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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: Digitization of Historical Land Records

Requested Action and Justification:

Recommend approval of award to the highest evaluated bidder, US Imaging, Inc. for Digitization of Historical Land Records. Total expenditure not to exceed $4,798,962.32. The period of service will be for three (3) years, with two (2), two (2) year renewal options.

***Upon approval of the award, the Clerk's Office will issue the purchase order internally and administer the contract in accordance with the terms and conditions of the RFP and available funding.

Supplier:	US Imaging, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	03/06/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17522 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	2 - 2 Year	**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:	000000	**Center:**	000000	**Acct:**	000000	**Proj:**	00000000	**Activity:**	0000000000	$ 4,798,962.32
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 4,798,962.32	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	CLCL:CLERK OF THE COURTS		
Concurrence:	Signed by: Christy Caswell D008E67A8E8B4A0...	**Title:**	ASST TO CLERK OF CIR AND CO COURT - SENIOR MANAGER 7/2/2026
Concurrence:	Jennifer Spinelli 7BD7EF3CED954AF...	**Title:**	ASST TO CLERK OF CIR AND CO COURT - CHIEF FINANCIAL OFFICER 7/2/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Barnett, Renata E5139E2DE61E477...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 7/7/2026 4812CA1D431247A...
Name:	Barnett, Renata	**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.*

Award Solicitation: Digitization of Historical Land Records

Solicitation **RFP - Non-Construction 17522-26,1**	Responses Received **4**	Invited Suppliers **132**
Procurement BU **COJ BU**	Active Responses **4**	Will Participate **7**
Close Date **3/6/2026 16:00**	Shortlisted Responses **4**	Responded **4**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **#REF!**
Number of Awarded Suppliers **0**

Total Award Amount

1 Please insert $1 (Use proposal form to submit pricing)

Line Type **Dollars**
Category Name **920.19 Computer Digitizing Services**

Start Price
Current Price
:d Total Amount

Award Amount **###**
Savings
Savings

	Target Value	ImageStoreHouse.com, LLC Response: 459175	Kofile Technologies, Inc. Response: 459258	Revolution Data Systems Response: 459345	US Imaging, Inc. Response: 459202
Rank		3	2	4	1

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A. Solicitation Overview

A.1. Scope of Work

The Clerk of Courts of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for Digitization of Historical Land Records as listed in the bid documents.

A.2. Award

Award will be made to the highest ranked, responsive, responsible bidder.

A.3. Term of Agreement

The period of service will be for the initial period of three years, with two, two-year renewal options. Renewal options subject to approval with supplier and City of Jacksonville.

A.4. Quantities

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

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Digitization of Historical Land Records

RFP-17522-26,1

Total Points	11 Points	12 Points	12 Points	12 Points	12 Points	25 Points	5 Points	2 Points	4 Points	3 Points	2 Points	Evaluation Criteria	Presentation Interviews	Overall	Rank
Suppliers	Understanding of Scope & Records	Scanning Methology Quality	Equipment Adequacy	Project Management Plan	Specification Compliance & Challenge	Cost	Comparable Projects	Quality & Timeliness	Probleming Solving	Project Manaager	Personnel	Total Points (100 Max)	Total Points (110 Max)	Total Points (210 Max)	
IMAGESTOREHOME.COM LLC															
Jessica Ashton	8.00	10.00	8.00	7.00	9.00	15.00	2.00	1.00	2.00	2.00	2.00				
Richard Eler	10.00	12.00	11.00	9.00	9.00	23.00	3.00	1.00	4.00	3.00	2.00				
Beth Fleet	8.00	12.00	10.00	10.00	5.00	25.00	5.00	2.00	0.00	2.00	1.00				
Karah Gerhke	10.00	12.00	10.00	12.00	9.00	25.00	1.00	0.00	1.00	1.00	1.00				
Destini Jackson	8.00	8.00	8.00	8.00	10.00	20.00	3.00	2.00	1.00	2.00	2.00				
Average	8.80	10.80	9.40	9.20	8.40	21.60	2.80	1.20	1.60	2.00	1.60	**77.40**	**109.20**	**186.60**	2
US IMAGING, INC.															
Jessica Ashton	**11.00**	**12.00**	**12.00**	**12.00**	**10.00**	**25.00**	**5.00**	**2.00**	**4.00**	**3.00**	**2.00**				
Richard Eler	**11.00**	**12.00**	**10.00**	**12.00**	**9.00**	**20.00**	**4.00**	**1.00**	**4.00**	**3.00**	**2.00**				
Beth Fleet	**9.00**	**12.00**	**12.00**	**12.00**	**9.00**	**25.00**	**5.00**	**2.00**	**3.00**	**3.00**	**2.00**				
Karah Gerhke	**10.00**	**11.00**	**10.00**	**10.00**	**9.00**	**24.00**	**5.00**	**2.00**	**2.00**	**3.00**	**2.00**				
Destini Jackson	**11.00**	**10.00**	**6.00**	**12.00**	**12.00**	**20.00**	**5.00**	**2.00**	**1.00**	**3.00**	**1.00**				
Average	**10.40**	**11.40**	**10.00**	**11.60**	**9.80**	**22.80**	**4.80**	**1.80**	**2.80**	**3.00**	**1.80**	**90.20**	**103.60**	**193.80**	1
KOFILE TECHNOLOGIES, INC.															
Jessica Ashton	11.00	9.00	7.00	8.00	11.00	20.00	2.00	1.00	2.00	1.00	1.00				
Richard Eler	11.00	12.00	9.00	8.00	9.00	20.00	4.00	1.00	4.00	3.00	2.00				
Beth Fleet	5.00	6.00	6.00	6.00	6.00	25.00	5.00	2.00	0.00	3.00	1.00				
Karah Gerhke	11.00	10.00	10.00	5.00	11.00	23.00	5.00	1.00	2.00	0.00	1.00				
Destini Jackson	7.00	6.00	3.00	12.00	12.00	15.00	4.00	1.00	0.00	3.00	0.00				
Average	9.00	8.60	7.00	7.80	9.80	20.60	4.00	1.20	1.60	2.00	1.00	**72.60**	**96.40**	**169.00**	3
REVOLUTION DATA SYSTEMS															
Jessica Ashton	8.00	8.00	10.00	5.00	6.00	23.00	2.00	1.00	2.00	2.00	2.00				
Richard Eler	10.00	6.00	6.00	10.00	6.00	13.00	2.00	1.00	2.00	3.00	2.00				

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Beth Fleet	5.00	9.00	6.00	12.00	6.00	10.00	5.00	2.00	4.00	3.00	2.00				
Karah Gerhke	10.00	8.00	8.00	9.00	9.00	12.00	3.00	1.00	3.00	2.00	2.00				
Destini Jackson	6.00	12.00	6.00	6.00	6.00	10.00	2.00	1.00	0.00	1.00	1.00				
Average	7.80	8.60	7.20	8.40	6.60	13.60	2.80	1.20	2.20	2.20	1.80	**62.40**			**4**