

The task force requested the following information for the internal service providers.

- 1) *A list of the products and/or services that you provide to your customers and the associated charge. If the charge is the cost plus a set mark-up please indicate that. Try and describe the product or service in a way that it can be compared to similar products and/or services at the independent authorities.*
- 2) *A list of the products and/or services that you feel you could /should provide to areas that are not currently using your services. As well as a reasoning as to way it would be beneficial to bring that product and/or service to you (i.e. Cost benefit, continuity or compliance with standards or the City's overall vision, technology standards/interfaces/security, minimize over/under use or abuse, etc.)*

(1) Procurement – Buying and Administration

- List of Services
 - o Prepare and maintain a current procurement manual that contains detailed regulations and procedures for the implementation of the Procurement Code, Ch 126 City Ordinance Code, and applicable State and Federal laws.
 - o Provide standard specification language to outline the general/terms and conditions in which awarded vendors will be contractually obligated to comply.
 - o Assist using agencies in the development of technical specifications to ensure fair and level competition and that specifications are aligned with industry standards and agency's needs.
 - o Issue Purchase Orders to support the day-to-day operations of City business.
 - o Coordinate with the EBO Division to incorporate the JSEB program into contracting and bidding opportunities.
 - o Manage and administer the solicitation process to include, advertising, bid posting, addenda publication, bidders list, pre-qualifications, bid opening, responsiveness review, bid tabulation.
 - o Manage the dissemination of public records related to the procurement processes.
 - o Work with the bidding community to effectively participate in the public bidding processes.
 - o Provide transparency in the soliciting/awarding of expenditures and related actions.
 - o Ensure compliance with Ch 126 of the Jacksonville Ordinance Code and applicable State and Federal laws for all City purchases.
 - o Receipt/storage of surplus property
 - o Inventory of surplus property
 - o Transfer of surplus property between city agencies, if applicable
 - o Hold auctions for the sale of surplus property
 - o Assist in the sale of surplus property by sealed bid, if applicable
 - o Sale of scrap metal
 - o Provide pick-up services at city locations
- Charges for Services
 - o There or no charges for the services provided by the Buying and Administration activity. We are part of the General Fund.

(1) Procurement – Copy Center and Central Mailroom

- List of Services
 - o Receive and process requests for reproduction/production printing request
 - o Provide formatting services for reproduction/production request
 - o Provide duplication services for CD and DVD conversion
 - o Provide internal billing for reproduction/production services rendered
 - o Perform periodic rate comparisons to external service providers
 - o Receipt, processing and distribution of incoming/outgoing mail parcels
 - o Provide safety check of suspicious incoming mail parcels, to include x-ray
 - o Receipt and distribution of inter-office mail parcels
 - o Provide pre-sort service to determine the best possible postage rate
- Charges for Services
 - o Copy Center and Mailroom Charges
 - Charges are set to recover operational costs, historical usage and adjusted to remain competitive with outside providers. Our pricing sheet is inserted at the end of this document below.

(2) Products or Services that could potentially be provided by City Procurement

- Currently we service the following agencies:
 - o All executive departments that report to the Mayor
 - o Constitutional Officers
 - o City Council
 - o By ordinance, Ch 126.102, the Code speaks specifically about how JTA and the Police and Fire Pension Fund are not required to utilize the City's Procurement Division but may voluntarily elect to do so. JEA, JIA and the Port Authority all have their own Procurement Code and staff. I'm not exactly sure why they are separate and what led to their segregation from the City in this respect. However, since all receive money from the City/tax payers in support of their operations, it would make sense to investigate further those agencies adopting our code or "one code" to be used consistently for compliance and continuity. This would also help discourage maverick spending, facilitate economy of scale purchasing and reduce the administrative footprint of procurement overhead.



**INTERNAL SERVICE RATES:
COPY CENTER**

Copies (Minimum \$5.00/order)

1 - 1,000 Impressions	Per Page	\$0.08
1,001 – 5,000 Impressions	Per Page	\$0.07
5,001 – 10,000 Impressions	Per Page	\$0.06
10,001 - 15,000 impressions	Per Page	\$0.05
Over 15,000	Per Page	\$0.04

Color Reproduction (Minimum \$5.00/order)

1 - 1,000 Impressions	Per Page	\$0.35
1,001 – 5,000 Impressions	Per Page	\$0.32
5,001 – 10,000 Impressions	Per Page	\$0.30
10,001 - 15,000 impressions	Per Page	\$0.28
Over 15,000	Per Page	\$0.25

Customer provided paper	Per Page	\$0.004/price reduction
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Remake	Per Copy	\$0.08/black & white
Remake	Per Copy	\$0.35/color ink

Report Binding: GBC, ARCO	Per Report	\$0.50
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Divider Sheet / Slip Sheet	Per Page	\$.02
Minimum Charge for Bindery		\$2.00

All special order stock pricing varies depending on cost from vendor.

Processing Fee for outside printing requisitions \$2.50 per req.

Effective 6/1/13

Hand-fed originals:	(Due to manual labor involved per sheet)	\$0.04
Saddle stitching:	Per copy	\$0.04
Single stapling:	Per copy	\$0.01
Double stapling	Per copy	\$0.02
Cutting fee	Per 15 min.	\$3.00
Tabs:	Per set of 5	\$0.35
Manual Fold (11 X 17)	Per sheet	\$0.05

* Rates are subject to adjustment by the Procurement Manager to recover cost, special ordered stock, and labor intense requests, to include budgetary requirements.

Copy CD to CD	\$3.00
Scan documents to PDF	\$8.00 per 15 minutes
Print, Fold and Insert	\$0.08
Fold and Insert	\$0.01

15% Upcharge – no more than \$100 per job request

Postage/Mail Room Charges

20% surcharge on processing mail