SINGLE SOURCE AWARD **BID # SS-12871-22**

Subject: Annual Support and Maintenance for ShowCase Software

Department: Clerk of the Circuit and County Courts

Description of Purchase: Recommend approval of single source award to Courtview Justice Solutions, Inc. DBA equivant, to provide support and annual maintenance for the Clerk's ShowCase Software, Mentis, eCitation, e-Recording, ePayment, and UCR software. Period of service will be from October 1, 2022 through September 30, 2023. The requested total expenditure not-to-exceed $628,214.00.

Funding Source: To be encumbered using state funding per FS 28.37(5). The clerk's office and will issue purchase order internally upon approval of the award.

Single Source Award To: Courtview Justice Solutions, Inc. DBA equivant

Price Justification: See attachment

Total Award: $628,214.00. **Requisition #:** CLCL-500959-22

Attachments: Recommendation Memo, Single Source Form, Vendor Quote, Previous Award

Certification as to Sole Source: Jennifer Spinelli, Chief Financial Officer, Clerk of the Circuit & County Courts

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

July 8, 2022

To: Gregory Pease, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Single Source Award – CourtView/Equivant Annual Maintenance

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The Clerk of the Circuit and County Courts is requesting a single source award to CourtView Justice Inc. D/B/A Equivant to provide support and annual maintenance for the clerk's ShowCase, Mentis, eCitation, eRecording, ePayment and UCR software. The period of maintenance begins 10/1/2022 and ends 9/30/23. The total expenditure is not expected to exceed $628,214.00.

To be encumbered using state funding per FS 28.37(5). The clerk's office will issue the purchase order internally upon approval of the award. The account to be used is reported in the City's CAFR, and as a part of our consolidated structure the clerk's office requests this single source award.

Attachments: Single Source Request Form
Equivant Support and Maintenance Renewal Notice
Prior Years Award

JUSTIFICATION FOR SINGLE SOURCE (JSS)

Pursuant to the City of Jacksonville Procurement Code§ 126 206 & § 126 312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

1. Requesting Agency:	Constitutional Offices
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?***	Software maintenance renewal for ShowCase, Mentis Integration API, eCitation, Acclaim e-Recording Process Interface, ePayment, and UCR Enhancements for the period of 10/1/2022 - 9/30/2023
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	CourtView software is proprietary property of CourtView Justice Solutions Inc. d/b/a equivant and protected by law. Another party cannot alter, modify, change, manipulate or provide maintenance for this product without infringing upon equivant's ownership rights.
4. Date of Request	7/8/2022

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.]

[equivant is the sole source for software maintenance and services for its products.]

6. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

√ Other [Previous Years Award]

equivant

CourtView Justice Solutions Inc. d/b/a equivant

Support and Maintenance Renewal Notice

Purchasing
Duval County
Clerk of the Circuit Court
501 West Adams Street
Jacksonville, FL 32202

Date: July 1, 2022
Client ID: DUVALFL

Software Maintenance Renewal

Support Period: October 1, 2022 through September 30, 2023

Software	Annual Amount
ShowCase Software Support & Maintenance	
Appeals	$14,903.00
Circuit Civil	$44,617.00
County Civil	$44,617.00
Domestic Violence	$14,872.00
Family Law	$44,617.00
Felony	$74,402.00
Juvenile	$44,641.00
Mental Health	$14,872.00
Probate	$29,743.00
Traffic/Misdemeanor	$255,801.00
Mentis Integration API	$17,468.00
eCitation	$3,667.00
Acclaim e-Recording Process Interface	$6,968.00
ePayment	$9,135.00
UCR Enhancement	$7,891.00
Total Maintenance:	$628,214.00

Includes updates & enhancements, unlimited email & phone support for 12 months
equivant will issue an invoice within 60 days

This maintenance renewal is pursuant to the current equivant Support Agreement and renews annually. Notification of termination is required pursuant to that agreement. CourtView software is proprietary property of CourtView Justice Solutions Inc. d/b/a equivant and protected by law. Another party cannot alter, modify, change, manipulate or provide maintenance for this product without infringing upon equivant's ownership rights. equivant is the sole source for software maintenance and services for its products.
CourtView Justice Solutions Inc. Federal Tax ID # 46-0521050

4825 Higbee Avenue NW, Suite 101, Canton, Ohio 44718 Phone: 330.470.4280 Fax: 330.494.2483

SINGLE SOURCE AWARD **BID # SS-11197-21**

Subject: Annual Support and Maintenance for ShowCase Software

Department: Clerk of the Circuit and County Courts

Description of Purchase: Recommend approval of single source award to Courtview Justice Solutions, Inc. DBA equivant, to provide support and annual maintenance for the Clerk's ShowCase Software, Mentis, eCitation, e-Recording, ePayment, and UCR software. Period of service will be from October 1, 2021 through September 30, 2022. The requested total expenditure not-to-exceed $598,297.00.

Funding Source: To be encumbered using state funding per FS 28.37(5). The clerk's office and will issue purchase order internally upon approval of the award.

Single Source Award To: Courtview Justice Solutions, Inc. DBA equivant

Price Justification: See attachment

Total Award: $598,297.00. **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote, Previous Award

Certification as to Sole Source: Jennifer Spinelli, Chief Financial Officer, Clerk of the Circuit & County Courts

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 9/30/2021

ACTION OF AWARDING AUTHORITY DATE: 10-1-21

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
~~Chief Administrative Officer~~
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

FORM GB-113, Revised 12/2007

SCOPE OF SERVICES TO BE PROVIDED BY PIER OPERATOR

General

The Pier Operator will commence operations of a retail shop on the Pier, and will provide daily maintenance, janitorial and security services on the entire Pier and Facility in accordance with the following:

- The Pier Operator shall operate the Pier in such a way as to be an attraction for the public by providing, at a minimum, a retail concession, including bait and tackle shop, and including any other amenities which could further attract visitors to the Pier.
- The Pier Operator shall generate revenues and maximize profits.
- The Pier Operator shall operate the Pier in strict accordance with the provisions of the Interlocal Agreement.
- The Pier Operator shall operate the Pier in a manner that ensures the safety and security of visitors.

Schedule of Services and Reports to be provided by Pier Operator

The Pier Operator shall develop a maintenance plan to include schedules for janitorial, security, retail concession and all activities managed by the Pier Operator.

Schedule of services is to be submitted to the Chief of Natural and Marine Resources for approval within ten business days of award.

Any changes to the approved schedule must be submitted to the Chief of Natural and Marine Resources and receive approval before implementation.

The Pier Operator must submit a written monthly report to the Chief of Natural and Marine Resources summarizing the previous month's operations and activities, including revenues, number of visitors, maintenance status, and any other significant or special activities. The City shall have the right to conduct audits of Pier Operator's books and records.

An annual maintenance plan shall be submitted to the Chief of Natural and Marine Resources for review and approval.

Structural Maintenance and Repairs

The Pier Operator is not responsible for the structural maintenance and repairs of the Pier. The Pier Operator shall notify the Chief of Natural and Marine Resources of any needed structural repairs.

Operation of an On-Pier Retail Concession
The Pier Operator must operate an on-pier retail concession. Hours of operation, merchandise, and prices must be as proposed by the Operator, and as approved by the City. The City expects that the retail concession shall be profitable.

The Pier Operator must fund all start-up and inventory costs for the retail concession, including the installation of furniture, fixtures, and all other equipment necessary to successfully operate concession.

All costs of repair, maintenance and replacement of fixtures, equipment, furnishings and any other equipment used in operation of the Pier or concession shall be done at the sole expense of the Pier Operator and must be accomplished within 48 hours.

In connection with the retail concession, the Pier operator may offer additional food and snack items that do not require a hood or deep fryer, including items that are pre-prepared and microwaveable foods.

Concession activities shall be operated as to meet the standards required under applicable local, state and federal regulations.

Provision of Janitorial Services
The Pier Operator shall have sole responsibility for janitorial, pest control and trash services for the entire Pier east of seawall to include all current and future structures and/or facilities located on or connecting to the Pier and the dumpster (s).

The Pier must be clean, sanitary, and appealing to the eye at all times. The Pier Operator shall be solely responsible for the cleaning of the entire Pier. Cleaning shall, at a minimum, include removal of litter and any other objects that are deemed impediments or trash, emptying of waste receptacles, debris and spill removal, removal of bird droppings, pressure washing and surface disinfection, all in accordance with applicable federal, state and local regulations.

The Pier operator is solely responsible for the exterior and interior cleaning and maintenance of all current and future facilities located on the Pier. Facilities are to include, but are not limited to, concession building(s), public restroom(s), interior office(s), storage room(s) and fish cleaning table(s). Pier facilities and structures shall be kept at a level of cleanliness in conformance with accepted industry standards set forth by Johnson Diversey's Healthy High Performance Cleaning (HHPC) and the Association of Physical Plant Administrators (APPA). The APPA level 2 of cleanliness is the minimum level of acceptability.

Provision of Security Services
The entire Pier must be safe and secure at all times. The Pier Operator shall be responsible for the safety and security of Pier visitors during published hours of operations and authorized events, and for protection of pier property 24 hours a day.

The methods to accomplish security requirements at the Pier shall be included in the initial Schedule of Services submitted to the City. Any changes to the approved security services provided to the Pier require approval from the Chief of Natural and Marine Resources.

Staffing Requirements
The Pier Operator must, at all times, maintain an adequate number of competently trained staff to provide operational coverage on a full time basis during all operating hours and for authorized events.

Hours of Operation
The Pier facilities hours of operation must be open to negotiation. However, the City of Jacksonville Mayor, or his designee, shall order the closing of the Pier as deemed necessary at his sole discretion.

Utilities
The Pier Operator shall pay for all utilities including, but not limited to, water, electrical, sewer, telephone service, internet access, and sanitation services used or consumed in or on the premises of the Pier and its associated facilities.

Metering for Pier utilities must be separate from those of the City.

Compliance with Interlocal Agreement
The Pier must be operated in accordance with the Interlocal Agreement between the cities of Jacksonville and Jacksonville Beach. The Pier Operator must acknowledge the requirement in its response to this Request for Proposals.

Hurricane Plan Development
Within 90 days of contracting with the City, the Pier Operator must submit a Hurricane Preparation Plan to the City for its review. The Hurricane Preparation Plan must address the security of the Pier and the protection of property (either City-owned or Pier Operator-owned.)

Pier Rules
In connection with its management of the Pier, the Pier Operator will prohibit the following:

- Roller Blades
- Surf Boards

- Bicycles
- Throwing items from the Pier
- Sitting on Pier Railings
- Pets
- Sleeping Bags
- Jumping or diving from the Pier
- Fly Rods or Fly Fishing
- Hand Lines
- Cast Nets
- Shark Fishing
- Running
- Alcoholic Beverages

The Pier Operator must order fresh live bait from a supplier and not access live bait from the pier.

Proposing other Profit Generating Amenities, Activities or Attractions
The Pier must be an attraction to as many diverse crowds as possible. As such, the Pier Operator should propose additional activities, amenities, and facilities that would attract visitors to the Pier and generate profits. The methods to accomplish this shall be as proposed by the Pier Operator and approved by the City of Jacksonville Chief of Natural and Marine Resources.

Requisition CLCL-500959-22

Requisitioning BU	CLCL: Clerk of the Courts	**Requisition Amount**	0 USD
Entered By	Victoria Tomlin	**Justification**	
Status	Approved	**Funds Status**	Reserved
Description	Showcase Maintenance FY 23		
Emergency Requisition	No		

Attachments

Title	File Name or URL	Description
SS Courtview Equivant Annual M	SS Courtview Equivant Annual Maintenance.pdf	

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		Showcase Software Support and Maintenance - Appeals, Circuit Civil, County Civil, Domestic Violence, Family Law, Felony, Juvenile, Mental Health, Probate, Traffic/Misdemeanor	920.45 Software Maintenance/Support	1	Year	0.00 USD	0	Approved	Reserved

Requester	Victoria Tomlin	**Supplier**	CourtView Justice Solutions
Urgent	No	**Supplier Site**	Order/Remit
Requested Delivery Date	7/25/22	**Supplier Contact**	Dana Skemp
Deliver-to Location	CL-Finance/Accounting Charge	**Contact Phone**	
Deliver-to Address	501 West Adams Street, Jacksonville, FL 32202, Duval, United States	**Charge Account**	11801.311001.551010.000000.00000000.00000.0000000
Note to Buyer	This requisition has been created to utilize the SS posting process in 1Cloud. Upon completion the Clerks office will cancel the requisition and issue a purchase order internally with state funding not available in 1Cloud.		

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
2		Mentis Integration API Maintenance	920.45 Software Maintenance/Support	1	Year	0.00 USD	0	Approved	Reserved

Requester	Victoria Tomlin	**Supplier**	CourtView Justice Solutions
Urgent	No	**Supplier Site**	Order/Remit
Requested Delivery Date	7/25/22	**Supplier Contact**	Dana Skemp
Deliver-to Location	CL-Finance/Accounting	**Contact Phone**	

Charge

Deliver-to Address 501 West Adams Street, Jacksonville, FL 32202, Duval, United States

Charge Account 11801.311001.551010.000000.00000000.00000.0000000

Note to Buyer

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
3		eCitation	920.45 Software Maintenance/Support	1	Year	0.00 USD	0	Approved	Reserved

Requester Victoria Tomlin

Urgent No

Requested Delivery Date 7/25/22

Deliver-to Location CL-Finance/Accounting Charge

Deliver-to Address 501 West Adams Street, Jacksonville, FL 32202, Duval, United States

Supplier CourtView Justice Solutions

Supplier Site Order/Remit

Supplier Contact Dana Skemp

Contact Phone

Charge Account 11801.311001.551010.000000.00000000.00000.0000000

Note to Buyer

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
4		Acclaim e-Recording Process Interface	920.45 Software Maintenance/Support	1	Year	0.00 USD	0	Approved	Reserved

Requester Victoria Tomlin

Urgent No

Requested Delivery Date 7/25/22

Deliver-to Location CL-Finance/Accounting Charge

Deliver-to Address 501 West Adams Street, Jacksonville, FL 32202, Duval, United States

Supplier CourtView Justice Solutions

Supplier Site Order/Remit

Supplier Contact Dana Skemp

Contact Phone

Charge Account 11801.311001.551010.000000.00000000.00000.0000000

Note to Buyer

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
5		ePayment	920.45 Software Maintenance/Support	1	Year	0.00 USD	0	Approved	Reserved

Requester Victoria Tomlin

Urgent No

Requested Delivery Date 7/25/22

Deliver-to Location CL-Finance/Accounting Charge

Deliver-to Address 501 West Adams Street, Jacksonville, FL 32202, Duval, United States

Supplier CourtView Justice Solutions

Supplier Site Order/Remit

Supplier Contact Dana Skemp

Contact Phone

Charge Account 11801.311001.551010.000000.00000000.00000.0000000

Requisition CLCL-500959-22

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
6		UCR Enhancement	920.45 Software Maintenance/Support	1	Year	0.00 USD	0	Approved	Reserved

Note to Buyer

Requester	Victoria Tomlin	**Supplier**	CourtView Justice Solutions
Urgent	No	**Supplier Site**	Order/Remit
Requested Delivery Date	7/25/22	**Supplier Contact**	Dana Skemp
Deliver-to Location	CL-Finance/Accounting Charge	**Contact Phone**	
Deliver-to Address	501 West Adams Street, Jacksonville, FL 32202, Duval, United States	**Charge Account**	11801.311001.551010.000000.00000000.00000.0000000
Note to Buyer			

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.