETARY AWARD

BID # SP-0253-15

Subject: **LEGAL. RETAIL AND CLASSIFIED ADVERTISEMENTS FY 15**
Department: **PROCUREMENT**

Description of Purchase:
Subject bid was awarded 9/19/2014 to Shivers Trading & Operating Co. (Florida Times Union) in the amount $180,000.00 and Bailey's Publishing & Communications, Inc. (Financial News Daily Record) in the amount of $205,000.00.

Recommend approval to increase the award to Shivers Trading & Operating Co. in the amount $27,000.00 for continued services thru September 30th, 2015. Revised total expenditure not-to-exceed $412,000.00.

Funding to be encumbered by Purchase Order issued by various City agencies.

Proprietary Award To: **Shivers Trading & Operating Co.**

Price Justification:
See previous award

Total Award: $ **412,000.00** Requisition # **N/A**

Attachments:
Recommendation Memo, Previous Award
Certification as to Proprietary Source:
Marlene Russell, Manager of Procurement Services

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

Buyer: **DANIEL PEARSON**

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 05/21/15

ACTION OF AWARDING AUTHORITY DATE: 5/21/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01

PROPRIETARY AWARD **BID # SP-0253-15**

Subject: Legal, Retail and Classified Advertisements FY15

Department: Procurement

Description of Purchase: Recommend approval of Proprietary Award to Shivers Trading and Operating Company (Florida Times Union), the only local newspaper with the ability to handle legal and classified advertisements reaching the entire community. Recommend approval of Proprietary Award to Bailey's Publishing & Communications, Inc. (Financial News Daily Record) for the purpose of advertising bid opportunities and legal-related matters reaching local businesses wishing to do business with the City. Period of service will be from October 1, 2014 through September 30, 2015 with three (3) one (1) year renewals. Total estimated expenditure not to exceed $385,000.00

Funding Source: Various City agencies.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2014. 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.

Proprietary Award To: Shivers Trading and Operating Company - $180,000.00
Bailey's Publishing & Communications, Inc. - $205,000.00

Price Justification: See Attached

Total Award: $385,000.00 Requisition # N/A

Attachments: Recommendation Memo

Certification as to Sole Source: Marlene Russell, Manager of Procurement Services

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

Purchasing Analyst: Amy Cole

GREG PEASE, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

09/18/14
DATE

ACTION OF AWARDING AUTHORITY DATE: 9/19/14

APPROVED ✓ DISAPPROVED

OTHER

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

SIGNATURE OF AUTHENTICATION

SOLE SOURCE/PROPRIETARY 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): Intra-Governmental Services/Procurement

PROPRIETARY ☒

SOLE SOURCE ☐

FUNDING SOURCE: Various City Departments/Agencies

BRIEF DESCRIPTION OF GOODS/SERVICES:
Legal, Retail and Classified Advertisements for FY 15

AMOUNT OF PROJECT (attach quote): $385,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Advertising bid opportunities and legal related matters in the Shivers Trading and Operating Company (Florida Times Union) and Bailey's Publishing & Communications, Inc. (Financial News Daily Record).

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
Both companies are the only local newspapers with the ability to handle legal and classified advertisements reaching the entire community.

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:
The Procurement Division has researched and these two firms are the only companies to perform the required services.

Submitted by: Marlene Russell Manager
(Name) (Title)

Date: 9/15/2014

Requesting Agency's Director's Signature: Paul Marcet

MR 9/15/14

Procurement Division **September, 2008**

SP-0253-15	Shivers Trading & Operating Company	Bailey's Publishing & Communications, Inc.	Daily Record & Observer, LLC.		
9/18/2014	$180,000.00	$205,000.00		Award	
5/21/2015	$27,000.00	$0.00		Increase	
9/3/2015	$207,000.00	$180,000.00		1st Renewal	
9/1/2016	$100,000.00	$180,000.00		2nd Renewal	
Pending		-$180,000.00	$180,000.00	Reassignment from Bailey's to Daily Record & Observer	
	$514,000.00	**$385,000.00**	**$180,000.00**		**$1,079,000.00 Total Award**