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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Animal Transfer Services

Requested Action and Justification:

Recommend approval to retroact the period of service from October 1, 2025, through date of executed contract. Recommend approval of single-source award to the Jacksonville Humane Society for the ACPS Transfer Program, which provides for the transfer of a minimum of 1,500 dogs and cats from the ACPS facility or through direct intake at the Jacksonville Humane Society facility; this program is necessary to reduce and prevent overcrowding at the ACPS facility.
Period of service is from date of executed contract through September 30, 2026. Total expenditures not to exceed $400,000.00.

To be executed by formal contract through the Office of General Counsel.

Supplier:	Jacksonville Humane Society	**Basis of Award:**	N/A	**BID Opening Date:**	

POA #:	TBD	**PO #:**	TBD	**Change Order #:**	NA
Solicitation #:	SS 17448 26	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	1 year	**Options:**	NA	**Options Used:**	NA

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

Fund:	11501	**Center:**	172104	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000901	$ 400,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 400,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	ASAC:ANIMAL CARE AND PROTECTIVE SERVICES DIVISION		
Concurrence:	Signed by: 3196CA8D7311495...	**Title:**	OFFICE OF ADMINISTRATIVE SERVICES MANAGER 1/7/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Sandy Simpson 309A039BE5B74A3...	**Chief of Procurement:**	Signed by: 1/20/2026 B10F1D51735245 6...
Name:	Sandy Simpson	**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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Lawrence Nicolas

PRESIDENT & CHIEF OPERATING OFFICER
Lauren Ghirardi

CEO EMERITA
Denise Deisler

**In Loving Memory*

October 31, 2025

Mr. Michael Bricker
Division Chief
2020 Forest Street
Jacksonville, FL 32204

Dear Michael,

Animal Care and Protective Services and the Jacksonville Humane Society would like to continue their partnership through the ACPS Transfer Program. The ACPS Transfer Program provides for the transfer of animals (dogs and cats) from the ACPS shelter to the JHS facility located at 8464 Beach Blvd., Jacksonville, Florida, and the direct intake of stray animals to the JHS facility.

JHS shall provide the following services for the ACPS Transfer Program:

- As resources allow, the transportation of pets to JHS or joint JHS/ACPS off-site adoption events; if transportation by JHS is unavailable, ACPS may transport animals to the JHS facility or joint off-site adoption events
- Intake at least 1,500 pets via transfer from ACPS or direct intake of strays
- Analysis and medical care of all pets transferred to JHS to include rehabilitation, spay/neuter surgery, shelter, and total care. Ensure that all animals to be adopted have been properly sterilized and registered for rabies protection
- A positive of live outcome for all adoptable and treatable transfers or strays
- Monthly report to be sent to ACPS within the first ten business days after the previous month; the monthly report shall also include a cumulative total for each previous month within the reporting period
- Provide ACPS with quarterly invoices in the amount of $100,000 each

Sincerely,

Lawrence Nicolas
Chief Executive Officer

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A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Animal Care & Protective Services Division
2020 Forest Street
Jacksonville, Florida 32204
(904) 630-CITY (2489)
www.coj.net

MEMORANDUM

DATE: **November 4, 2025**

TO: **Dustin Freeman, Chief**
Procurement Division

THROUGH: **Richard Reichard** RAR
Office of Administrative Services Manager

FROM: **Rebecca Rawls** RR
Accounting Manager, Animal Care & Protective Services

SUBJECT: **Sole Source Request – Jacksonville Humane Society FY26**

The Animal Care & Protective Services Division (ACPS) respectfully requests the proprietary award for SS-16126-25 be renewed in the amount of $400,000.00 for FY26. To retroact the period of service to October 1, 2025, through September 30, 2026. ACPS will utilize funds from charge account: 11501.172104.534100.000000.00000901.00000.0000000.

Please contact me at 255-7392 if you have any questions. Thank you for your consideration of this request.

Attachment:

Single Source Request Form
Jacksonville Humane Society Description of Services memo

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

SINGLE SOURCE JUSTIFICATION FORM (SSJF)	
Pursuant to the City of Jacksonville Procurement Code 126.306(a) (8) & The Procurement Operating Manual, when requesting to purchase from a Supplier subject to the referenced sections, this form is to be completed and must be submitted to the Procurement Division with applicable attachments via 1Cloud Smart Form Requisition.	
1. Requesting Agency:	Animal Care & Protective Services Division
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 ACPS Transfer program provides for the transfer of at least 1,500 dogs and cats from either the ACPS facility or direct intake at the JHS facility, located at 8454 Beach Blvd Jacksonville, FL. The contracted period is from October 1, 2025 through September 30, 2026. See attached Scope of Services memo dated October 31, 2025. The transfer program will help prevent overcrowding at the ACPS facility.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source Supplier:	JHS is the only facility within the City of Jacksonville that can provide transfer, medical care, and shelter care for the volume of animals for the price of the proposed contract.
4. Date of Request	11/3/2025

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.]

[There are no other providers of this service with the ability to fulfill the requirement of the contract at this time]

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 [Scope of Service Memo- Dated 10/31/25]

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Sincerely,

Lawrence Nicolas
Chief Executive Officer

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Award Solicitation: The ACPS Transfer program

Solicitation **SS 17448-26** Procurement BU **CGI BU** Close Date **12/26/2025 12:19** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **1** Will Participate **1** Responded **1**

Line Summary

Requisitioning BU	Line	Item	Item Revision	Supplier	Business Relationship	UOM	Quantity	Response Quantity	Award	Award Quantity	Rank	Response Price	Promised Delivery Date	Supplier Site	Response	Requested Delivery Date	Category Name	Location	Line Type
ASAC: Animal Care and Protective Services	1: JHS will provide transfer services for at least			Jackson-He Humane Society	Spend Authorized				Yes		1	400,000.00	12/19/2025	Dallas/Rainh	450234	12/26/2025	362.06 Animal Care, Animal Hea	Animal Care & Protective Serv	Dollars

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Award Solicitation: The ACPS Transfer program

Solicitation **SS 17448-26**	Responses Received **1**	Invited Suppliers **1**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **1**
Close Date **12/26/2025 12:19**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Overview

	Jacksonville Humane Society Response: 456234
Business Relationship	Spend Authorized
Supplier Site	Order/Remit
Supplier Contact	Nicolas, Lawrence
Response Status	Active
Shortlist Status	Included
Response Amount	400,000.00
Total Award Amount	
Time of Response	12/16/2025 15:16
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	No

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Award Solicitation: The ACPS Transfer program

Solicitation	**SS 17448-26**	Responses Received	**1**	Invited Suppliers	**1**
Procurement BU	**COJ BU**	Active Responses	**1**	Will Participate	**1**
Close Date	**12/26/2025 12:19**	Shortlisted Responses	**1**	Responded	**1**
Solicitation Currency	**USD**				

Lines

Number of Awarded Lines	**0**	Total Current Value		Total Savings Amount	
Number of Awarded Suppliers	**0**	Total Award Amount		Total Savings	

1 JHS will provide transfer services for at least 1,500 dogs and cats from the ACPS shelter to the JHS facility located at 8464 Beach Blvd, Jax, FL or direct intake of stray animals to the JHS facility. Qtrly payments $100,000.00.

Requisitioning BU	**ASAC: Animal Care and Protective Servic**	Start Price		Award Amount	
Line Type	**Dollars**	Current Price	**400,000.00**	Savings	
Category Name	**962.06 Animal Care, Animal Health, Anim**			Savings	
Location	**Animal Care & Protective Services**				

	Target Value	**Jacksonville Humane Society Response: 456234**
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		400,000.00
Unit Price Savings		0.00
Unit Price Savings Percent		0.00%
Minimum Release Amount		
Award Decision		
Award		No
Award Amount		
Promised Delivery Date	12/26/2025	12/16/2025
Note to Buyer		
Attachments		No

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