7

A NEW DAY.

City of Jacksonville, Florida

DONNA DEEGAN, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **May 9, 2024**

RE: **Request for Approval to Utilize Competitive Sealed Proposal Process**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a supplier for **Parking Fees and Fines Debt Collection Services**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends the Encouragement Plan.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida
Donna Deegan, 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

April 25, 2024

MEMORANDUM

TO: Dustin Feeman, Chief
Procurement Division

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

SUBJECT: Request for RFP for Parking Fees and Fines Debt Collection Services

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of debt collection services to collect parking fees and fines.

The estimated length of the contract will be July1, 2024 through September 30, 2027, with two (2) one year renewal options at the mutual agreement between the City and the Contractor.

The sub-committee responsible for the submitted proposals will be comprised of representatives from the Office of Public Parking.

It is our desire that this job be awarded in the form of a contract upon selection of the winning vendor.

Department of Finance and Administration

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March 25, 2024

To: Dustin Freeman, Division Chief
Procurement Division

Gregory Grant EBO/JSEB Administrator GC

From: Karem Baez, EBO/JSEB Business Compliance Analyst KB
Jacksonville Small and Emerging Businesses

RE: **Parking Fines and Fees Debt Collection Services -Rebid**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: Dave Klages
Gregory Grant

Klages, David

From: Klages, David
Sent: Thursday, March 21, 2024 4:58 PM
To: RiskReview
Subject: Parking Fees and Fines Debt Collection Services - Re-Bid
Attachments: Request for Service - Review of Bid Docs.docx; Parking Fees and Fines Debt Collection Services - Draft 01.pdf

Good afternoon, Kevin. Would you please review the insurance and indemnification requirements for the attached solicitation? The scope of services is for debt collection services and can be found beginning on page 28. The Insurance & Indemnification requirements can be found beginning on page 53.

This is a revenue-generating project with the awarded contractor receiving approximately $50,000 annually.

FYI... This is a re-bid of ESC-0314-14.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville | Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

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Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

APPROVED
By Kevin at 7:34 am, Mar 22, 2024

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RFP SPECIFICATIONS

FOR

PARKING FEES AND FINES DEBT COLLECTION SERVICES – RE-BID

Office of Public Parking

BID NO:	ESC-XXXX-24
OPEN DATE:	APRIL XX, 2024
TIME:	2:00 P.M.
PLACE:	ED BALL BUILDING, 214 N. HOGAN STREET, SUITE 105 (FIRST FLOOR), JACKSONVILLE, FL 32202

PRE-BID CONFERENCE:
N/A

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division