Docusign Envelope ID: 5E57A0E0-8933-45AD-AC56-F52247E1F777

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Printing Services for the Duval County Tax Collector's Office

Requested Action and Justification:

Recommend approval of the first of two (2), one (1) year renewal options with FSSI East, Inc. for printing services. Period of service will be from October 1, 2026 through September 30, 2027. The annual not-to-exceed amount in FY 2027 is $150,000.00. The total revised expenditure not-to-exceed amount is $701,660.56.

Supplier:	FSSI East, Inc.	**Basis of Award:**	LPTA	**BID Opening Date:**	05/24/2023

POA #:	70507-23	**PO #:**	698928-26	**Change Order #:**	N/A
Solicitation #:	ITB SC-0371 23	**Contract #:**	70507-23	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	2, 1-year renewal	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00193	**Center:**	730001	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$ 150,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 701,660.56	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	TCSG:SUPERVISION AND GENERAL COLLECTIONS		
Concurrence:	Signed by: Rick Erwin A5FFF916CB33434...	**Title:**	ASSISTANT TO TAX COLLECTOR - CHIEF 8/5/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E2B07B54E9...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 8/11/2026 4812CA1D431247A...
Name:	Ruth Keith	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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FSSI
Document Outsourcing Specialists
1500 Tradeport Dr. Suite B
Orlando, FL 32824

Mr. Kevin Rock
Chief Operations Officer
Duval County Tax Collector's Office

July 21, 2026

Subject: Printing Services Contract, SC-0371-23 dated on or around June 1, 2023 (the "**Agreement**") was assigned to FSSI East, Inc, on June 25, 2025

Dear Kevin,

This letter confirms our agreement to renew the Printing Services Contract, SC-0371-23, an additional one-year term through September 30, 2027, with the same terms and conditions as the current agreement, including the current rates, with no changes.

We appreciate our continued business relationship and look forward to another successful year of working together.

Please consider this letter as our formal acceptance of the renewal. If you require any additional documentation, please let us know.

Sincerely,

Dan Palmquist
Chief Revenue Officer, FSSI

Confirmed:

DocuSigned by:
Dan Palmquist
5679925B166E4A7...
Chief Revenue Officer 07/21/2026

Signature/Title/Date

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Printing Services for the Duval County Tax Collector's Office

Requested Action and Justification:

Request to increase maximum indebtedness amount for POA-72259-25 by $30,000 from $421,660.56 to $451,660.56 to cover additional expenses for the remainder of the fiscal year.

We project that there will be approximately $25,000 - $30,000 of additional expenses for the printing and mailing of local business tax, renewal, and tax installment reminders to be mailed during FY 2026. We have nearly reached the original maximum indebtedness amount for this agreement, so the increase request is to ensure that there is enough funding to cover the rest of this fiscal year. Total not--to-exceed amount is $551,660.56 for 3 years term.

Supplier:	FSSI East, Inc.	**Basis of Award:**	LPTA	**BID Opening Date:**	05/24/2023

POA #:	70507-23	**PO #:**	698928-26	**Change Order #:**	N/A
Solicitation #:	ITB SC-0371 23	**Contract #:**	70507-23	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	2, 1-year	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	N/A
Licenses Verified:	N/A	**JSEB %:**	N/A
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00193	**Center:**	730001	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000000	$ 30,000
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 551,660.56	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	TCSG:SUPERVISION AND GENERAL COLLECTIONS		
Concurrence:	Signed by: Rock Irwin A5FFF916CB33434...	**Title:**	ASSISTANT TO TAX COLLECTOR - CHIEF 7/21/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E2B07B54E9...	**Chief of Procurement:**	Signed by: 7/28/2026 B10F1D517352456...
Name:	Ruth Keith	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by: kelli O'Leary 92A2898FE95E4AC...
Date:	7/30/2026	**Date:**	7/30/2026

Signed by: